



BOARD OF DIRECTORS' MEETING
October 20, 2022
9:00 A.M.

AGENDA

This meeting is being held pursuant to and in compliance with Va. Code Section 2.2-3708(3) and the ACSA Remote Participation Policy effective September 1, 2022. Va. 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; 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.

9:00 a.m.	1. Call to Order and Establish a Quorum –Statement of the Board Chair
9:05 a.m.	2. Service Recognition – Tony Gibson Retirement – 31 Years
9:15 a.m.	3. Approve Minutes of September 15, 2022
9:20 a.m.	4. Matters from the Public
9:25 a.m.	5. Response to Public Comment
9:30 a.m.	6. Consent Agenda
	a. Monthly Financial Reports
	b. Monthly Capital Improvement Program (CIP) Report
	c. CIP Authorizations
	d. Rivanna Water and Sewer Authority (RWSA) Monthly Update
	e. ACSA Board Policy Future Issues Agenda 2022
	f. Advanced Metering Infrastructure (AMI) Project Update
	g. VDH Construction Specifications
	h. Virginia Low Income Household Water Assistance Program (LIHWAP)
9:50 a.m.	7. Construction and Engineering Contracts
10:05 a.m.	8. Operational Presentation – ARVs and Auto Flushers
10:20 a.m.	9. Energy Audit Report
10:35 a.m.	10. Amendment to ACSA Purchasing Manual – Design-Build (D/B) Procedures
10:50 a.m.	11. Items Not on the Agenda
	12. Adjourn



ALBEMARLE COUNTY SERVICE AUTHORITY

STATEMENT OF CHAIR TO OPEN OCTOBER 20, 2022 MEETING

This meeting today is being held pursuant to and in compliance with Va. Code Section 2.2-3708,3 and the ACSA Remote Participation Policy effective September 1, 2022.

The Directors who are electronically present at this meeting are.... **(Name the directors electronically present for the meeting)**

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

R E S O L U T I O N

WHEREAS Tony A. Gibson began his career on August 16, 1991, and has served the Albemarle County Service Authority for

31 Y E A R S; and

WHEREAS his efforts and service to the Albemarle County Service Authority, in both the Finance and Maintenance departments, and his undeniable work ethic and dependable service have contributed to the reliability of the public water and sewer systems in Albemarle County; and

WHEREAS the Albemarle County Service Authority and its customers have greatly benefited from his institutional knowledge, skill, and dedication to the organization; and

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

***NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Albemarle County Service Authority expresses its sincere gratitude to
Tony A. Gibson
for his service to the customers of the
Albemarle County Service Authority.***

I hereby certify the foregoing to be a true and exact copy of a resolution adopted by the Board of Directors of the Albemarle County Service Authority in a regularly scheduled meeting held October 20, 2022 by a vote of __ to __.

Gary B. O'Connell, Secretary-Treasurer

Albemarle County Service Authority Board of Directors

1 The Board of Directors of the Albemarle County Service Authority
2 (ACSA) met virtually in a regular session on September 15, 2022, at 9:00
3 a.m. through Zoom.

4 **Members Present:** Mr. Richard Armstrong; Mr. Nathan Moore; Dr. Lizbeth
5 Palmer; Mr. Clarence Roberts, Chair; Mr. Charles Tolbert, Vice-Chair.

6 **Members Absent:** John Parcells.

7 **Staff Present:** Jim Bowling, Quin Lunsford, Jeremy Lynn, Alex Morrison,
8 Gary O'Connell, Justin Weiler, Emily Roach, Danielle Trent, April Walker,
9 Theresa Whiting, Terri Knight.

10 **Staff Absent:** Michael Lynn.

11 **Public Present:** Mike Derdeyn, Flora Pettit PC; Neil Williamson, Free
12 Enterprise Forum.

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

15 Mr. Roberts called the meeting to order, and a quorum was
16 established. He then read the Board Chair statement declaring an
17 electronic meeting (Attached as Page _____).

18
19 2. Approve Minutes of August 18, 2022

20 There were no corrections or additions to the minutes of August 18,
21 2022.

22 ***Dr. Palmer moved to approve the minutes, seconded by Mr.***
23 ***Moore. All members voted aye, except for Mr. Roberts who abstained***
24 ***from voting due to his absence at the August 18, 2022 meeting.***

25
26 3. Matters from the Public

27 There were no matters from the public.

28
29 4. Response to Public Comment

30 There was no response to public comment.
31

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1 5. Consent Agenda

2 **a. Monthly Financial Reports –**

3 **b. Monthly CIP –**

4 **c. CIP Authorizations –**

5 **d. CIP Project Close-Outs**

6 **e. Monthly Maintenance Update –**

7 **f. Rivanna Water and Sewer Authority (RWSA) Update –** Dr. Palmer
8 stated that she had a question about the resolution to amend the
9 RWSA's FY 2022-23 water rates and charges due to the Northern Area
10 Drinking Water Projects Agreement. She asked if the RWSA Board
11 knew about this change in advance and just did not have time to
12 include it before the rates were adopted, or if there was some issue
13 that led to the change.

14 Mr. O'Connell replied that there had been some discussion about
15 the projects in advance, but the actual monetary calculations were not
16 completed until after the RWSA budget was adopted. He stated that
17 this is why the rate change is going through a special amendment
18 process.

19 Dr. Palmer asked if there was any controversy surrounding the
20 change in charges. Mr. O'Connell replied that there was an agreement
21 process that the ACSA Board was involved in. He noted that the
22 projects almost exclusively serve ACSA customers, thus the ACSA is
23 responsible for 100% of the costs. He mentioned that there is one
24 longer-term project that could benefit the City of Charlottesville, which
25 would include a small cost-share.

26 Dr. Palmer asked when the change in charges from RWSA would
27 be implemented. Mr. O'Connell replied that, assuming the ACSA Board
28 approves the agreement, the monthly billing would begin to reflect that
29 increase in cost. He stated that the ACSA feels it can absorb the cost
30 during this budget year, so it would not be impactful to this year's

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1 budget. He mentioned that it would become a part of the rate setting
2 process for the next budget cycle next spring.

3 Dr. Palmer asked if Mr. O'Connell could say a few words about the
4 longer-term project that would benefit the City. Mr. O'Connell stated
5 that the project is to connect the northern part of the water system,
6 which is now served by the North Rivanna Water Treatment Plant, to
7 the South Fork Rivanna Water Treatment Plant. He mentioned that this
8 will include a couple of river crossings, as well as a new pump station
9 that is being built near the airport and a water tank. He noted that
10 longer-term, the North Rivanna WTP will be decommissioned. He
11 stated that the tank could benefit the City in the future.

12 ***g. ACSA Board Policy Future Issues Agenda 2022 –***

13 ***h. Advanced Metering Infrastructure (AMI) Project Update –***

14 ***Dr. Palmer moved to approve the consent agenda, seconded***
15 ***by Mr. Tolbert. The Chair asked for a roll-call vote: Mr. Tolbert, aye;***
16 ***Mr. Armstrong, aye; Mr. Moore, aye; Dr. Palmer, aye; Mr. Roberts,***
17 ***aye.***

18
19 6. **Imagine a Day Without Water – Resolution**

20 Emily Roach, Director of Human Resources & Administration,
21 stated that October 20, 2022 has been deemed as Imagine a Day Without
22 Water this year. She stated that for the 8th consecutive year, the ACSA
23 would be hosting a student art contest, in conjunction with the City of
24 Charlottesville and Rivanna Water & Sewer Authority (RWSA). She stated
25 that there is a copy of the art contest flyer in the Board packet, which have
26 the ACSA has started including with the customer bills. She mentioned that
27 the flyers would also be passed out to the schools as well. She stated that
28 staff is asking the Board today to approve the resolution proclaiming
29 October 20, 2022 as Imagine a Day Without Water (Attached as Page
30 ____).

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1 Dr. Palmer stated that this is a nice event, and she has always
2 enjoyed the various art submissions that are received every year.

3 ***Dr. Palmer moved to approve the resolution as presented to***
4 ***the Board, seconded by Mr. Tolbert. The Chair asked for a roll-call***
5 ***vote: Mr. Tolbert, aye; Mr. Armstrong, aye; Mr. Moore, aye; Dr. Palmer,***
6 ***aye; Mr. Roberts, aye.***

7
8 7. **Customer Account Arrearage Report – Status Update**

9 Quin Lunsford, Director of Finance, stated that the staff wanted to
10 provide the Board with an update on the arrearage situation, including what
11 has happened over the past two years and what will happen going forward.

12 Mr. Lunsford stated that the ACSA was awarded, and able to
13 distribute, over \$375,000 worth of federal and state Covid relief funds
14 through the CARES Act and ARPA program. He stated that the Board has
15 seen reports included in past consent agendas, of the ACSA's arrearage
16 balances fluctuating over time and now holding steady. He mentioned that
17 the reason for this is the considerable effort of the Customer Service team
18 in coordinating payment plans with about 100 customers that are
19 significantly in arrears. He added that most plans were established based
20 on the customer's ability to pay, with plans ranging from two months to over
21 two years.

22 Mr. Lunsford stated that there were 36 customers that the staff has
23 had incredible difficulty with getting in touch with or getting them to make a
24 payment on their account. He stated that in another attempt to contact
25 these customers, certified letters were mailed to them requesting them to
26 contact the ACSA. He noted that if they do not contact the ACSA within two
27 weeks, disconnection of water service will be scheduled. He mentioned
28 that if this happens, he anticipates the customer will call the office, at which
29 time the staff will do everything they can to get them back in service. He
30 noted that two of the customers that were mailed letters on Friday have
31 already contacted the office and paid their balance in full. He added that

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1 staff is hopeful that these letters will initiate conversations and help the
2 ACSA collect those arrears.

3 Mr. Roberts asked what the largest amount was owed to the ACSA
4 by a single-family customer. Mr. Lunsford replied that off the top of his
5 head, he would say about \$3,000-\$4,000. Mr. Roberts asked what the least
6 amount would be. Mr. Lunsford replied around \$200-\$300.

7 Dr. Palmer asked if all of these customers received assistance from
8 the funding the ACSA received from the State. Mr. Lunsford replied not
9 necessarily, but some of them did. He stated that the CARES Act program
10 required customers to fill out an application to request assistance. He
11 mentioned that the ARPA program was different in that the staff was able
12 to apply the funding independent of customers reaching out. He noted that
13 these customers could have accumulated arrearages outside of the
14 window the ARPA funds were available.

15
16 8. Update Report – Supplier Issues

17 Mr. O'Connell stated that the staff wanted to share some of the
18 challenges the ACSA is facing due to supply chain issues. He stated that
19 Mr. Lunsford has worked with other members of the Lead Team to put
20 together a presentation outlining some examples of those challenges
21 (Attached as Pages _____).

22 Mr. Lunsford stated that he would first like to thank the Lead Team
23 for contributing information for this presentation. He stated that if there are
24 any specific questions outside of the Finance department, he would defer
25 to the appropriate Lead Team member to answer them.

26 Mr. Lunsford stated that generally across the country there are
27 water and sewer pipe shortages. He stated that there has been limited
28 gasoline and diesel fuel availability, not necessarily pandemic-related but
29 due to the hacking of the pipeline a year and a half ago. He mentioned that
30 there are equipment shortages and other areas that may not be as
31 apparent on the surface but have impacted ACSA operations.

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1 Mr. Lunsford stated that he would begin with the Maintenance
2 department. He stated that water and sewer pipe availability is extremely
3 limited, with order fulfillment times of 40 weeks or more for ductile-iron
4 pipe. He stated that in terms of equipment, fleet vehicles have been
5 incredibly difficult to procure, taking years to receive. He noted that the
6 ACSA has received the new Ford F-550, but staff is waiting on a dump bed
7 to be installed.

8 Mr. Lunsford stated that in the Engineering department there have
9 been projects by limited pipe availability, as contractors are facing the
10 same issues as the ACSA. He mentioned that one of the pieces of
11 equipment that has been difficult to obtain is a generator that was ordered
12 in August 2021, which should be here soon. He stated that there have also
13 been issues with third-party services. He mentioned that some of the ACSA
14 customers are food service establishments that contract out the cleaning of
15 their grease interceptors and are having issues with scheduling those
16 services.

17 Mr. Lunsford moved next to the Information Technology (IT)
18 department. He stated that when the country's workforce transitioned to
19 remote work, the demand for equipment to support that work was
20 incredible, and the companies that provide the equipment have not been
21 able to keep up with the increased demand. He mentioned that this has
22 resulted in the ACSA having significant delays in obtaining replacement
23 computers and printers. He noted that the IT staff has had to slow down
24 replacement schedules and repurpose equipment to ensure employees are
25 able to work remotely.

26 Mr. Lunsford stated that in terms of the Administration department,
27 there have been issues related to third-party services and training. He
28 stated that CPR training is hands-on and conducted in-person, thus there
29 have been some workarounds in that area. He mentioned that other
30 trainings to keep employees safe and in compliance with various rules and
31 regulations have had to be delayed or performed through alternate means.

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1 He stated that interestingly enough, another area that has been affected is
2 the onboarding of new employees. He stated that there have been delays
3 in fulfilling new hire requirements such as drug screening and background
4 checks.

5 Mr. Lunsford stated that in the Finance department, meter
6 availability continues to be a major issue. He stated that he has had the
7 opportunity to regularly share updates on the AMI project, so he would not
8 belabor that point. He stated that early in 2021 when meter orders were not
9 being fulfilled with regularity, the ACSA worked closely with a number of
10 vendors to ensure there was sufficient stock for meter replacements
11 completely unrelated to the AMI project. He noted that it has also been
12 difficult to find components for the hydrant meters used by water haulers.
13 He stated that another interesting item that has been affected is envelopes.
14 He stated that the ACSA sends a little over 10,000 pieces of mail per
15 month just for customer billing, and there have been major delays in the
16 time it takes to receive the envelopes needed.

17 Mr. Lunsford stated that moving forward the ACSA continues to
18 look as far out into the future as is reasonable, to ensure there is enough
19 inventory and stock to continue providing clean, safe, and reliable water.
20 He stated that the new CMMS has provided the ACSA with an enhanced
21 ability to track inventory and determine what the organization has and what
22 it needs. He mentioned that the ACSA has also considered alternative
23 options for things like pipe materials and water meters. He noted that
24 another step the ACSA has taken to mitigate these supply chain issues is
25 retaining assets longer than historically normal. He stated that fleet
26 vehicles replacement is a prime example of this, in that the ACSA has held
27 on to vehicles that normally would have been sent to auction and replaced.
28 He added that the same is true with IT hardware.

29 Mr. O'Connell stated that the ACSA has also seen an increase in
30 bid pricing with its capital projects, which has also been the case with
31 RWSA on a couple of projects as well. He stated that as the ACSA moves

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1 into new, larger projects, the increased pricing will probably have a
2 financial impact over time. He noted that there also has not been a lot of
3 competition with regard to bidding on those projects.

4 Dr. Palmer asked if there were any specific RWSA projects that are
5 falling behind in their very aggressive CIP program. Mr. O'Connell replied
6 that he is not aware of any RWSA projects that have been delayed. He
7 mentioned that there was some concern about some of the pricing on a few
8 of the future projects, but he does not believe that has slowed anything
9 down as of now. Dr. Palmer stated that it is always an issue when the
10 estimate is different from what the project actually ends up costing. She
11 asked if there was something in particular that was way off. Mr. O'Connell
12 replied that across the board, pricing on materials has increased and
13 delivery times have been delayed.

14 Mr. Tolbert stated he is aware that difficulty in getting chips has
15 affected the automobile and computer industries. He asked what the
16 reason was for the delay in receiving pipe materials, as he assumes they
17 do not rely on chips. Mr. Lynn replied that he has heard from several
18 suppliers that the conflict in Ukraine is a huge factor in raw material for
19 ductile-iron pipe. Mr. Tolbert asked if the time delay in receiving these
20 materials is getting better or worse. Mr. Lunsford replied that he thinks it
21 depends on the material. He stated that some shipment times have
22 improved, and some have deteriorated. He mentioned that in terms of
23 meters, the ACSA's supplier made a change in where some of the
24 materials were made in order to improve some of the issues with the
25 electronics and microchips that are used. He noted that the other issue is
26 that the ACSA has a backlog, so it will take some time to fill those orders.

27 Mr. Lynn stated that the ACSA's contractor for the Jefferson Village
28 Water Main Replacement project actually secured pipe from a different
29 supplier, which a lot of contractors are doing. Mr. Tolbert asked if the
30 contractors are ensuring that the quality of the materials is the same. Mr.

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1 Lynn replied that the materials still meet the ACSA's approved products
2 and what is outlined in the contract documents.

3
4 9. Transfer of Ownership to Upper Woodbrook Interceptor

5 Mr. O'Connell stated that this item is a fairly straightforward
6 request. He stated that the proposal is a transfer of this sewer line from the
7 RWSA to the ACSA. He stated that this is very similar to the transfer of the
8 Upper Morey Creek Interceptor that the Board approved in June 2022. He
9 stated that this sewer line primarily serves residential areas and seems
10 appropriate for it to be a part of the ACSA's system. He noted that RWSA
11 conducted an evaluation of this sewer line and performed a major
12 rehabilitation and is now in better condition.

13 Mr. O'Connell stated that before the Board today is a request to
14 authorize the Executive Director to execute a deed with the RWSA to
15 transfer a portion of the Woodbrook sewer line to the ACSA. He stated that
16 the specifics of the transfer are outlined in the deed, as well as the map
17 that is included in the Board packet.

18 Mr. Tolbert asked if this would affect any of the sewer charges to
19 ACSA's residential customers. He stated that he assumes the ACSA is
20 already charging these customers for sewer and is just taking over control
21 of the sewer line. Mr. O'Connell replied yes. He noted that there is no
22 financial impact to customers, as they are already being billed for their
23 sewer use.

24 ***Dr. Palmer moved to authorize the Executive Director to***
25 ***execute a deed with the Rivanna Water and Sewer Authority (RWSA)***
26 ***that will transfer ownership of approximately 3,400 LF of the***
27 ***Woodbrook Interceptor upstream of WBI-MH-26 to the ACSA;***
28 ***seconded by Mr. Tolbert. The Chair asked for a roll-call vote: Mr.***
29 ***Tolbert, aye; Mr. Armstrong, aye; Mr. Moore, aye; Dr. Palmer, aye; Mr.***
30 ***Roberts, aye.***
31

Albemarle County Service Authority Board of Directors10. Items Not on the Agenda

Mr. O'Connell stated that he had a couple of items to mention. He stated that the first is the switch to in-person Board meetings beginning in October 2022. He stated that the staff is in the midst of checking all the equipment, getting the Board room set up, and working out all of the logistics. He noted that the Board will be notified on how it will all work in advance.

Mr. O'Connell stated that he also wanted to mention the Strategic Plan, which was one of the consent agenda items. He stated that the ACSA just sent out a customer survey to get feedback that will help in putting together the Strategic Plan. He mentioned that there will be individual meetings with Board members this fall to get their feedback as well. He noted that there is also a Best Practices Review Panel scheduled for mid-November, which will involve three general managers coming in and assessing the organization. He stated that this will be another source of feedback for the Strategic Plan. He added that all of that information will come together next year, with a Board presentation in February on the new three-year plan.


11. Adjourn

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

Gary B. O'Connell, Secretary-Treasurer

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

AGENDA TITLE: Monthly Financial Reports STAFF CONTACT/PREPARER: Quin Lunsford, Director of Finance 	AGENDA DATE: October 20, 2022 ACTION: Informational ATTACHMENTS: Yes
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BACKGROUND: Water and sewer financial reports and check registers for the month of September are attached for your review.

DISCUSSION:

- Water consumption for the month of August increased 2.6% compared to July. Water consumption for the month of August 2022 compared to August 2021 decreased 12.9%.
- RWSA's invoice of \$2,042,399 for the month of August was paid on September 10, 2022.
- Unearned water and sewer connection charges totaled \$3,012,869 at month end.
- System connection charges were above budgeted expectations with \$648,860 recognized in August. Total system connection charges for FY 2023 are less than those in FY 2022 by 17%.
- Water and Wastewater revenues for FY 2023 are above budgeted expectations by 5.8%. Please see the water/wastewater trend analysis included illustrating that when adjustment for expected variations in seasonal consumption are considered, revenues are 4.9% lower than budgeted expectations.

BUDGET IMPACT: Informational only.

RECOMMENDATIONS: None

BOARD ACTION REQUESTED: None; informational item only.

ATTACHMENTS:

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

ALBEMARLE COUNTY SERVICE AUTHORITY

STATEMENT OF NET POSITION
September 30, 2022

ASSETS

Cash and cash equivalents	\$ 10,872,942
Accounts receivable	4,854,409
Investments	42,573,758
Capital assets: (net of accumulated depreciation)	177,064,848
Inventory	537,454
Prepays	2,814
Cash and cash equivalents, restricted	<u>737,398</u>
Total assets	<u>236,643,623</u>

DEFERRED OUTFLOWS OF RESOURCES

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

Accounts payable	2,128,210
Accrued liabilities	357,620
Compensated absences	763,469
Net pension liability	695,494
Other post-employment benefits	1,144,368
Unearned connection fees	3,012,869
Long-term debt	<u>5,044,118</u>
Total liabilities	<u>13,146,148</u>

DEFERRED INFLOWS OF RESOURCES

Combined deferred inflows of resources	<u>2,880,258</u>
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NET POSITION

	<u><u>221,791,358</u></u>
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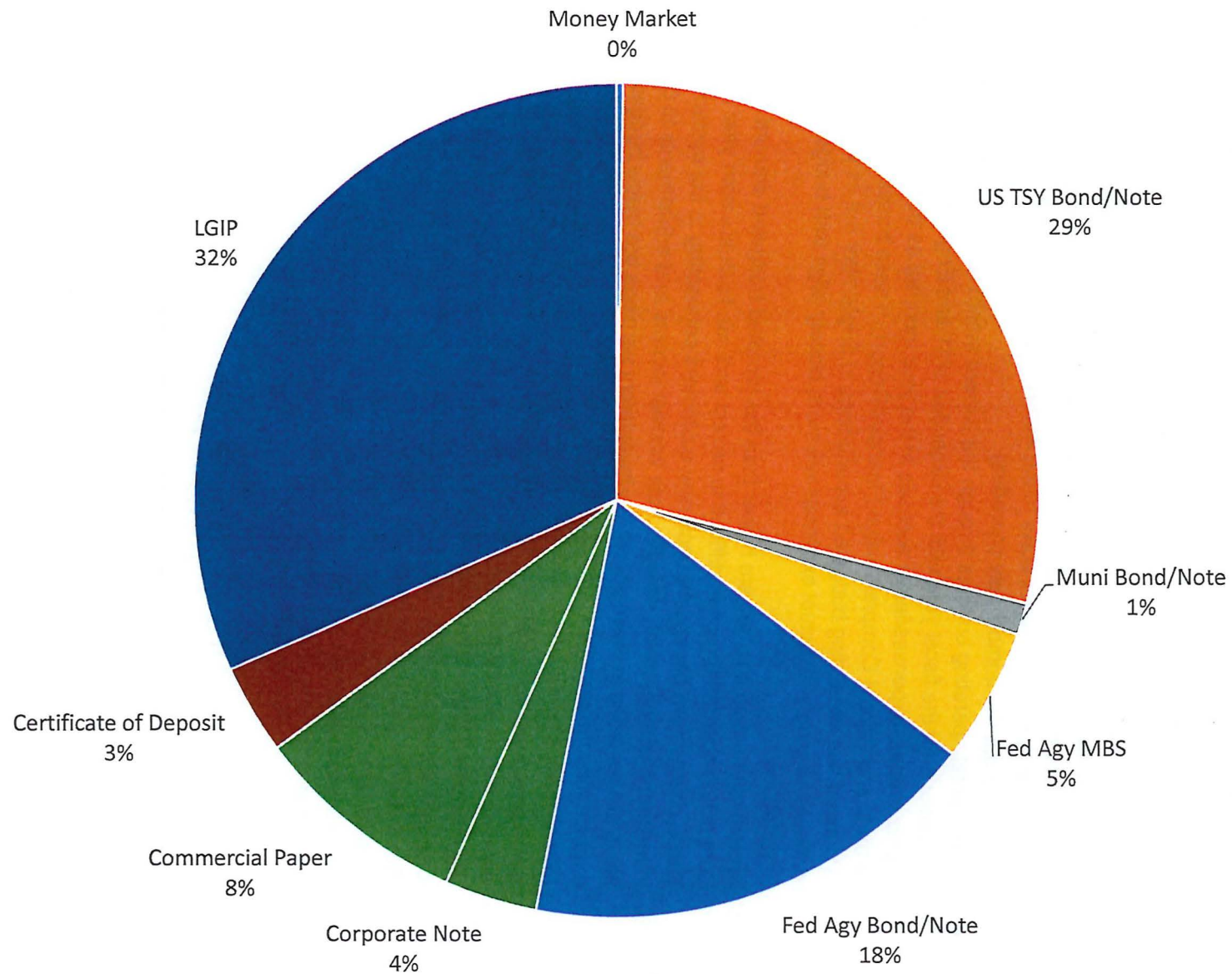
ALBEMARLE COUNTY SERVICE AUTHORITY
For the One Month Ending September 30, 2022

	Budget FY 2023	Budget Year-to-Date 2023	September Actual Year-to-Date	Actual vs. Budget	Variance Percentage
Revenues					
Water Sales	19,285,000.	4,821,250.	5,143,947.	322,697.	6.69%
Sewer Service	15,137,000.	3,784,250.	3,960,146.	175,896.	4.65%
Total operating revenues	34,422,000.	8,605,500.	9,104,093.	498,593.	5.79% A
Operating Expenses					
Purchase of bulk water	(13,774,000.)	(3,443,500.)	(3,595,599.)	(152,099.)	4.42% B
Purchase of sewer treatment	(10,776,000.)	(2,694,000.)	(2,575,106.)	118,894.	(4.41%) B
Administration	(1,286,500.)	(321,625.)	(302,519.)	19,106.	(5.94%) C
Finance	(2,502,100.)	(625,525.)	(598,757.)	26,768.	(4.28%) C
Information Technology	(1,521,900.)	(380,475.)	(409,195.)	(28,720.)	7.55% C
Engineering	(2,288,400.)	(572,100.)	(588,506.)	(16,406.)	2.87% C
Maintenance	(4,509,000.)	(1,127,250.)	(907,672.)	219,578.	(19.48%) C
Total operating expenses	(36,657,900.)	(9,164,475.)	(8,977,354.)	187,121.	(2.04%)
Operating gain(loss)	(2,235,900.)	(558,975.)	126,739.	685,714.	(122.67%)
Nonoperating Revenues					
System connection charges	5,926,800.	1,481,700.	2,111,605.	629,905.	42.51% D
Investment/Interest Income	100,000.	25,000.	(181,780.)	(206,780.)	(827.12%) E
Rental income	16,000.	4,000.	3,646.	(354.)	(8.85%) F
Miscellaneous revenues	455,000.	113,750.	292,179.	178,429.	156.86% F
Total nonoperating revenues (expenses)	6,497,800.	1,624,450.	2,225,650.	601,200.	37.01%
Nonoperating Expenses					
Miscellaneous expenses	(434,200.)	(108,550.)	(368.)	108,182.	(99.66%) G
Bond interest charges	(162,272.)	(40,568.)	0.	40,568.	(100.00%) H
Depreciation	0.	0.	(1,036,207.)	(1,036,207.)	0.00% I
Total nonoperating revenues (expenses)	(596,472.)	(149,118.)	(1,036,575.)	(887,457.)	595.14%
Capital contributions	0.	0.	386,325.	386,325.	0.00%
Change in Net Position	3,665,428.	916,357.	1,702,139.	785,782.	85.75%

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

- A.** Water and sewer revenues exceed budgeted amounts by 5.79%. Consumption through September (gallons) appears reasonable considering the ACSA's normal seasonal consumption pattern. Further information related to seasonal revenue expectations can be found later in the Board packet.
- B.** Expenses related to purchases of bulk water and sewer treatment from the RWSA are higher than budgeted amounts by 0.54%. Monthly billings prepared by the RWSA allocate total water/wastewater flows to the ACSA/City based on the consumption of each for the quarter immediately preceding.
- C.** Departmental operating budgets through the current month remain below budgeted expectations for the fiscal year with the exception of IT and Engineering. The Authority records prepaid expenses/leave accruals in the year incurred as part of preparation for the audit and Annual Comprehensive Financial Report. These transactions result in the YTD expenses exceeding budgeted expectations in September but as the year continues to progress, actual expenses will more closely align with budgeted expectations.
- D.** System connection charges are higher than the prorated 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 below budgeted expectations through the current month.
- F.** Miscellaneous revenues consist of multiple lines and include inspection fees, plan review, reconnections/initial bill fees, invoiced water usage, and gains associated with sales of capital assets retired from service.
- G.** The budgeted amount includes expected outlays for capital equipment and losses on disposal of capital assets. Equipment is capitalized when placed in service.
- H.** Bond interest charges are recorded as incurred.
- I.** Depreciation is not a budgeted line-item accounting for the variance. Depreciation expense is considered during the annual budgeting process as this expense is utilized to calculate the required contribution to the 3r reserve.

Allocation of Investments by Type



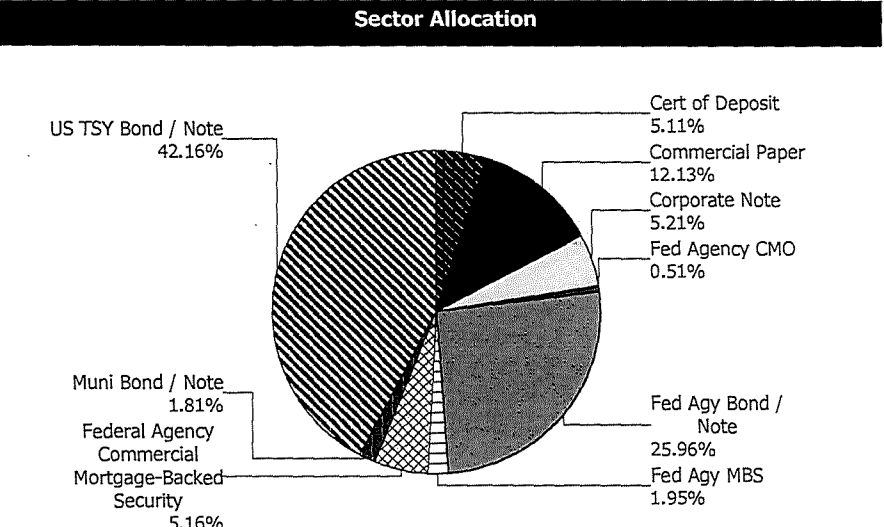
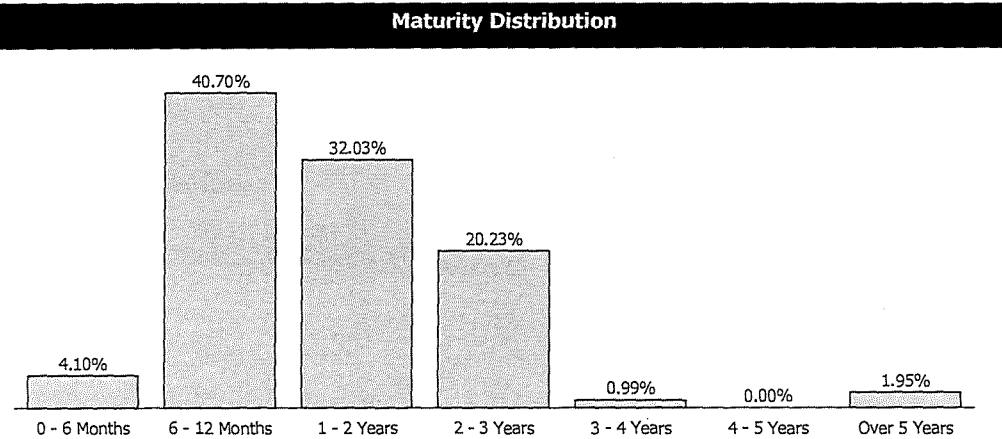
Portfolio Summary and Statistics

For the Month Ending **September 30, 2022**

ACSA OPERATING FUNDS - 03100100

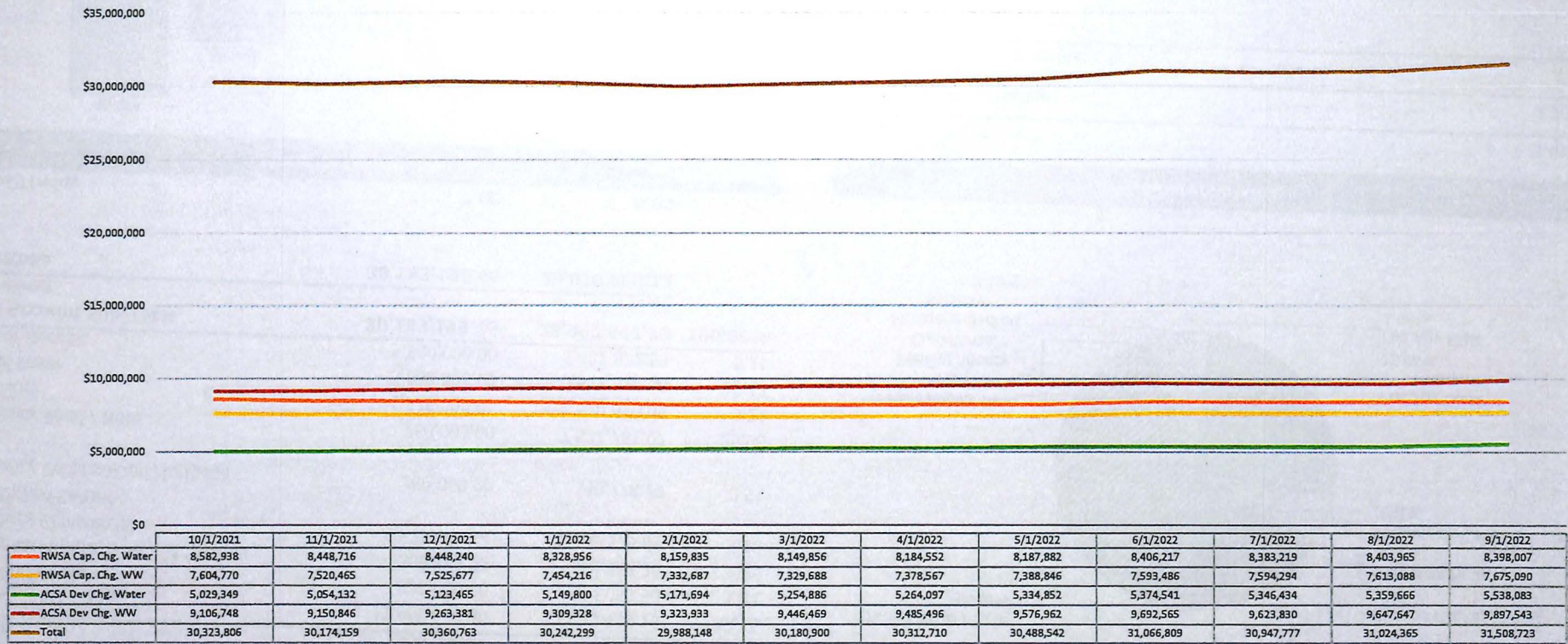
Account Summary			
Description	Par Value	Market Value	Percent
U.S. Treasury Bond / Note	12,905,000.00	12,223,485.19	42.16
Municipal Bond / Note	550,000.00	524,950.50	1.81
Federal Agency Mortgage-Backed Security	605,149.92	564,668.36	1.95
Federal Agency Commercial Mortgage-Backed Security	1,538,045.54	1,495,125.64	5.16
Federal Agency Collateralized Mortgage Obligation	150,000.00	146,778.79	0.51
Federal Agency Bond / Note	7,760,000.00	7,527,761.07	25.96
Corporate Note	1,575,000.00	1,510,470.05	5.21
Commercial Paper	3,600,000.00	3,517,575.60	12.13
Certificate of Deposit	1,500,000.00	1,481,832.53	5.11
Managed Account Sub-Total	30,183,195.46	28,992,647.73	100.00%
Accrued Interest		78,140.39	
Total Portfolio	30,183,195.46	29,070,788.12	

Unsettled Trades 0.00 0.00



Characteristics	
Yield to Maturity at Cost	1.64%
Yield to Maturity at Market	4.30%
Weighted Average Days to Maturity	571

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
August 2022**

Area	August 2022 Monthly Connection Fees	August 2021 Monthly Connection Fees	\$ Change	% Change
Crozet	\$ 242,460	\$ 121,230	\$ 121,230	100%
Urban	406,400	1,286,470	(880,070)	-68%
Scottsville	-	-	-	-
Total Connection fees	\$ 648,860	\$ 1,407,700	\$ (758,840)	-54%
Through August				
Area	YTD FY 2023 Connection Fees	YTD FY 2022 Connection Fees	\$ Change	% Change
Crozet	\$ 350,220	\$ 215,520	\$ 134,700	63%
Urban	1,097,675	1,528,930	(431,255)	-28%
Scottsville	-	-	-	-
Total Connection fees	\$ 1,447,895	\$ 1,744,450	\$ (296,555)	-17%
Area	August 2022 ERC's	August 2021 ERC's	Change	% Change
Crozet	18	9	9	100%
Urban	30	96	(66)	-69%
Scottsville	-	-	-	-
Total ERC's	48	105	(57)	-54%
Through August				
Area	YTD FY 2023 ERC's	YTD FY 2022 ERC's	Change	% Change
Crozet	26	16	10	63%
Urban	82	114	(32)	-28%
Scottsville	-	-	-	-
Total ERC's - YTD	108	130	(22)	-17%

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
August 2022**

Area	August 2022 ERC's	August 2021 ERC's	August 2020 ERC's
Crozet	18	9	20
Urban	30	96	23
Scottsville	-	-	-
Total ERC's	48	105	43

Through August			
Area	YTD 2023 ERC's	YTD 2022 ERC's	YTD 2021 ERC's
Crozet	26	16	46
Urban	82	114	97
Scottsville	-	-	-
Total ERC's - YTD	108	130	143

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

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

	FY 2023 Consumption	FY 2022 Consumption		Monthly Precipitation (In.)	
				FY 2023	FY 2022
July	155,932,214	162,247,194	-3.89%	6.42	2.30
August	159,969,362	183,549,927	-12.85%	4.10	4.60
September		167,986,757	-100.00%		5.46
October		159,438,005	-100.00%		5.26
November		148,641,595	-100.00%		1.01
December		140,551,064	-100.00%		0.26
January		142,192,560	-100.00%		4.04
February		127,434,073	-100.00%		1.81
March		131,636,356	-100.00%		3.50
April		135,122,656	-100.00%		3.23
May		144,519,955	-100.00%		6.04
June		150,608,842	-100.00%		4.11
	315,901,576	1,793,928,984		10.52	41.62
YTD	315,901,576	345,797,121	-8.65%	10.52	6.90

Note: Consumption through August 2022 is 8.65% less than the same period in fiscal year 2022. Monthly precipitation figures have been included for comparison purposes. Trends in rainfall can sometimes correlate with trends in consumption however, depending on the intensity, days between rain events, or other factors, this may not always be the case.

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

Albemarle County Service Authority

Serving • Conserving

Water and Sewer Report

(Volumes in Gallons)

August 2022

Billed by Area:	Water	Sewer
Crozet	17,358,178	15,200,016
Scottsville	1,670,982	793,581
Urban	140,905,870	116,010,769
Red Hill	34,332	0
Total	159,969,362	132,004,366

Billing by Sewer Plant:	
AWT	131,210,785
less Glenmore	(4,925,232)
Urban Total	126,285,553
Scottsville	793,581
Total	127,079,134

Number of Installed Meters:	
Urban	36
Crozet	19
Scottsville	0
Total	55

Metered Consumption (billed by invoice):	
Urban	1,151,300
Crozet	100
Scottsville	0
Total	1,151,400

Unmetered Consumption:	
ACSA Fire Flow Consump.	Urban 18,264
Total	18,264

Unmetered Leak Consumption:	
1600 Townwood Ct-8/5/22	Urban 500
1710 Sourwood Pl-8/25/22	Urban 50
Total	550

Billed Consumption for Selected Customers

	<u>Water</u>	<u>Sewer</u>
*Virginia Land Holding	572,324	572,324
Southwood Mobile Homes	2,025,000	2,400,000
Turtle Creek Apartments	1,257,919	1,250,019
Barracks West Apartments	1,594,700	1,594,700
Monroe Health and Rehab.	1,109,118	1,109,118
Sunrise Senior "Colonnades"	1,086,499	860,399
ACRJ	1,311,910	983,910
Westminster Canterbury	1,787,040	1,688,040
SEMF Charleston	1,353,682	1,353,682
Martha Jefferson Hospital	2,587,614	740,524
Crozet Mobile Home Village	265,700	265,700
Fashion Square Mall	227,417	227,417
County of Albemarle	1,173,029	791,820
University of Virginia	2,756,864	2,746,540
Wegmans	297,419	297,419

	<u>Water</u>	<u>Sewer</u>
Boar's Head Inn	600,112	573,412
Farmington, Inc.	870,716	472,832
Westgate Apts.	1,279,530	1,278,730
Abbington Crossing	1,745,808	1,745,808
Four Seasons Apts	1,399,052	1,399,052
Ch'ville/Alb Airport	191,814	192,765
State Farm	238,060	1,060
Hyatt @ Stonefield	392,731	392,731
Doubletree	843,220	843,220
Arden Place Apts.	449,806	449,806
Hilton Garden Inn	212,070	208,845
The Blake @ Charlottesville	207,972	207,972
The Lodge @ Old Trail	264,880	264,880
Gov't-Defense Complex	1,141,671	1,071,633
Harris Teeter Stores	239,714	239,714

* indicates Industrial Discharge Permit Holders

WATER

Class Type	Number of Connections by Area			Total
	Urban	Crozet	Scottsville	
Single-Family Residential	15,660	3,709	196	19,565
Multi-Family Residential	551	43	3	597
Commercial (Offices)	202	12	5	219
Commercial (Other)	921	76	52	1,049
Industrial	36	10	4	50
Institutional	171	32	12	215
Total Water Accounts	17,541	3,882	272	21,695
Plus Multiple Units	12,725	748	89	13,562
Total Water Units	30,266	4,630	361	35,257

SEWER

Class Type	Number of Connections by Area			Total
	Urban	Crozet	Scottsville	
Single-Family Residential	13,351	3,431	158	16,940
Multi-Family Residential	520	41	4	565
Commercial (Offices)	186	12	5	203
Commercial (Other)	716	52	44	812
Industrial	15	5	1	21
Institutional	133	26	10	169
Total Sewer Accounts	14,921	3,567	222	18,710
Plus Multiple Units	12,308	744	56	13,108
Total Sewer Units	27,229	4,311	278	31,818

POPULATION SERVED

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

	Urban	Crozet	Scottsville	Total
Total Water Customers	70,963	11,143	713	82,818
Total Sewer Customers	64,148	10,438	535	75,120

Albemarle County Service Authority
Major Customer Analysis
August 2022 and July 2022

	August 2022		July 2022		Increase(Decrease) Water Consumption	Increase(Decrease) Sewer Usage
	Water*	Sewer*	Water*	Sewer*		
ACRJ	1,311,910	983,910	1,020,280	853,280	28.58%	15.31%
County of Albemarle	1,173,029	791,820	926,547	699,426	26.60%	13.21%
Turtle Creek Apts.	1,257,919	1,250,019	1,085,764	1,080,664	15.86%	15.67%
University of Virginia	2,756,864	2,746,540	2,386,957	2,380,598	15.50%	15.37%
Westminster Canterbury	1,787,040	1,688,040	1,554,690	1,439,690	14.95%	17.25%
Martha Jefferson Hospital	2,587,614	740,524	2,376,936	965,595	8.86%	-23.31%
Barracks West Apartments	1,594,700	1,594,700	1,525,400	1,525,400	4.54%	4.54%
Westgate Apts.	1,279,530	1,278,730	1,232,893	1,229,593	3.78%	4.00%
Southwood Mobile Homes	2,025,000	2,400,000	2,039,000	2,100,000	-0.69%	14.29%
SEMF Charleston	1,353,682	1,353,682	1,464,801	1,464,801	-7.59%	-7.59%
Abbington Crossing	1,745,808	1,745,808	1,926,166	1,926,166	-9.36%	-9.36%
Four Seasons Apts.	1,399,052	1,399,052	1,568,221	1,568,221	-10.79%	-10.79%

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
August 2022 and August 2021

	August 2022		August 2021		Increase(Decrease)	Increase(Decrease)
	Water*	Sewer*	Water*	Sewer*	Water Consumption	Sewer Usage
Barracks West Apartments	1,594,700	1,594,700	1,521,900	1,521,900	4.78%	4.78%
Southwood Mobile Homes	2,025,000	2,400,000	2,025,000	4,592,347	0.00%	-47.74%
Turtle Creek Apts.	1,257,919	1,250,019	1,311,000	1,311,000	-4.05%	-4.65%
Martha Jefferson Hospital	2,587,614	740,524	2,700,775	1,296,375	-4.19%	-42.88%
Abbingdon Crossing	1,745,808	1,745,808	1,924,200	1,924,200	-9.27%	-9.27%
Westmisnster Canterbury	1,787,040	1,688,040	1,977,810	1,748,810	-9.65%	-3.47%
Westgate Apts.	1,279,530	1,278,730	1,428,000	1,426,600	-10.40%	-10.37%
Four Seasons Apts.	1,399,052	1,399,052	1,568,000	1,568,000	-10.77%	-10.77%
University of Virginia	2,756,864	2,746,540	3,500,993	3,497,693	-21.25%	-21.48%
County of Albemarle	1,173,029	791,820	1,559,835	1,221,635	-24.80%	-35.18%
ACRJ	1,311,910	983,910	1,811,260	1,570,260	-27.57%	-37.34%
SEMF Charleston	1,353,682	1,353,682	2,603,375	2,603,375	-48.00%	-48.00%

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 -- August

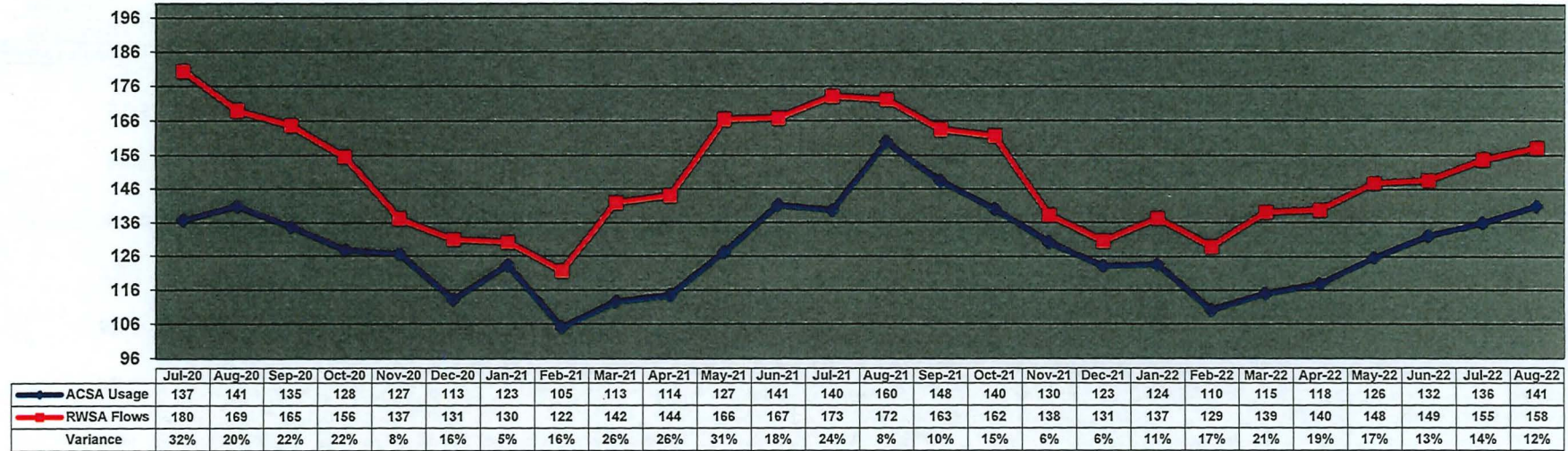
	YTD FY 2023		YTD FY 2022		Increase(Decrease)	Increase(Decrease)
	Water*	Sewer*	Water*	Sewer*	Water Consumption	Sewer Usage
Barracks West Apartments	3,120,100	3,120,100	2,917,700	2,917,700	6.94%	6.94%
Abbingdon Crossing	3,671,974	3,671,974	3,483,100	3,483,100	5.42%	5.42%
Southwood Mobile Homes	4,064,000	4,500,000	4,064,000	10,193,013	0.00%	-55.85%
Martha Jefferson Hospital	4,964,550	1,706,119	5,110,426	2,281,326	-2.85%	-25.21%
Four Seasons Apts.	2,967,273	2,967,273	3,105,000	3,105,000	-4.44%	-4.44%
Westmisnster Canterbury	3,341,730	3,127,730	3,562,950	3,213,950	-6.21%	-2.68%
Turtle Creek Apts.	2,343,683	2,330,683	2,503,000	2,502,000	-6.37%	-6.85%
Westgate Apts.	2,512,423	2,508,323	2,737,000	2,729,300	-8.21%	-8.10%
University of Virginia	5,143,821	5,127,138	6,549,500	6,535,293	-21.46%	-21.55%
ACRJ	2,332,190	1,837,190	3,374,880	2,908,880	-30.90%	-36.84%
County of Albemarle	2,099,576	1,491,246	3,101,484	1,976,284	-32.30%	-24.54%
SEMF Charleston	2,818,483	2,818,483	4,961,025	4,961,025	-43.19%	-43.19%

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

* -- Consumption/usage in gallons.

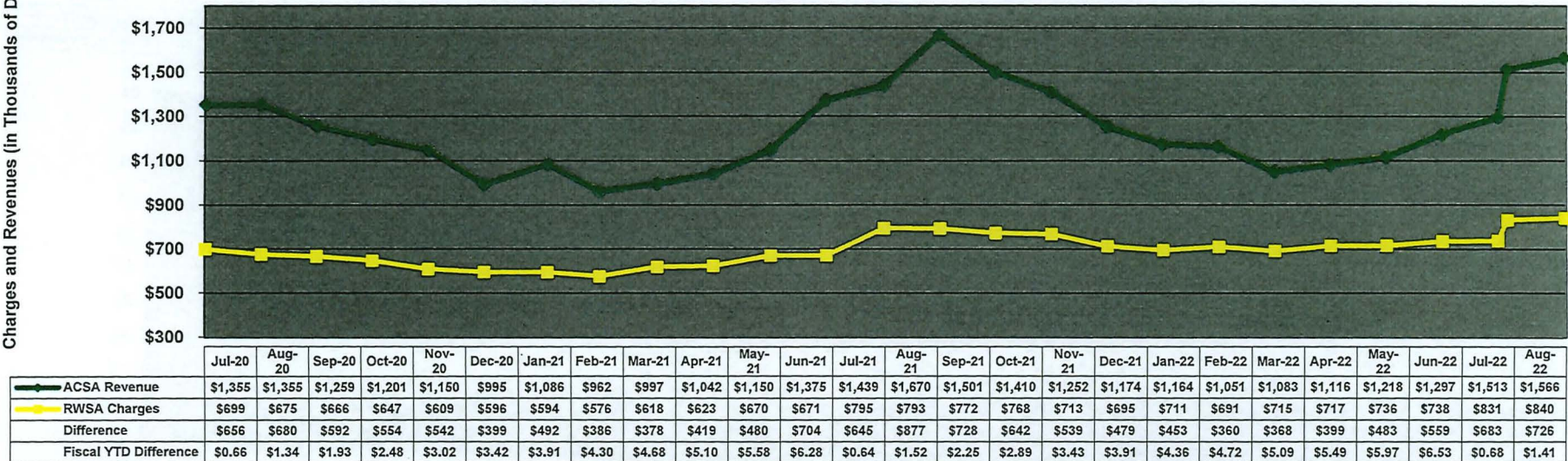
**FY 2021, 2022, and 2023 Urban Water Comparison
RWSA Flows & ACSA Customer Usage**

Flows & Usage (in Millions of Gallons)



Charges and Revenues (in Thousands of Dollars)

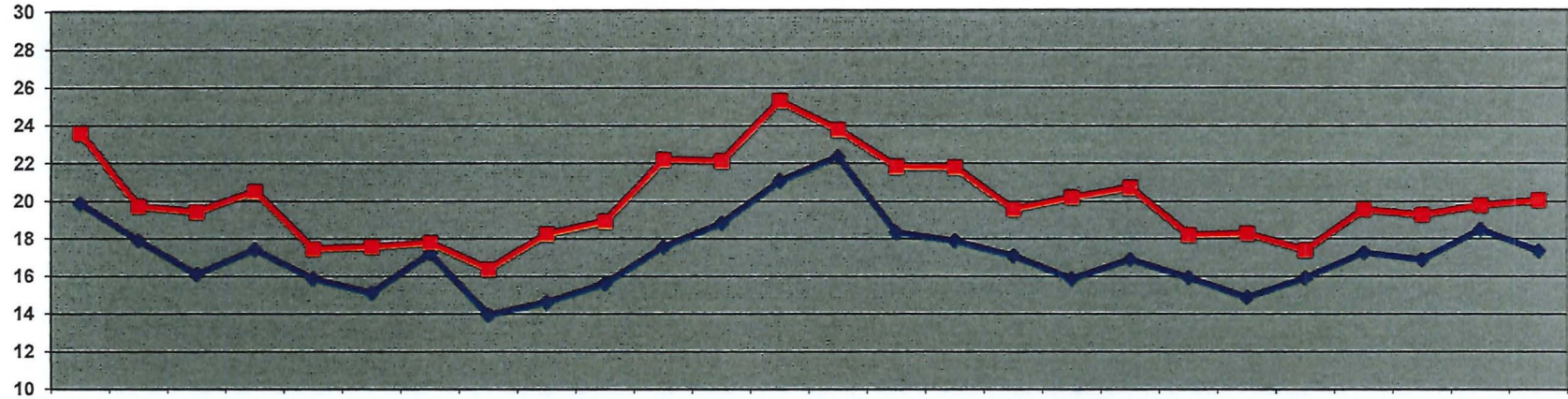
**FY 2021, 2022, and 2023 Urban Water Comparison
RWSA Billed Water Charges & ACSA Billed Water Revenues**



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

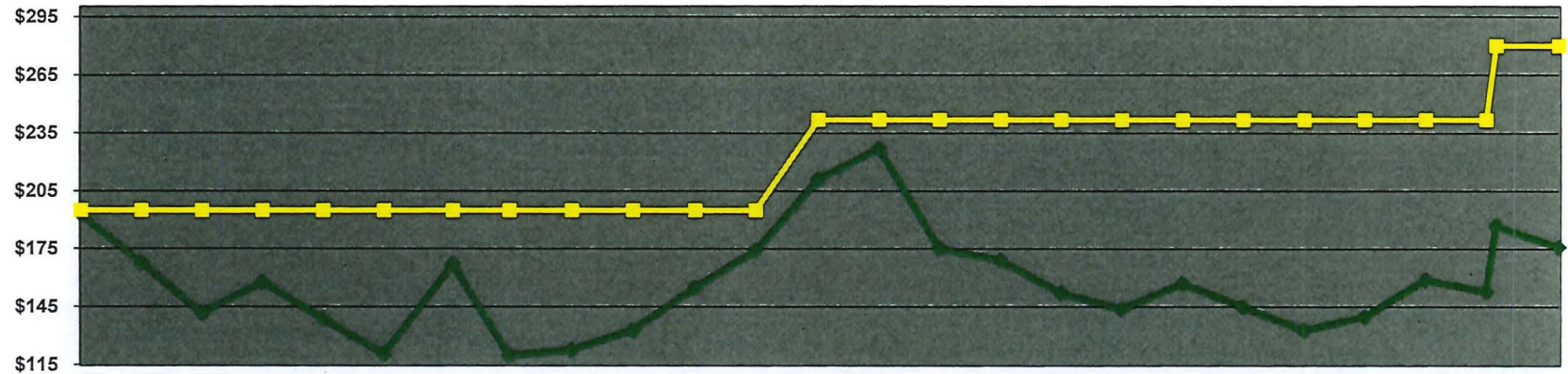
**FY 2021, 2022, and 2023 Crozet Water Comparison
RWSA Flows & ACSA Customer Usage**

Flows & Usage (in Millions of Gallons)



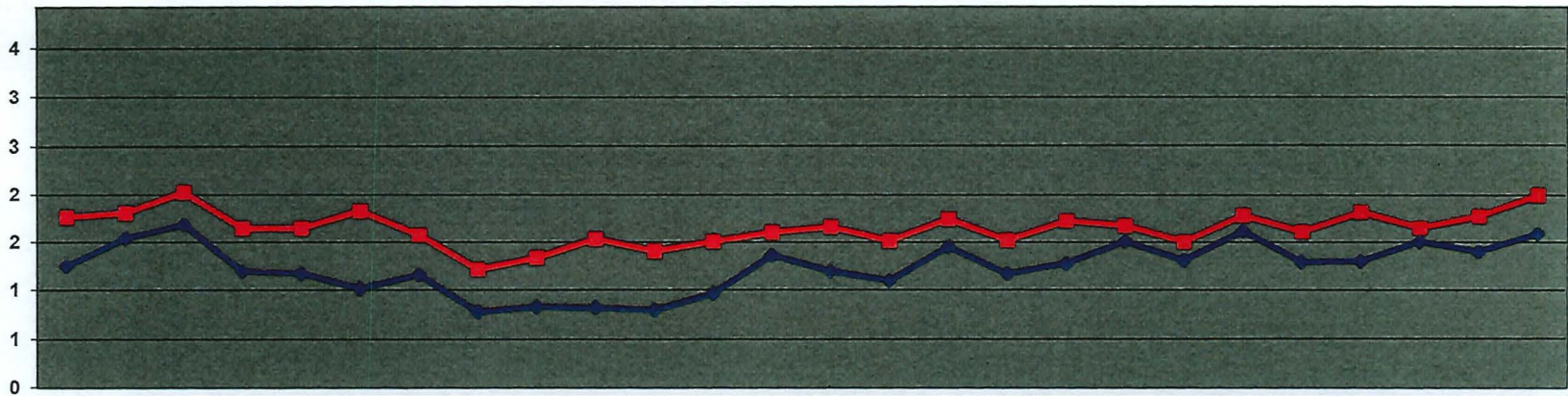
**FY 2021, 2022, and 2023 Crozet Water Comparison
RWSA Billed Water Charges & ACSA Billed Water Revenues**

Charges and Revenues (in Thousands of Dollars)



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

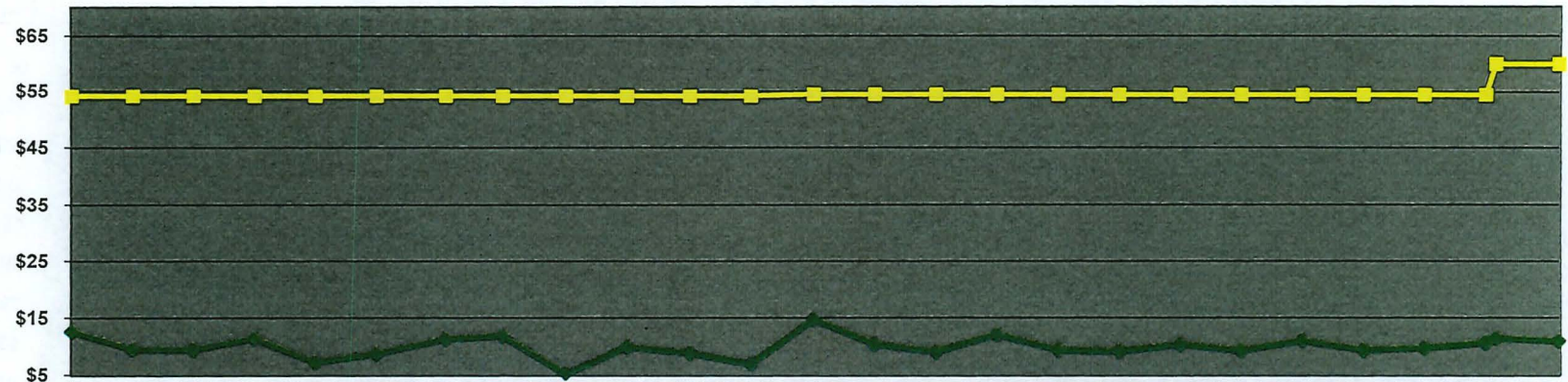
Flows & Usage (in Millions of Gallons)



	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22
ACSA Usage	1	2	2	1	1	1	1	1	1	1	1	1	1	1	1	2	1	1	2	1	2	1	1	2	1	2
RWSA Flows	1.8	1.9	2.1	1.7	1.7	1.9	1.7	1.3	1.4	1.6	1.5	1.6	1.7	1.7	1.6	1.8	1.6	1.8	1.8	1.6	1.9	1.7	1.9	1.7	1.9	2.1
Variance	38%	16%	19%	35%	38%	73%	33%	51%	55%	79%	69%	51%	17%	36%	35%	19%	28%	33%	10%	13%	10%	23%	37%	9%	25%	24%

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

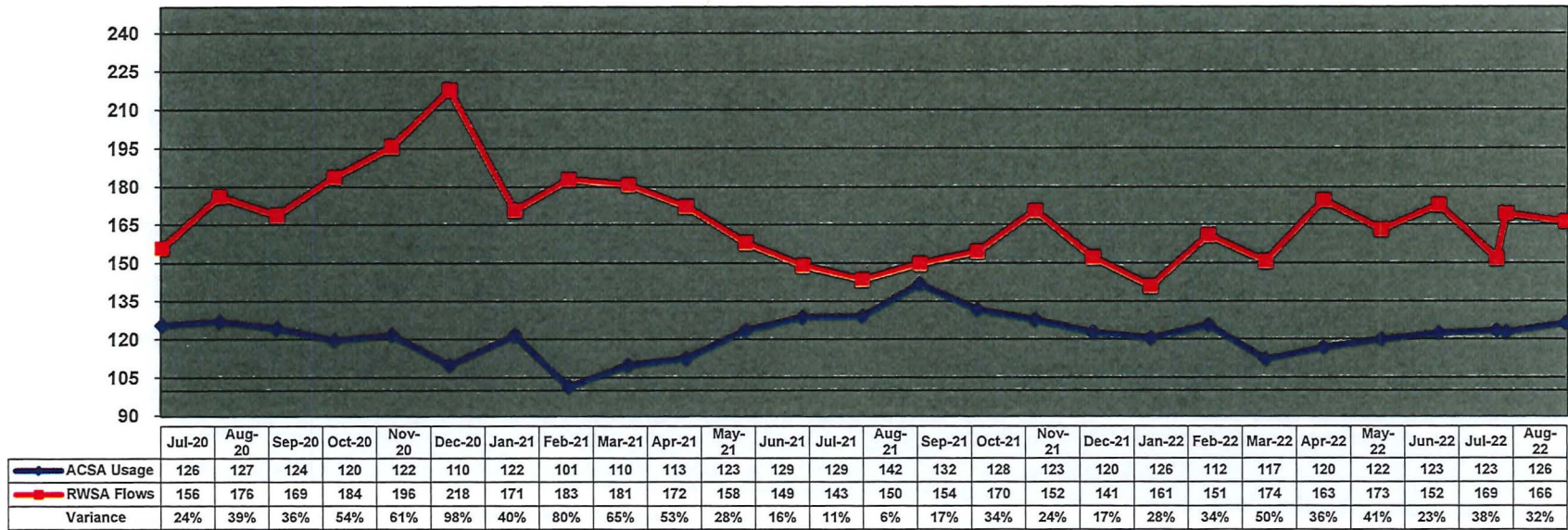
Charges and Revenues (in Thousands of Dollars)



	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22
ACSA Revenue	\$13	\$10	\$10	\$11	\$7	\$9	\$11	\$12	\$5	\$10	\$9	\$7	\$15	\$10	\$9	\$12	\$9	\$9	\$10	\$9	\$11	\$9	\$10	\$11	\$11	\$11
RWSA Charges	\$54	\$54	\$54	\$54	\$54	\$54	\$54	\$54	\$54	\$54	\$54	\$54	\$54	\$54	\$54	\$54	\$54	\$54	\$54	\$54	\$54	\$54	\$54	\$54	\$60	\$60
Difference	-\$41	-\$45	-\$45	-\$43	-\$47	-\$45	-\$43	-\$42	-\$49	-\$44	-\$45	-\$47	-\$40	-\$44	-\$45	-\$42	-\$45	-\$45	-\$44	-\$45	-\$44	-\$45	-\$45	-\$44	-\$49	-\$49
Fiscal YTD Difference	-\$0.04	-\$0.04	-\$0.04	-\$0.04	-\$0.05	-\$0.05	-\$0.04	-\$0.04	-\$0.05	-\$0.04	-\$0.05	-\$0.05	-\$0.04	(\$0.08)	(\$0.13)	(\$0.17)	(\$0.22)	(\$0.26)	(\$0.31)	(\$0.35)	(\$0.39)	(\$0.44)	(\$0.48)	(\$0.53)	(\$0.05)	(\$0.10)

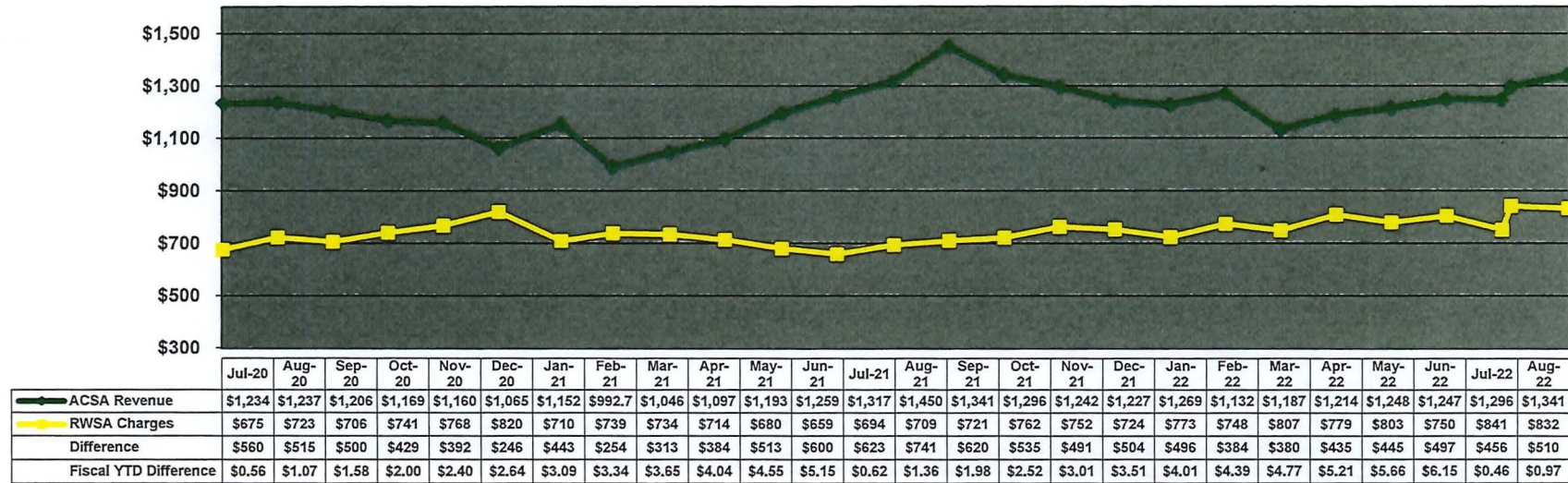
FY 2021, 2022, and 2023 Urban (including Glenmore) & Crozet Sewer Comparison ACSA Customer Usage & RWSA Flows

Usage & Flows (in Millions of Gallons)



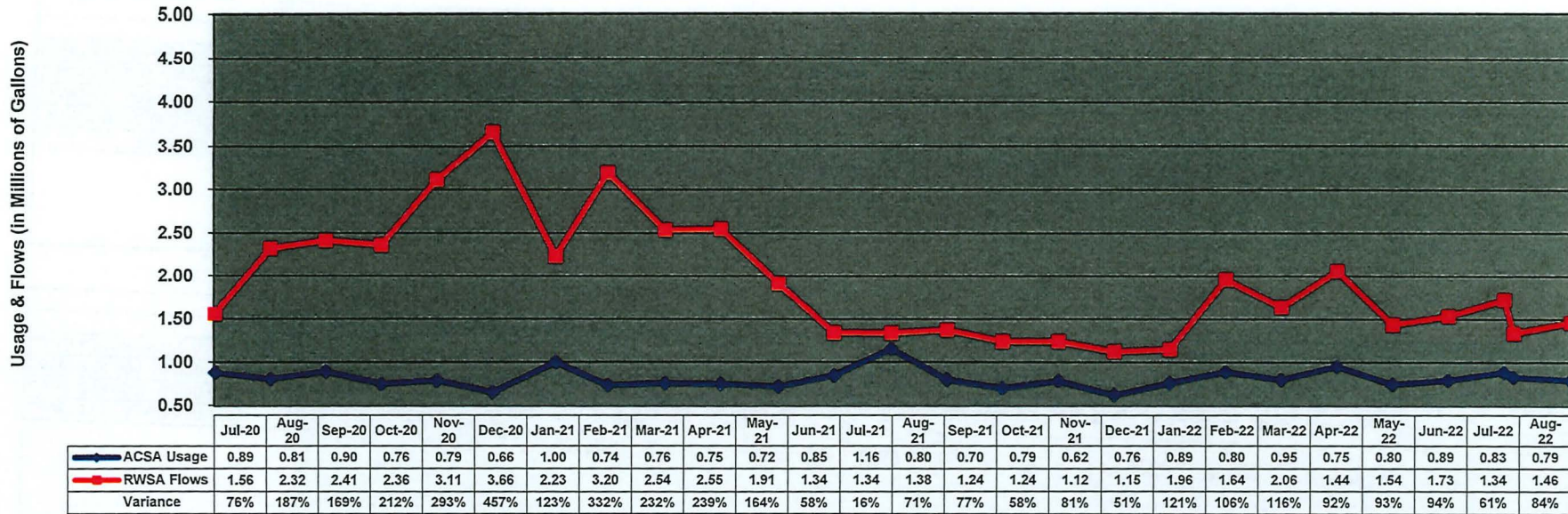
FY 2021, 2022, and 2023 Urban (including Glenmore) & Crozet Sewer Comparison ACSA Billed Sewer Usage & RWSA Billed Sewer Charges

Charges & Revenues (in Thousands of Dollars)

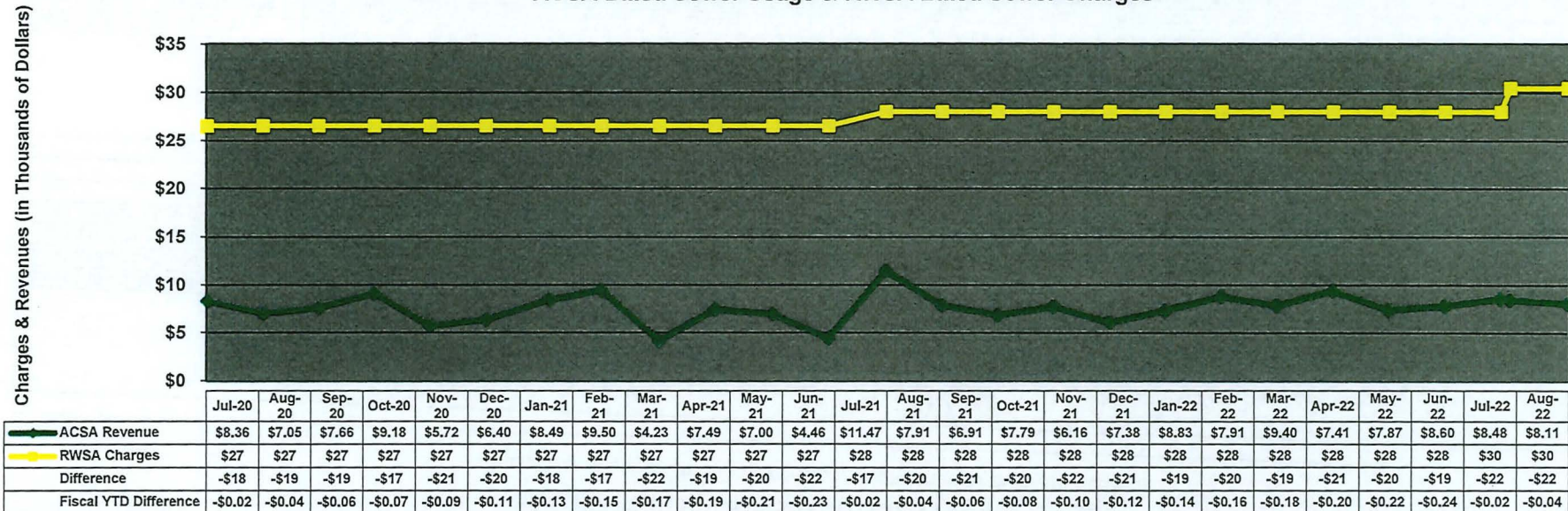


Note: Fiscal YTD Difference (ONLY) in Millions of Dollars

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



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



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

Single-Family Residential Water Usage

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

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

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

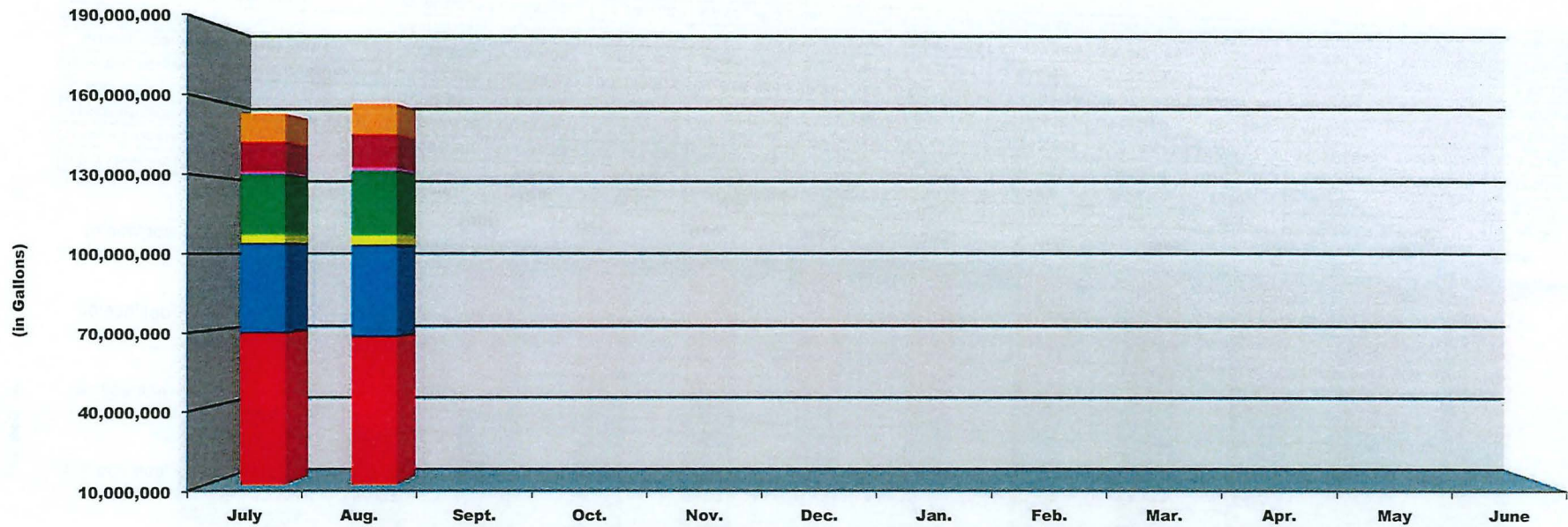
	FY 2023											
	July	August	September	October	November	December	January	February	March	April	May	June
Level 1 (0 - 3,000 gallons)	45,599,911	45,505,082										
Level 2 (3,001 - 6,000 gallons)	16,363,636	15,612,084										
Level 3 (6,001 - 9,000 gallons)	4,849,724	4,363,645										
Level 4 (over 9,000 gallons)	7,208,522	6,639,465										
Total	74,021,793	72,120,276	-	-	-	-	-	-	-	-	-	-

System-Wide Irrigation Water Usage

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

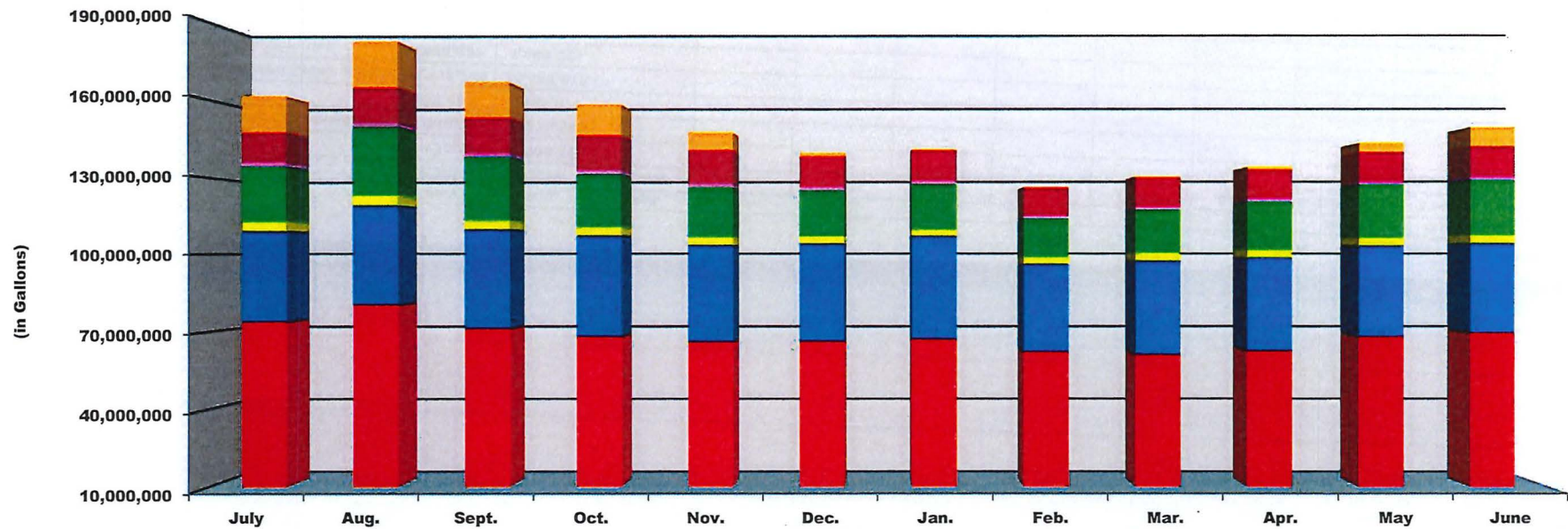
FY 2022	July	August	September	October	November	December	January	February	March	April	May	June
Level 1 (0 - 3,000 gallons)	186,665	182,392										
Level 2 (3,001 - 6,000 gallons)	827,558	825,362										
Level 3 (6,001 - 9,000 gallons)	990,172	970,507										
Level 4 (over 9,000 gallons)	9,170,743	9,922,557										
Total	11,175,137	11,900,819	-	-	-	-	-	-	-	-	-	-

Monthly Water Consumption Fiscal Year 2023



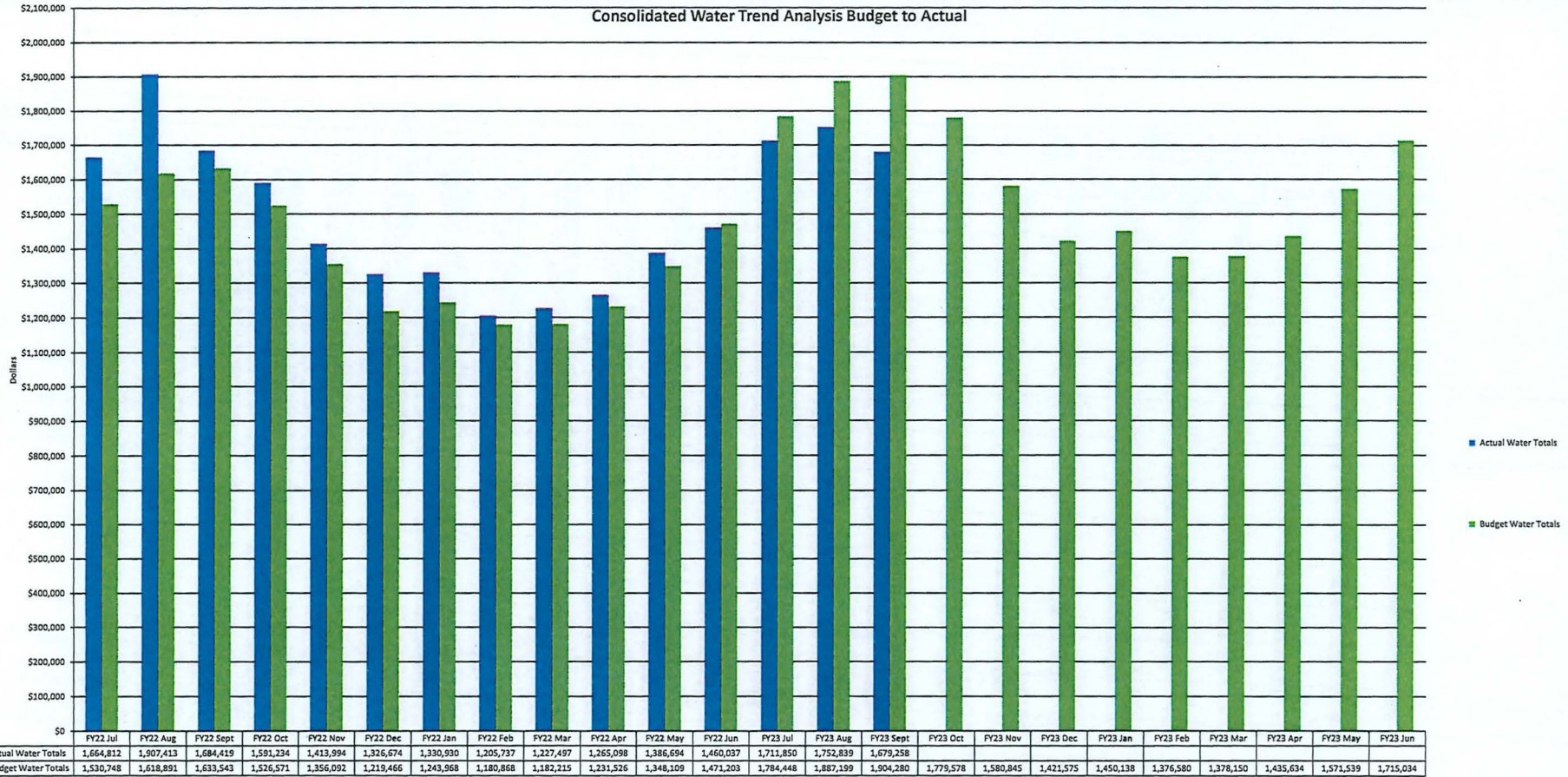
	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June
% Irrigation to total	7.24%	7.54%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Total Irrigation	11,175,137	11,900,819										
Institutional - Domestic Consumption	11,319,291	12,674,993										
Industrial	939,061	1,164,077										
Comm. (Other) - Domestic Consumption	23,118,746	24,680,610										
Offices - Domestic Consumption	3,674,283	4,083,421										
MFR - Domestic Consumption	34,974,805	35,804,051										
SFR - Domestic Consumption	69,126,793	67,577,187										

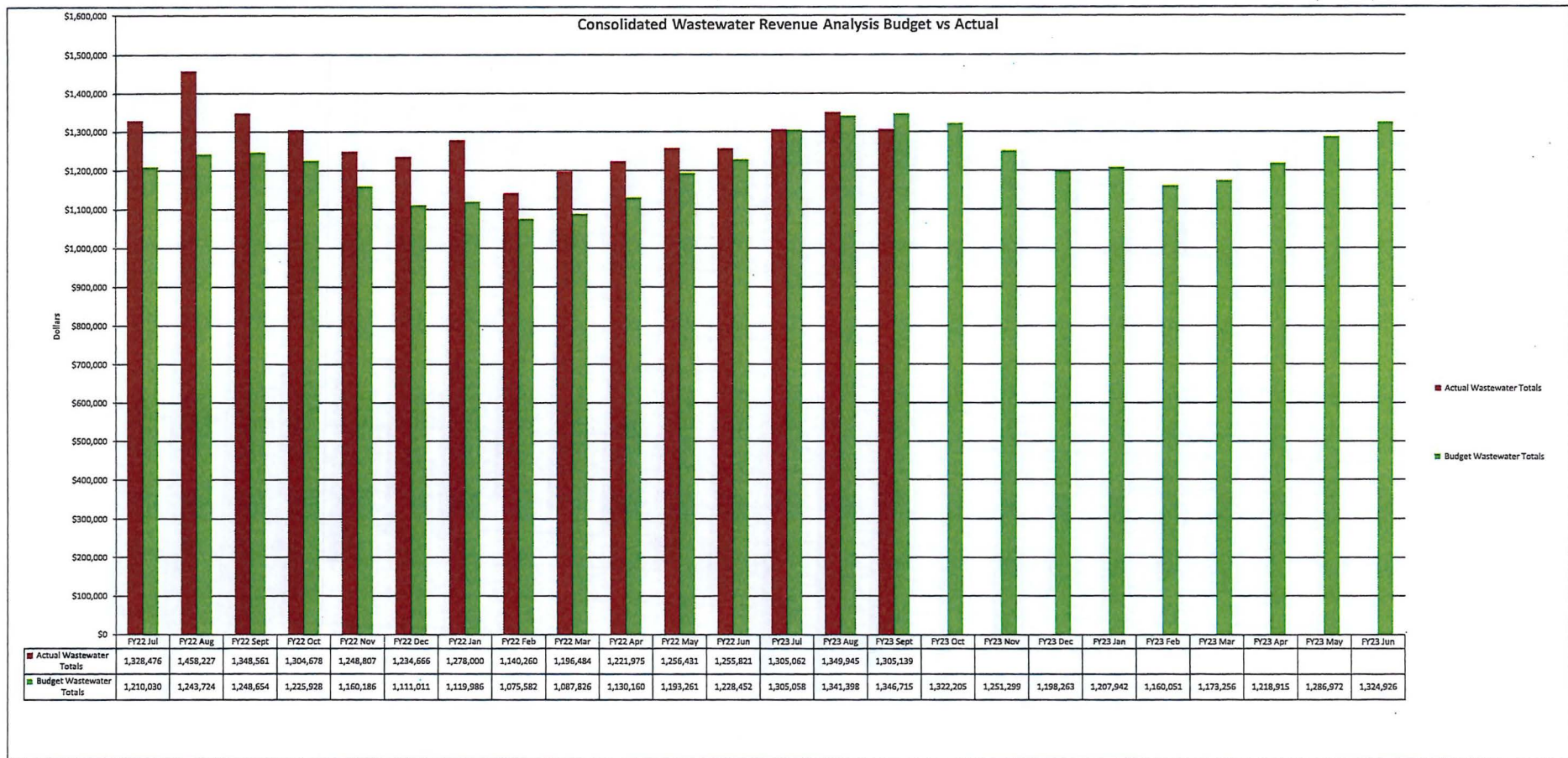
Monthly Water Consumption Fiscal Year 2022

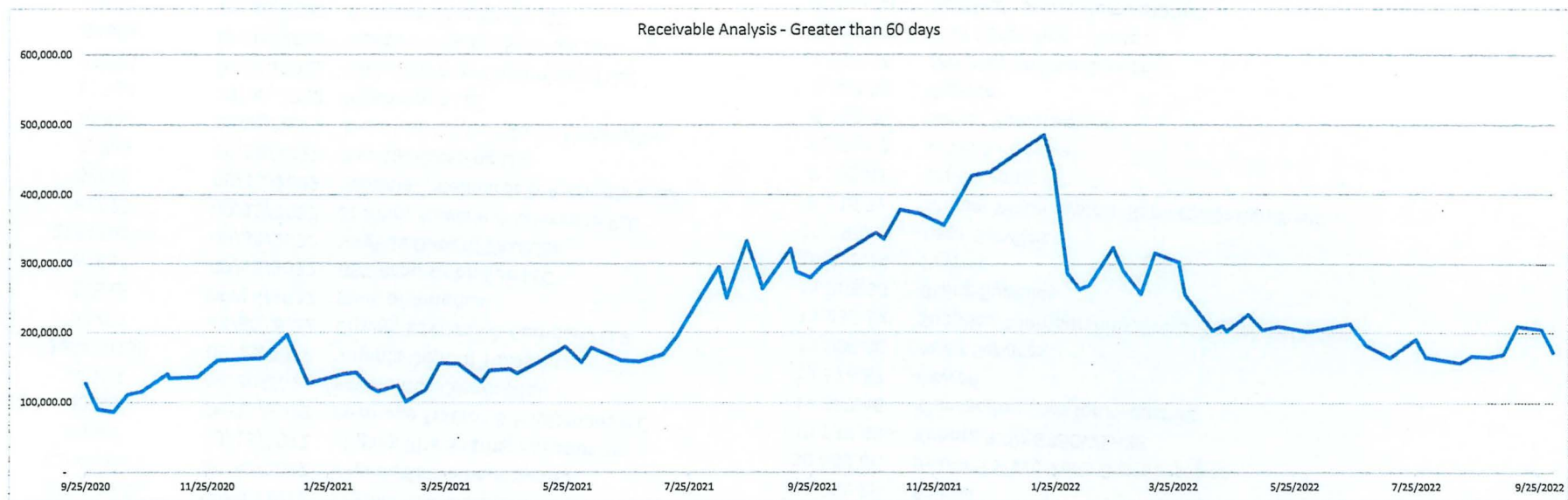


	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June
% Irrigation to total	8.73%	9.74%	8.19%	7.63%	4.82%	1.01%	0.34%	0.28%	0.38%	0.79%	2.57%	5.03%
Total Irrigation	14,081,507	17,746,655	13,631,436	12,050,529	7,093,317	1,406,778	470,655	357,324	497,487	1,058,531	3,669,728	7,491,053
Institutional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

Consolidated Water Trend Analysis Budget to Actual







Albemarle County Service Authority

September 2022 Payments

CHECK NUMBER	CHECK DATE	VENDOR NAME	AMOUNT	DESCRIPTION OF ITEMS OVER \$5,000
Wire	09/10/2022	RWSA	2,042,399.14	Monthly Water & Wastewater Service
228470129	09/15/2022	IRS - Federal Tax Deposit	77,330.71	Payroll
63758	09/30/2022	Prism Contractors	70,903.36	Hollymead & Pantops Drainage Basin Rehab
228470139	09/30/2022	IRS - Federal Tax Deposit	61,461.01	Payroll
63716	09/30/2022	Cues, Inc.	47,607.59	Cues Camera and Transporter Assembly
228470138	09/30/2022	County of Albemarle	37,285.99	Payroll
228470128	09/30/2022	County of Albemarle	34,256.25	Payroll
228470125	09/30/2022	Virginia Retirement System	31,356.29	Payroll
228470135	09/30/2022	Virginia Retirement System	31,356.29	Payroll
63687	09/15/2022	Virginia Risk Sharing Association	30,899.00	Insurance/Worker's Compensation
63621	09/15/2022	Beverage Tractor & Equipment LLC	19,237.48	Kubota RTVXG850WLH22
63754	09/30/2022	Paymentus Corporation	17,557.46	Transaction Fees for August 22
228470130	09/15/2022	Virginia Dept of Taxation	13,374.82	Payroll
63701	09/30/2022	Brown, Edwards & Company LLP	12,000.00	Audit Services
63619	09/15/2022	Bank of America	11,235.52	Supplies, Memberships, Tools, Travel, Software
63634	09/15/2022	BSC Acquisition Sub LLC	11,203.33	Billing Supplies
228470140	09/30/2022	Virginia Dept of Taxation	10,973.24	Payroll
63673	09/15/2022	St John, Bowling & Lawrence PLC	10,785.00	Legal Services
63688	09/15/2022	Whitman, Requardt & Associates, LLP	9,228.72	Annual Water System Replace. Design & Bid
63763	09/30/2022	RSG Landscaping LLC	7,790.41	Landscaping
63696	09/30/2022	American Water Works Association	6,754.00	AWWA Renewal
63759	09/30/2022	Provantage LLC	6,725.00	Server Replacement
63635	09/15/2022	Evoqua Water Technologies LLC	6,647.00	Bioxide
63684	09/15/2022	Verizon Wireless Services LLC	6,637.16	Monthly Cellular Service
63721	09/30/2022	E Source Companies LLC	6,517.50	AMI Consulting - Phase 3
63650	09/15/2022	Jordan Wells Paving LLC	6,450.00	Redfields Sewer Pump Station
63742	09/30/2022	Ramboll Americas Engineering	5,532.50	Northfields Water Main Replacement
63657	09/15/2022	Mansfield Oil Company of Gainesville, Inc.	5,258.03	Fuel
228470127	09/15/2022	VALIC	4,750.00	
228470137	09/30/2022	VALIC	4,750.00	
63627	09/15/2022	CMA's Colonial Auto Center	4,539.61	
63786	09/30/2022	Whitman, Requardt & Associates, LLP	4,510.44	
63685	09/15/2022	Virginia Asphalt Services Incorporated	4,250.00	
63633	09/15/2022	Dominion Energy Virginia	4,124.30	
63637	09/15/2022	Ferguson Enterprises, LLC #1300	3,865.92	

63735	09/30/2022	Mansfield Oil Company of Gainesville, Inc.	3,723.34
63722	09/30/2022	Ed's Floor Care Services LLC	3,703.33
63785	09/30/2022	WaterPIO	3,500.00
63756	09/30/2022	PFM Asset Management LLC	2,982.55
228470124	09/15/2022	Nationwide	2,837.15
228470134	09/30/2022	Nationwide	2,837.15
63704	09/30/2022	Campbell Equipment, Inc.	2,733.90
63678	09/15/2022	Tyler Technologies Inc.	2,608.00
228470123	09/15/2022	ICMA Membership Renewals	2,529.81
228470133	09/30/2022	ICMA Membership Renewals	2,529.81
63734	09/30/2022	Mailing Services of Virginia	2,428.30
63719	09/30/2022	Dominion Energy Virginia	2,342.91
63655	09/15/2022	Lowe's	2,247.21
63799	09/30/2022	Minnesota Life Insurance Company	2,069.57
63782	09/30/2022	Virginia Department	2,000.00
63760	09/30/2022	Rappahannock Electric Cooperative	1,947.67
63680	09/15/2022	UniFirst Corporation	1,857.69
228470131	09/15/2022	Flexible Benefit Administrators, Inc	1,831.25
228470141	09/30/2022	Flexible Benefit Administrators, Inc	1,831.25
63795	09/30/2022	Guardian	1,827.81
228470132	09/15/2022	ACSA Flexible Spending	1,825.36
63682	09/15/2022	USABlueBook	1,772.67
63778	09/30/2022	UniFirst Corporation	1,754.48
63743	09/30/2022	ODP Business Solutions LLC	1,719.68
63686	09/15/2022	Virginia Utility Protection Service Inc.	1,716.75
228470142	09/30/2022	ACSA Flexible Spending	1,658.72
63659	09/15/2022	Mayer Electric Supply Company Inc.	1,610.08
63779	09/30/2022	University of Virginia	1,600.00
63727	09/30/2022	Goodman Excavating LLC	1,595.33
63766	09/30/2022	S L Williamson Company Incorporated	1,561.56
63670	09/15/2022	Rivanna Water & Sewer Authority	1,532.58
63620	09/15/2022	The Bank of New York Mellon	1,500.00
63712	09/30/2022	Core & Main LP	1,462.92
63699	09/30/2022	Aquatic Informatics, Inc.	1,456.00
63710	09/30/2022	Comcast	1,369.63
63667	09/15/2022	Onset Computer Corp.	1,269.00
63700	09/30/2022	BAVCO	1,244.50
63681	09/15/2022	University Tire & Auto Center Inc.	1,230.70

63732	09/30/2022	L/B Water Service, Inc.	1,200.00
63664	09/15/2022	MOI, Inc.	1,190.75
63622	09/15/2022	Campbell Equipment, Inc.	1,079.92
63736	09/30/2022	Mayer Electric Supply Company Inc.	960.44
63776	09/30/2022	Timmons Group Inc.	900.00
63723	09/30/2022	Ferguson Enterprises, LLC #1300	867.73
63668	09/15/2022	Republic Services	849.84
63765	09/30/2022	Ryan Homes	820.95
228470126	09/30/2022	AFLAC	772.26
228470136	09/30/2022	AFLAC	772.26
63630	09/15/2022	Dewberry Engineers Incorporated	770.00
63790	09/30/2022	Jill A Zimmerman	727.60
63653	09/15/2022	LB Technology Inc.	687.50
63797	09/30/2022	Herbert Beskin Trustee	669.00
63709	09/30/2022	Comcast	636.96
63781	09/30/2022	VACORP	630.01
63724	09/30/2022	FlowNetwork, Inc	622.00
63669	09/15/2022	Rivanna Solid Waste Authority	615.00
63791	09/30/2022	ACAC	598.00
63780	09/30/2022	UVA-WorkMed	575.00
63739	09/30/2022	Metra Industries	561.18
63674	09/15/2022	Super Shoes Store/Macro Retailing, LLC	536.95
63629	09/15/2022	Crown Communication LLC	515.00
63698	09/30/2022	Aqua Air Laboratories Incorporated	450.00
63616	09/15/2022	Advance Auto Parts	433.52
63691	09/15/2022	Treasurer of Virginia	430.90
63803	09/30/2022	Treasurer of Virginia	430.90
63625	09/15/2022	Charles M. Boldt	423.89
63632	09/15/2022	Document Destruction of Virginia LLC	421.84
63764	09/30/2022	Jonathan Rudy	388.92
63705	09/30/2022	Cardinal Home Center	335.13
63783	09/30/2022	VoiceLink Communications	329.96
63644	09/15/2022	Hathaway Solutions LLC	314.12
63666	09/15/2022	Nancy Nye	300.00
63694	09/30/2022	Advance Auto Parts	292.54
63679	09/15/2022	U. S. Bank	291.67
63789	09/30/2022	Woodlands of Charlottesville	282.73
63800	09/30/2022	Piedmont Family YMCA	279.90

63761	09/30/2022	Ricoh USA Inc.	275.00
63697	09/30/2022	Appalachian Power	269.33
63675	09/15/2022	The Supply Room	262.05
63618	09/15/2022	Bailey Printing Inc.	255.00
63695	09/30/2022	All-Star Auto Glass	255.00
63713	09/30/2022	County of Albemarle	254.50
63671	09/15/2022	The Sherwin Williams Co.	243.55
63656	09/15/2022	Mailing Services of Virginia	229.80
63744	09/30/2022	Catherine Anninos	200.00
63749	09/30/2022	Maury Brown	200.00
63801	09/30/2022	Snap Fitness	199.80
63706	09/30/2022	Central Battery Specialist	198.00
63690	09/15/2022	Lendmark Financial Services	192.28
63798	09/30/2022	Lendmark Financial Services	192.28
63775	09/30/2022	The Supply Room	186.02
63631	09/15/2022	Dewberry Engineers Incorporated	175.00
63660	09/15/2022	Aaron Mayo	170.46
63651	09/15/2022	Leonda Keniston	168.07
63740	09/30/2022	Marcia & Paul Muldoon	166.28
63647	09/15/2022	MyFleetCenter.com	162.32
63646	09/15/2022	James River Communications Incorporated	159.00
63638	09/15/2022	Flexible Benefit Administrators, Inc	158.25
63692	09/15/2022	Virginia Department	150.00
63804	09/30/2022	Virginia Department	150.00
63677	09/15/2022	Truck Enterprises Inc.	146.78
63787	09/30/2022	WA Wells Excavating, LLC	140.00
63796	09/30/2022	The Gym	130.00
63617	09/15/2022	American Pest, Inc.	118.00
63768	09/30/2022	Southern Property	115.74
63652	09/15/2022	Barbara Krol	114.72
63725	09/30/2022	Fortiline Inc.	114.12
63642	09/15/2022	Gingerich Outdoor Power Specialist	111.06
63733	09/30/2022	Montie L Madison	106.50
63762	09/30/2022	William H Roach	106.50
63771	09/30/2022	Jeffrey N Sprouse	106.50
63729	09/30/2022	Jim Price Chevrolet	105.25
63641	09/15/2022	Earnest Gaines, Jr.	102.48
63745	09/30/2022	Gene Osborne	100.00

63746	09/30/2022	Karen Wayman	100.00
63747	09/30/2022	Lewis Wenger	100.00
63748	09/30/2022	Matthew Seibert	100.00
63750	09/30/2022	Samuel Kellams	100.00
63752	09/30/2022	Zach Scully	100.00
63728	09/30/2022	Daniel Ianno	93.07
63623	09/15/2022	Cardinal Home Center	88.00
63645	09/15/2022	Chrishawna Hunter	77.44
63636	09/15/2022	FedEx	74.70
63643	09/15/2022	Helen Godwin	74.48
63702	09/30/2022	Laura Brown	74.22
63774	09/30/2022	Super Shoes Store/Macro Retailing, LLC	71.99
63769	09/30/2022	Courtney Spain	71.42
63639	09/15/2022	Flora Pettit PC	70.00
63689	09/15/2022	WA Wells Excavating, LLC	70.00
63718	09/30/2022	Document Destruction of Virginia LLC	69.95
63753	09/30/2022	Kate Patterson	67.61
63649	09/15/2022	Dustin Jones	60.84
63751	09/30/2022	Shelby Spillar	60.00
63663	09/15/2022	Larry Mitchell	58.20
63737	09/30/2022	Jason McGhinthy	58.00
63755	09/30/2022	Stefan Petit-Freres	57.22
63662	09/15/2022	Horatio McDowney	55.59
63777	09/30/2022	Justin Trinidad	44.62
63654	09/15/2022	Molly Loschiavo	40.43
63792	09/30/2022	Anytime Fitness-Pantops	40.00
63793	09/30/2022	Anytime Fitness-Ruckersville	40.00
63794	09/30/2022	Anytime Fitness - Zion VA	40.00
63802	09/30/2022	Snap Fitness Hollymead	39.96
63731	09/30/2022	Brendan Kelly	39.74
63720	09/30/2022	Randy Dunham	36.37
63683	09/15/2022	UVA-WorkMed	35.00
63730	09/30/2022	Sanja Kahrlic	34.49
63624	09/15/2022	Central Virginia Electric Cooperative	33.52
63628	09/15/2022	Core & Main LP	33.40
63640	09/15/2022	Bruce Frazer	29.60
63715	09/30/2022	Crozet Tack & Saddle	29.47
63672	09/15/2022	Specialty Fasteners of Charlottesville	28.96

63708	09/30/2022	City of Charlottesville	28.65
63741	09/30/2022	Charlottesville Auto Parts	28.45
63773	09/30/2022	Stanley Martin	27.47
63772	09/30/2022	Robert S Srigley	26.82
63665	09/15/2022	Charlottesville Auto Parts	24.74
63788	09/30/2022	Kyle Williams	23.64
63784	09/30/2022	Laura Wagner	22.60
63711	09/30/2022	Susan Corbett	21.68
63661	09/15/2022	Herman McDonald	19.82
63658	09/15/2022	Thomas W. Marshall	16.12
63703	09/30/2022	Robert L. Brown	15.54
63770	09/30/2022	Specialty Fasteners of Charlottesville	15.36
63626	09/15/2022	City of Charlottesville	14.30
63738	09/30/2022	Amy McKee	14.30
63757	09/30/2022	PMI Commonwealth	14.21
63707	09/30/2022	C.E.S (City Electric Accounts - Chi)	10.29
63714	09/30/2022	Cornelia G. Courtney	9.47
63717	09/30/2022	Jeff Davis	9.45
63726	09/30/2022	Thomas A. Goode	9.45
63676	09/15/2022	Thryv, Inc.	6.50
63767	09/30/2022	Lynn Shepherd	1.00
63648	09/15/2022	John Deere Financial	0.48
63614	09/06/2022	The Daily Progress-Reissue	0.00
63615	09/06/2022	David Gerardo-Reissue	0.00
63693	09/19/2022	UVA Darden School Foundation-Reissue	0.00
63805	09/30/2022	Adrian Pols-Reissue	0.00

ALBEMARLE COUNTY SERVICE AUTHORITY

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AGENDA ITEM EXECUTIVE SUMMARY

AGENDA TITLE: FY 2023 Capital Improvement Program (CIP)	AGENDA DATE: October 20, 2022
STAFF CONTACT(S)/PREPARER: Jeremy M. Lynn, P.E., Director of Engineering	CONSENT AGENDA: ACTION: ■ INFORMATION: ■ ATTACHMENTS: YES

BACKGROUND: Monthly CIP Memo including a status report on active CIP Projects, changes to the CIP Schedule, the revised CIP Schedule, and a list of Active Private Development Projects.

DISCUSSION:

- Questions about the status of active CIP Projects.
- Schedule changes for eight projects.

BUDGET IMPACT: None.

RECOMMENDATIONS: None.

BOARD ACTION REQUESTED: Approval of the Consent Agenda.

ATTACHMENTS:

- Monthly CIP Report
- List of CIP schedule changes
- Revised CIP Schedule
- List of Active Private Development Projects

Albemarle County Service Authority (ACSA)
Capital Improvement Project Report
October 2022

a) Risk Assessment Improvements Phase 1 (Account Code 1621):

Consultant:	Dewberry Engineers, Inc. (Dewberry)
Project Status:	Construction
Percent Complete:	0%
Contractor:	Harrisonburg Construction Co., Inc. (HCC)
Construction Start:	2022
Completion:	2023
Total Budget:	\$1,063,950
Appropriated Funds:	\$840,048

Project Description - After the attacks of September 11, 2001 industry leaders were tasked by the federal government to prioritize requirements for the protection of the nation's critical infrastructure. The Water Sector, encompassing both water and wastewater, was one of the categories identified that were expected to remain resilient and continue operating regardless of emergency events. As part of the on-going preparedness program for the ACSA to remain resilient a Vulnerability Assessment was completed in conjunction with our community partners. All our critical assets were analyzed for risks caused by both natural and human-made hazards, using the AWWA Standard J100: *Risk and Resilience Management of Water and Wastewater Systems*. The result was a report to establish mitigation measures to lower risks and increase resiliency. Some mitigation measures have already been completed with others phased over upcoming fiscal years based upon priority.

10/10/2022: The Notice of Award has been issued to HCC for construction of Phase 1. HCC has provided the executed contract and bonds and they are under review by ACSA.

b) Energy Audit (Account Code 1625):

Consultant:	OBG, A Ramboll Company (Ramboll)
Project Status:	Study
Percent Complete:	95%
Contractor:	Unknown
Construction Start:	N/A
Completion:	October 2022 (Study)
Total Budget:	\$390,000
Appropriated Funds:	\$296,000

Project Description - This project will consist of a comprehensive energy audit of the Operations Center and all pump stations. It will evaluate current energy consumption and the factors that drive it, as well as an analysis of utility rate structures to identify potential cost savings. Surveys will be conducted of all systems, including operation and maintenance procedures to determine where energy conservation can be improved.

10/10/2022: The Draft Final Report is currently under review. A report on the Energy Audit is included on this month's Board Meeting agenda.

c) Avon Street Maintenance Yard (Account Code 1622):

Consultant:	Dewberry Engineers, Inc. (Dewberry)
Project Status:	Design
Percent Complete:	75%
Contractor:	Undetermined
Construction Start:	2023
Completion:	2024
Total Budget:	\$4,315,000
Appropriated Funds:	\$634,312

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 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. 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.

10/10/2022: The ACSA continues to await County approval on the change order for the stormwater connection stub-out. The final site plan has been submitted to the ACSA Design Team and is currently under review.

d) Four-Story Backflow Prevention Device Retrofit (Account Code 1765):

Consultant:	ACSA/Dewberry Engineers, Inc. (Dewberry)
Project Status:	Design
Percent Complete:	100%
Contractor:	Undetermined
Construction Start:	2022

Completion:	2023
Total Budget:	\$348,000
Appropriated Funds:	\$360,295

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

9/7/2022: ACSA staff have identified three phases for this project based on geographic areas. Phase 1 will be the Out of Bounds neighborhood which includes 24 homes. A Request for Quotes is currently being developed by ACSA staff.

e) Scottsville Phase 4 Water Main Replacement (Account Code 1758):

Consultant:	Whitman, Requardt & Associates, Inc. (WRA)
Project Status:	Design
Percent Complete:	90%
Contractor:	Undetermined
Construction Start:	2024
Completion:	2026
Total Budget:	\$5,004,900
Appropriated Funds:	\$499,410

Project Description - This project continues our systematic program to replace undersized and deteriorating asbestos-cement and cast iron water mains throughout our water systems. The design will begin in FY 2019 and carry over into FY 2020. Construction is not anticipated to begin until FY 2025.

10/10/2022: The SWPPP and VSMP application has been received and is under review by ACSA staff. F&R has been delayed in the completion of the geotechnical borings, which are now expected to be completed in October.

f) Crozet Phase 4 Water Main Replacement (Account Code 1756):

Consultant:	Michael Baker International, Inc. (Baker)
Project Status:	Design
Percent Complete:	100%
Contractor:	Undetermined

Construction Start:	2023
Completion:	2025
Total Budget:	\$6,183,500
Appropriated Funds:	\$520,911

Project Description - Our Strategic Plan calls for the eventual replacement of all asbestos-cement and PVC (pre-1990) water mains in our system, as they are older and made of a weaker material than the current industry norm. This project continues our systematic program to replace the aging and undersized asbestos-cement and PVC water mains in the Crozet Water System. This is the fourth of five phases that have been defined to carry out these improvements.

10/10/2022: Easement acquisition efforts continue; to date 16 of 18 easements required for construction have been obtained.

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

Consultant:	Dewberry Engineers, Inc. (Dewberry)
Project Status:	Design
Percent Complete:	90%
Contractor:	Undetermined
Construction Start:	2022
Completion:	2023
Total Budget:	\$951,400
Appropriated Funds:	\$124,975

Project Description - This project will replace the oldest active water main remaining in our system, which was part of the water main that served customers out Reservoir Road. This cast iron pipe is over 90 years old and is severely tuberculated, which greatly reduces the flow capacity in this section.

8/8/2022: The Deed of Easement from University of Virginia Foundation has been executed and recorded in the Clerk's Office. VDOT has twice been unsuccessful in their advertisement of the Morey Creek Bridge Replacement and is evaluating their next steps.

h) Jefferson Village Water Main Replacement (Account Code 1747):

Consultant:	Dewberry Engineers, Inc. (Dewberry)
Project Status:	Construction
Percent Complete:	20%
Contractor:	Commonwealth Excavating, Inc. (CEI)
Construction Start:	2022

Completion:	2023
Total Budget:	\$2,451,000
Appropriated Funds:	\$1,614,340

Project Description - This project addresses the goal in our Strategic Plan for the eventual replacement of all asbestos-cement water mains in our system. The existing water mains are approximately 49 years old and have reached the end of their useful life. As a former well system that was connected to public water, many of the mains are also undersized.

10/10/2022: CEI has completed the installation of the water main along Tompkins Drive and transferred all water services to the new main. CEI is also nearing the completion of installing all the water main along Colonial Drive.



i) Northfields Water Main Replacement (Account Code 1764):

Consultant:	OBG, A Ramboll Company (Ramboll)
Project Status:	Design
Percent Complete:	50%
Contractor:	Undetermined
Construction Start:	2025
Completion:	2027
Total Budget:	\$8,130,000
Appropriated Funds:	\$583,497

Project Description - This project addresses the goal in our Strategic Plan for the eventual replacement of all asbestos-cement water mains in our system. The existing water mains are approximately 54 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.

10/10/2022: The VDOT Land Use Permit Application received includes additional pavement restoration requirements that were not anticipated as part of the original design scope and fee proposal. Therefore, a Board authorization is proposed for this project.

j) Hessian Hills Water Main Replacement (Account Code 1753):

Consultant:	Michael Baker International, Inc. (Baker)
Project Status:	Construction
Percent Complete:	100%
Contractor:	Metra Industries, Inc. (Metra)
Construction Start:	April 2021
Completion:	August 2022
Total Budget:	\$5,070,000
Appropriated Funds:	\$5,107,562

Project Description - The water mains in the Hessian Hills area are of a similar age and material as the water mains in the Barterbrook Phase 2 Project, plus they are in the same general area. By extension we are assuming their condition is similar with respect to tuberculation and they are also undersized throughout most of the subdivision. This project follows our Strategic Plan goal to replace aging and undersized water mains throughout our system. It will also eliminate a small amount of PVC main installed in the early 1980's.

10/10/2022: VDOT has approved all pavement restoration work performed by S.L. Williamson and is in the process of releasing the Land Use Permit. This project is essentially complete and will be removed from the CIP list.

k) Briarwood Water Main Replacement (Account Code 1766):

Consultant:	OBG, A Ramboll Company (Ramboll)
Project Status:	Design
Percent Complete:	50%
Contractor:	Undetermined
Construction Start:	2025
Completion:	2026
Total Budget:	\$2,430,000
Appropriated Funds:	\$255,338

Project Description - Our Strategic Plan calls for the eventual replacement of PVC (pre-1990) water mains in our system, as they are older and made of weaker material than the current industry norm. This project will replace the PVC water mains that have been in service since the early 1980's. The design phase has been initiated and will carry over into FY 2023. Construction is expected to take place in FY 2025 and FY 2026.

5/10/2022: Comments on the 50% design documents have been returned to Ramboll for the preparation of the 90% design.

l) Barracks West Water Main Replacement (Account Code 1796):

Consultant:	Dewberry Engineers, Inc. (Dewberry)
Project Status:	Design
Percent Complete:	50%
Contractor:	Undetermined
Construction Start:	2025
Completion:	2026
Total Budget:	\$3,385,000
Appropriated Funds:	\$209,335

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

8/8/2022: A site meeting was held on August 3, 2022 with Dewberry to incorporate several alignment revisions in advance of sharing the plans with the property owner.

m) Broadway Street Water Main Replacement (Account Code 1768):

Consultant:	Whitman, Requardt & Associates, Inc.
Project Status:	Design
Percent Complete:	90%
Contractor:	Undetermined
Construction Start:	2023
Completion:	2023
Total Budget:	\$792,800
Appropriated Funds:	\$99,820

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

8/8/2022: 90% Design Documents have been received and they are currently under review by ACSA staff.

n) Raintree and Fieldbrook Water Main Replacement (Account Code 1771):

Consultant:	Michael Baker International, Inc. (Baker)
Project Status:	Design
Percent Complete:	0%
Contractor:	Undetermined
Construction Start:	2027
Completion:	2028
Total Budget:	\$5,947,300
Appropriated Funds:	\$290,887

Project Description - Our Strategic Plan calls for the eventual replacement of PVC (pre-1990) water mains in our system, as they are older and made of weaker material than the current industry norm. This project will replace the PVC water mains that have been in service since the 1980's and will eliminate pipe saddles at the water service connections that have been failing due to corrosion.

9/7/2022: Baker has received the field survey information and is working on the 50% Design Documents.

o) Hollymead Drainage Basin Rehabilitation (Account Code 1825):

Consultant:	O'Brien & Gere Engineers, Inc. (OBG)
Project Status:	Construction
Percent Complete:	100%
Contractor:	Prism Contractors & Engineers, Inc. (Prism) & Linco, Inc. (Linco)
Construction Start:	October 2021
Completion:	October 2022
Total Budget:	\$454,700
Appropriated Funds:	\$472,786

Project Description - ACSA staff has identified other large drainage basins to be evaluated for infiltration and inflow (I/I) to continue our efforts to

maintain the integrity of our wastewater collection system. The study area includes the oldest portions of the Hollymead Subdivision, as well as, the offsite portion of the sewer main that serves the westernmost area of Forest Lakes South. The Forest Lakes Offsite Sewer will be the primary collector for the upcoming extensive Brookhill development and the evaluation of this trunk main will provide an excellent baseline of pipe integrity in advance of the future construction activities around this sewer.

10/10/2022: All rehabilitation efforts have been completed within this drainage basin. Therefore, this project is complete and will be removed from the CIP list.

p) 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:	\$5,908,800
Appropriated Funds:	\$378,459

Project Description - With the continued growth in the Hollymead Town Center area, the existing sewer collector serving the airport and the area west of Route 29 is in need of upgrading 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.

9/7/2022: ACSA staff continues to make efforts to obtain the necessary easements for construction of this replacement sewer. To date, 7 of 24 easements have been obtained.

q) Biscuit Run Sewer Replacement (Account Code 1830):

Consultant:	OBG, A Ramboll Company (Ramboll)
Project Status:	Design
Percent Complete:	100%
Contractor:	Linco, Inc. (Linco)
Construction Start:	2022
Completion:	2022
Total Budget:	\$479,600

Appropriated Funds: \$84,916

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

8/8/2022: Linco has received the final construction drawings and is currently preparing a fee proposal for the work. ACSA staff is still awaiting the approval of DEQ for the stream disturbance necessary for the project.

r) FY 2021 Miscellaneous Sewer Rehabilitation (Account Code 1904):

Consultant:	OBG, A Ramboll Company (Ramboll)
Project Status:	Construction
Percent Complete:	95%
Contractor:	Prism Contractors & Engineers, Inc. (Prism)
Construction Start:	October 2020
Completion:	September 2022
Total Budget:	\$200,000
Appropriated Funds:	\$200,000

Project Description - This project continues our annual "find and fix" program of sanitary sewer rehabilitation to reduce I&I in our system. The ACSA made the decision to split our miscellaneous rehabilitation Contract Documents into separate contracts: one for repair and replacement work, and the other for trenchless pipe rehabilitation plus internal manhole rehabilitation. This contract will be utilized to perform trenchless rehabilitation, including sewer lining, segmental lining, top hats, internal point repairs and manhole rehabilitation that doesn't require excavation work, to correct problems in our system found with systematic CCTV inspection by ACSA crews. It will also be used to complete rehabilitation recommendations generated from the SSES's of larger drainage basins.

10/10/2022: The one segment of gravity sewer in Riverrun has been relined, which closes out Work Order No. 5.

s) FY 2022 Miscellaneous Sewer Repair/Replacement (Account Code 1905):

Consultant:	OBG, A Ramboll Company (Ramboll)
Project Status:	Construction
Percent Complete:	Underway
Contractor:	Linco, Inc. (Linco)

Construction Start:	December 2021
Completion:	October 2022
Total Budget:	\$200,000
Appropriated Funds:	\$200,000

Project Description - This project continues our annual “find and fix” program of sanitary sewer rehabilitation to reduce I&I in our system. The ACSA made the decision to split our miscellaneous rehabilitation Contract Documents into separate contracts: one for repair and replacement work, and the other for trenchless pipe rehabilitation plus internal manhole rehabilitation. This contract will be utilized to make point repairs and undertake pipe replacement, which requires excavation work, to correct problems in our system found with systematic CCTV inspection by ACSA crews. It will also be used to complete rehabilitation recommendations generated from the SSES’s of larger drainage basins.

7/12/2022: Linco has completed the point repair of a gravity sewer main near the Fontaine Research Park associated with Work Order No. 1. ACSA Maintenance has performed some easement clearing in Highlands to provide access for Linco to complete another sewer point repair.

t) FY 2022 Miscellaneous Sewer Rehabilitation (Account Code 1906):

Consultant:	OBG, A Ramboll Company (Ramboll)
Project Status:	Construction
Percent Complete:	Underway
Contractor:	Prism Contractors & Engineers, Inc. (Prism)
Construction Start:	October 2021
Completion:	October 2022
Total Budget:	\$200,000
Appropriated Funds:	\$200,000

Project Description - This project continues our annual “find and fix” program of sanitary sewer rehabilitation to reduce I&I in our system. The ACSA made the decision to split our miscellaneous rehabilitation Contract Documents into separate contracts: one for repair and replacement work, and the other for trenchless pipe rehabilitation plus internal manhole rehabilitation. This contract will be utilized to perform trenchless rehabilitation, including sewer lining, segmental lining, top hats, internal point repairs and manhole rehabilitation that doesn’t require excavation work, to correct problems in our system found with systematic CCTV inspection by ACSA crews. It will also be used to complete rehabilitation recommendations generated from the SSES’s of larger drainage basins.

9/7/2022: One manhole behind ConAgra under Work Order No. 2 has been rehabilitated.

u) 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:	\$3,493,715
Appropriated Funds:	\$380,295

Project Description - Over the past several years, there has been an uptick in residents of the Bellair Subdivision seeking to connect to public sanitary sewer service since most residents are currently served by private septic fields. In an effort 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, a majority of the property owners are interested in connecting to public sewer if it was made available.

10/10/2022: Baker has submitted the 50% Design Documents and they are currently under review by ACSA staff.

v) Madison Park Pump Station Upgrade (Account Code 1735):

Consultant:	Whitman, Requardt & Associates, Inc. (WRA)
Project Status:	Construction
Percent Complete:	0%
Contractor:	Anderson Construction, Inc. (ACI)
Construction Start:	2022
Completion:	2023
Total Budget:	\$1,550,000
Appropriated Funds:	\$2,003,831

Project Description - This wastewater pump station was constructed 33 years ago by private development and the original equipment is wearing down. In addition 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. A study to evaluate the best option for upgrading this pump station will be performed, followed by design and construction.

10/10/2022: The nearby developer has submitted payment for the necessary pump station upgrades and the change order has been issued to ACI.

w) Sewer Pump Station Comminutors (Account Code 1827):

Consultant:	Whitman, Requardt & Associates, Inc. (WRA)
Project Status:	Construction
Percent Complete:	0%
Contractor:	East Coast Utility Contractors, Ltd. (ECUC)
Construction Start:	2022
Completion:	2023
Total Budget:	\$731,300
Appropriated Funds:	\$616,193

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

10/10/2022: ECUC has reported receipt of the hatches and cranes necessary for construction. They also reported delivery of the grinders is expected within the next month.

x) Lewis Hill – West Leigh Water Connection (Account Code 1754):

Consultant:	ACSA Engineering Department
Project Status:	Design
Percent Complete:	95%
Contractor:	ACSA Maintenance Department
Construction Start:	2022
Completion:	2023
Total Budget:	\$80,900
Appropriated Funds:	\$7,125

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

9/7/2022: A site meeting with the HOA was held on August 23, 2022 to discuss the preliminary design. ACSA staff is currently putting together a summary of the benefits of the interconnect to pass along to the HOA.

y) Huntington Village Water Connection (Account Code 1770):

Consultant:	ACSA Engineering Department
Project Status:	Design
Percent Complete:	90%
Contractor:	Undetermined
Construction Start:	2022
Completion:	2022
Total Budget:	\$60,700
Appropriated Funds:	\$3,533

Project Description - The existing water main that serves as the only feed into Huntington Village off Old Ivy Road is at risk of failure due to an existing rock retaining wall that was constructed overtop of the water main. This project provides a second water connection into Huntington Village which is comprised of approximately 135 residential customers. It is anticipated all the work will be coordinated in-house by Maintenance Department personnel.

10/10/2022: ACSA staff have received a fee proposal for preparation of a Maintenance of Traffic (MOT) plan and have begun preparing the 100% Design Documents.

z) Briarwood Pump Station Generator (Account Code 1767):

Consultant:	ACSA Engineering Department
Project Status:	Construction
Percent Complete:	60%
Contractor:	ACSA Maintenance Department
Construction Start:	October 2021
Completion:	August 2022
Total Budget:	\$54,100
Appropriated Funds:	\$54,100

Project Description - This wastewater pump station was constructed in 1995 by private development and didn't include a permanent generator. In an effort to reduce risk and increase resiliency at the station, Maintenance identified the need to install a generator at this site to avoid deployment of one of our portable generators.

10/10/2022: Generator Services has the generator at their facility and is waiting on the availability of their crane truck to make delivery to the site. After installation, minor gate modifications may be required to address an issue identified by the County Building Inspector.

aa) Exclusion Meters Replacement (Account Code 1759):

Consultant:	ACSA Engineering Department
Project Status:	Construction
Percent Complete:	26%
Contractor:	ACSA Maintenance Department
Construction Start:	September 2019
Completion:	2024
Total Budget:	\$742,500
Appropriated Funds:	\$247,500

Project Description - In the mid 1990's with the development of Glenmore, many new customers installed irrigation systems for their properties and wanted to have their sewer bills reduced by the amount of water that was diverted to irrigate their properties. Private meters were installed behind their ACSA meter to record this volume and it was "excluded" from the calculation of their sewer charges and these became known as exclusion meters. On January 1, 2006 the ACSA Rules and Regulations were modified to no longer allow exclusion meters and required that all future irrigation meters would be tapped separately off our water mains, to be owned and controlled by the ACSA. At that time the existing exclusion meters were grandfathered and allowed to stay in place unless the irrigation system was voluntarily abandoned. 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.

10/10/2022: ACSA Maintenance continues to work on exclusion meters in the vicinity of Darby Road (west). Glenmore has decided to delay repaving efforts until early Spring 2023 to allow upgrading of all exclusion meters in this section. There are currently 359 exclusion meters remaining in our system.

bb) Woodbrook Force Main Replacement Project (Account Code 1826):

Consultant:	ACSA Engineering Department
Project Status:	Study
Percent Complete:	100%
Contractor:	Pure Technologies (Pure)
Construction Start:	N/A
Completion:	March 2020 (Study)
Total Budget:	\$149,468
Appropriated Funds:	\$228,745

Project Description – Pure Technologies recently completed a condition assessment of all ACSA's sanitary sewer force mains. Based on that work,

they recommended replacement of a portion of the Woodbrook Force Main due to thinning pipe walls from corrosion.

10/10/2022: ACSA staff have met with Linco at the site and are awaiting a fee proposal to complete the force main replacement work. We anticipate this work being completed under the FY 2022 Miscellaneous Sanitary Sewer Repair/Replacement Project.

cc) SCADA System Phase 3 (Account Code 1605):

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

Project Description - The ACSA Utility System has over 40 critical assets that include water and wastewater pump stations, water storage tanks and master PRV stations. They are considered critical because malfunctions or failures at any of the assets could have a drastic effect on our utility system and our customers. These assets are currently monitored by site visits of assigned Maintenance personnel. This project will create a Supervisory Control and Data Acquisition (SCADA) System that will allow ACSA employees to remotely monitor the operations of these critical assets from the main office building. It will also allow personnel to change the operational settings of some pump stations from the main office building. Using alarms, we will be able to more quickly evaluate problems and prevent some failures before they happen. The project will be completed in three phases over a three year period.

10/10/2022: The Notice of Award has been issued to M.C. Dean for construction. M.C. Dean has provided the executed contract and is in the process of providing the bonds.

JML/jl
060806CIPMonthly10202022

Albemarle County Service Authority (ACSA)

CIP Schedule Revisions
October 2022

1. The design phase of the Avon Street Maintenance Yard Project has been extended to February 2023.
2. The design phase of the Scottsville Phase 4 Water Main Replacement Project has been extended to March 2023.
3. The design phase of the Ragged Mountain Phase 1 Water Main Replacement Project has been extended to January 2023.
4. The design phase of the Northfields Water Main Replacement and Northfields Phase 5 Sewer Projects have been extended to January 2023.
5. The design phase of the Broadway Street Water Main Replacement Project has been extended to January 2023.
6. The design phase of the Bellair – Liberty Hills Sewer Project has been extended to April 2023.
7. The construction phase of the Briarwood Pump Station Generator has been extended to November 2022.
8. The construction phase of the SCADA System Phase 3 Project has been extended to June 2023.

Capital Improvement Program		Percent		2022	2023	2021	2021	2021	2021	2021	2021	2022	2022	2022	2022	2022	2022		2022	2022	2022	2022	2022	2022	2023	2023	2023	2023	2023	
Proposed Project Schedule Worksheet: October 2022	Acct. #	Growth	PM	Forecast	Forecast	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June		July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Risk Assessment Improvements	1621	0%	AM	117,000																										
Data Management and Dashboarding		100%			20,000																									
Billing System Analysis and Replacement		100%			50,000																									
ESRI Utility Network Implementation		100%			50,000																									
Cityworks Operational Insights Impelmentation		100%			45,000																									
Energy Audit	1625	0%	AM		40,000																									
Avon Street Maintenance Yard	1622	100%	AM	60,000	3,750,000																									
ACSA Facilities - Security System Upgrade		100%			158,000																									
AMI Implementation	1620	15%	PG	5,000,000																										
Four-Story Backflow Prevention Assembly Retrofit	1765	0%	AM																											
Scottsville Phase 4 Water Main Replacement	1758	0%	AM		100,000																									
Crozet Phase 4 Water Main Replacement	1756	0%	JL		1,412,050																									
Ragged Mountain Phase 1 Water Main Replacement	1760	0%	JL		417,000																									
Jefferson Village Water Main Replacement	1747	0%	RN	262,300																										
Northfields Water Main Replacement	1764	0%	RN																											
Hessian Hills Water Main Replacement	1753	0%	JL	3,456,675																										
Briarwood Water Main Replacement	1766	0%	JW																											
Barracks West Water Main Replacement	1796	0%	JW	452,500																										
Townwood Water Main Replacement		0%			170,000																									
Broadway Street Water Main Replacement	1768	0%	RN		650,000																									
Raintree and Fieldbrook PVC Water Main Replacement	1771	0%	JL	432,300																										
Pantops Drainage Basin Rehabilitation	1824	0%	RN																											
Hollymead Drainage Basin Rehabilitation	1825	0%	RN																											
Airport Trunk Sewer Upgrade	1828	100%	JL		115,000																									
Northfields Phase 5 Sewer		100%	RN		70,000																									
Biscuit Run Sewer Replacement	1830	0%	RN	206,000	206,000																									
FY 2021 Miscellaneous Sewer Rehabilitation	1904	0%	JL																											
FY 2022 Miscellaneous Sewer Repair/Replacement	1905	0%	JL	200,000																										
FY 2022 Miscellaneous Sewer Rehabilitation	1906	0%	JL	200,000																										
FY 2023 Miscellaneous Sewer Repair/Replacement	1905	0%	JL		200,000																									
FY 2023 Miscellaneous Sewer Rehabilitation	1906	0%	JL		200,000																									
Oak Forest Pump Station Abandonment	1807	0%	JL																											
Bellair - Liberty Hills Sewer	1829	100%	JL	80,515																										
Madison Office Park Pump Station Upgrade	1735	0%	JL	123,875	425,000																									
Sewer Pump Station Comminutors	1827	0%	RN	291,300																										
Lewis Hill - West Leigh Water Connection	1754	0%	RN																											
Parkview Drive Water Connection		0%																												
Huntington Village Water Connection	1770	0%	RN																											
Briarwood Pump Station Generator	1767	0%	AM																											
Exclusion Meters Replacement	1759	0%	JL																											
Pipe Saddles Replacement	1763	0%																												
SCADA System Phase 3	1605	100%	AM	186,800																										
Developer Participation		100%		100,000	100,000																									
Total Capital Projects to be appropriated in the Fiscal Year				\$ 11,169,265	\$ 8,178,050																									

In house construction	Engineering	Construction
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Albemarle County Service Authority (ACSA)
Active Private Development Projects
October 2022

- a. Albemarle Business Campus – Block 1 (Scottsville): Water and sewer main extension to serve 128 multi-family units. The site is located to the northeast of the Old Lynchburg Road and Country Green Road intersection.
- b. Albemarle Business Campus – Block 5 (Scottsville): Water and sewer main extension to serve a storage facility and retail spaces between Old Lynchburg Road and Wahoo Way.
- c. Ashcroft Phase 2 Sections 6 & 7 (Rivanna): Water main extension to serve 14 residences. The project is located at the upper end of Summit Ridge Trail.
- d. Berkmar Drive Apartments (Rio): Water and sewer main extensions to serve 10 apartment buildings, totaling 261 units. The project is located along Berkmar Drive, south of the Forest Springs Mobile Home Park.
- e. Boys and Girls Club – Drivers Ed Site (Jack Jouett): Water main extension to serve a new Boys and Girls Club. The project is located southeast of Jack Jouett Middle School.
- f. Brookhill Blocks 9-11 (Rivanna): Water and sewer main extension to serve 85 single family homes in the Brookhill subdivision, located east of Stella Lane between Ashwood Boulevard and Archer Avenue.
- g. Brookhill Blocks 16 & 17 (Rivanna): Water and sewer main extensions to serve 135 single family homes in the Brookhill subdivision, located north of Polo Grounds Road and East of the Montgomery Ridge Subdivision.
- h. Galaxie Farm Subdivision (Scottsville): Water and sewer main extension to serve 65 residential units. This project is located along Scottsville Road, south of Mountain View Elementary.
- i. Georgetown Hydraulic (Jack Jouett): Water main extension to serve a commercial office building at the intersection of Georgetown Road and Hydraulic Road.
- j. Glenbrook at Foothills Phase 3 (White Hall): Water and sewer main extensions to serve 120 residential units between the Parkside Village and Glenbrook at Foothills subdivisions along Park Ridge Drive.

- k. Old Trail Village Block 7C (White Hall): Water and sewer main extensions to serve 30 residential units. This project is located along Old Trail Drive near Golf View Drive.
- l. Pleasant Green – Phase 2 (white Hall): Water and sewer main extensions to serve 134 residential units. This project is located to the southeast of the Orchard Acres subdivision.
- m. Proffit Road Townhomes South (Rivanna): Water and sewer main extension to serve 31 town home units. This project is located along Proffit Road, south of Martha Jefferson Outpatient Care Center.
- n. PVCC - Advanced Technical Training Center (Scottsville): Water main extension to serve new building on PVCC campus off College Drive.
- o. Regents School of Charlottesville (Samuel Miller): Water and sewer main extension to serve a private school, grades K-12. The site is located west of Trinity Presbyterian Church, along Reservoir Road.
- p. Rivanna Station – Nicholson Building Addition (Rivanna): Water main extension to serve an expansion of the Nicholson Building and a parking garage at NGIC, located east Route 29 and south of Boulders Road.
- q. 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.
- r. Southwood Phase 1 – Blocks 9-11 (Scottsville): Water and sewer main extensions to serve 70 single family units and 16 condominium units. This project is located west of Horizon Road and south of Hickory Street.
- s. Stonefield Block D1 (Jack Jouett): Water main extension to serve a 220 unit apartment building at the intersection of Inglewood Drive and Bond Street.
- t. Umansky Subaru of Charlottesville – Major Amendment (Rio): Water main relocation to facilitate the proposed building expansion of the Umansky Subaru. The project is located to the east of Walmart, along Hilton Heights Road.
- u. White Gables Major Amendment (Samuel Miller): Water main extension to serve three multi-family condominium buildings, with 30 units each. This site is located to the east of the existing White Gables neighborhood along Old Ivy Road.

ALBEMARLE COUNTY SERVICE AUTHORITY

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AGENDA ITEM EXECUTIVE SUMMARY

AGENDA TITLE: FY 2023 CIP Authorizations	AGENDA DATE: October 20, 2022
STAFF CONTACT(S)/PREPARER: Jeremy M. Lynn, P.E., Director of Engineering	ACTION: <input type="checkbox"/> INFORMATION: <input type="checkbox"/>
	CONSENT AGENDA:
	ACTION: <input checked="" type="checkbox"/> INFORMATION: <input type="checkbox"/>
	ATTACHMENTS: YES

BACKGROUND: Authorization for two CIP Projects, both of which have been included in the CIP Rate Model Budget. The first authorization is the implementation of the ACSA Security System Upgrade and Expansion Project. The second authorization will cover additional costs associated with geotechnical investigations for the Northfields Water Main Replacement Project.

DISCUSSION:

- ❖ Initiates implementation of improved security measures recommended in both the ACSA's Vulnerability and Security Assessments.
- ❖ Continues our Strategic Plan efforts to replace all asbestos-cement pipe material and upgrade undersized mains in our water system.

BUDGET IMPACT: The cost of the ACSA Security System Upgrade and Expansion Project is \$224,000 more than anticipated in the CIP Rate Model, however this should be offset by cost savings on other CIP projects. The cost of the additional geotechnical investigation efforts for the Northfields Water Main Replacement Project is minor compared to the total amount budgeted in the CIP Rate Model.

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

BOARD ACTION REQUESTED: Approve the Consent Agenda.

ATTACHMENTS:

- ❖ Detailed memo of the proposed CIP authorizations.
- ❖ Cost Estimate for the ACSA Security System Upgrade and Expansion Project.
- ❖ Proposal from S.L. Williamson for pavement restoration efforts for the Northfields Water Main Replacement Project.



MEMORANDUM

To: Board of Directors
From: Jeremy M. Lynn, P.E., Director of Engineering
Date: October 20, 2022
Re: FY 2023 CIP Authorizations
cc: James M. Bowling, IV

The following projects require Board authorization:

- A. ACSA Security Upgrade and Expansion:** This project addresses recommendations outlined in both the Vulnerability Assessment and Security Assessment and consists of installation, configuration, and programming of a new security system. Our IT and Maintenance Departments have been working closely to compile a list of costs associated with the purchase and installation of security cameras at all our facilities, including pump stations and water storage tanks, as well as a new access control system. These upgrades will also position us for expansion at the Avon Street Maintenance Yard. Attached is a summary of the costs anticipated for this project, totaling \$382,000.

Board Action

We request the Board of Directors appropriate \$382,000 for implementation from the FY 2023 3R Fund for the construction of the ACSA Security Upgrade and Expansion Project.

- B. Northfields Water Main Replacement Project:** During the 90% Design Phase of the Northfields Water Main Replacement Project, ACSA staff was made aware of additional pavement restoration requirements by the Virginia Department of Transportation, as it relates to the anticipated geotechnical borings for the project. These pavement restoration requirements are more stringent than previous projects and were not anticipated when the initial design proposal was prepared. Attached is a proposal from S.L. Williamson, dated June 24, 2022, for the additional pavement restoration. The estimated cost for the additional pavement restoration work associated with the geotechnical borings is \$15,000. The ACSA staff has reviewed this proposal and finds it satisfactory.

Board Action

We request the Board of Directors appropriate \$15,000 from the FY 2023 3R Fund for the additional geotechnical services needed for the Northfields Water Main Replacement Project.

JML/jml

Attachments

010101CIPAuthorizations10202022

ACSA Security System Upgrade and Expansion Cost Estimate

September 30, 2022

Component	Cost
Cameras for Pump Stations and Water Storage Tanks	\$122,000
Cameras for Operations Center and Maintenance Buildings	\$110,500
Operations Center and Maintenance Access Control	\$149,500

TOTAL \$382,000

Proposal

S.L. WILLIAMSON COMPANY, INC.**ASPHALT PAVING AND ROAD CONSTRUCTION** *Since 1949*PROPOSAL SUBMITTED TO
Network ResourcesPHONE
804-822-4219DATE
6/24/22

STREET

JOB
Northfields Subdivision – Core Patching

CITY, STATE, AND ZIP CODE

JOB LOCATION
Charlottesville

We hereby submit for your review, S.L. Williamson Company, Inc. proposal for the patching in Northfields Subdivision.

Description	Qty	Unit	Unit Price	Total
Mill & Overlay – 2" Mill + 2" SM-9.5A	6	SY	\$ 2,500.00	\$ 15,000.00

QUALIFICATIONS:

1. Pricing based on 1 Mobilizations; Purchaser will be charged \$4,500.00 per additional mobilization.
2. Drainage will not be guaranteed on paved areas having 1% grade or less.
3. Any variance beyond the proposed asphalt depths resulting in an asphalt tonnage overrun will be considered as an additional cost to the contract.
4. Additional work beyond our stated scope will be negotiated and agreed in writing by an authorized agent prior to the performance of any extra work.

We appreciate the opportunity to quote this work. Please feel free to call if you have any questions.

This quote is based on a liquid asphalt price not to exceed \$752.50/ton. Due to the volatility in the liquid asphalt market; the price will be based on the inflation of liquid asphalt per the VDOT Asphalt Index at the time of construction.

TOTAL AMOUNT OF ABOVE PROPOSAL**\$ 15,000.00****PLEASE SIGN ACCEPTANCE OF PROPOSAL AND RETURN ONE COPY:**

THE PARTY HEREBY CONTRACTING WITH S.L. WILLIAMSON COMPANY, INC., SHALL BE RESPONSIBLE FOR PAYMENT OF ALL COSTS INCURRED BY S.L. WILLIAMSON COMPANY,

INC. IN COLLECTING THE AMOUNT DUE UNDER THIS CONTRACT, INCLUDING THE COSTS OF REASONABLE ATTORNEY'S FEES UP TO 30% OF THE SUM COLLECTED.

FINANCE CHARGE IS COMPUTED BY A "PERIODIC RATE" OF 1 1/2% PER MONTH WHICH IS EQUAL TO AN ANNUAL PERCENTAGE RATE OF 18% APPLIED TO THE PREVIOUS BALANCE AFTER DEDUCTING PAYMENTS AND/OR CREDITS APPEARING ON THIS STATEMENT. FINANCE CHARGE IS APPLIED TO ALL BALANCES AFTER 30 DAYS.

Ethan Hensley

Project Manager

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized
Signature _____

Note: This proposal may be withdrawn by us if not accepted within 30 days.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.


Signature _____

Date of Acceptance: _____

ALBEMARLE COUNTY SERVICE AUTHORITY

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AGENDA ITEM EXECUTIVE SUMMARY

AGENDA TITLE: Rivanna Water & Sewer Authority (RWSA) Monthly Update STAFF CONTACT(S)/PREPARER: Gary O'Connell, Executive Director 	AGENDA DATE: October 20, 2022 CONSENT AGENDA: Informational ATTACHMENTS: Yes
--	---

BACKGROUND: This report continues the monthly updates on the Rivanna Water & Sewer Authority (RWSA) projects and Board meetings. Below are some updates on RWSA major projects and issues, including updates from the September 27th RWSA Board Meeting and other communications.

RWSA Board Meeting and other Updates and Approvals at the September 27th Board Meeting:

- **Resolution to Amend FY 2022 – 2023 Water Rates and Charges:** In June 2022, the City, ACSA and the RWSA entered into a "Northern Area Drinking Water Projects Agreement" to allocate the debt service costs for four new drinking water infrastructure projects and all future capacity and non-capacity water facilities located north of the South Fork Rivanna River. As part of this Agreement, debt service costs for these projects are shifted from the City to the ACSA, resulting in a change in the charges for FY 2022 – 2023. This includes projects that eventually will shift the water supply and treatment system away from the North Rivanna River and Water Treatment Plant, to the South Rivanna Reservoir and Water Treatment Plant, the largest water treatment plant in the system and with a large reservoir that is refilled by a very large drainage area. The North Rivanna Water Treatment Plant is scheduled to be "decommissioned" (when out of service) in 2025-26. The City and ACSA will share equally in that decommissioning project, as it was a shared expense upon original construction. Other projects included within this agreement and cost allocation include:
 - Airport Road Pump Station (under construction) 100% ACSA;
 - Future Projects 100% ACSA are South Rivanna River Crossing (under design, a connection to treatment plant), and the North Rivanna River Crossing; long-term a new Airport Road Water Storage Tank (10% City, 90% ACSA).

The ACSA is the primary beneficiary of this system charge and consequently the costs. This move to connect the northern part of our service area, with a larger water treatment plant and reservoir, will serve the ACSA well, and in particular the future growth projected for this area.

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

The charges to be retroactively effective on July 1, 2022, approved by the RWSA Board at the September 22nd Board meeting. The ACSA share of this debt service is increased by 5.2%. The current ACSA budget and rates will cover this change. This shifts \$22,030 per month to the ACSA as a result of the cost allocation into the rates.

- **Presentation on the Six Water Treatment Plants:** Two plants, the South Rivanna and Observatory, are currently undergoing \$43 million in rehabilitation and upgrades to continue to provide safe, clean, reliable water.
- **Adoption of 2023 RWSA Strategic Plan:** The RWSA Board adopted a new Strategic Plan for Rivanna that focuses on six high-level priority areas: communication and collaboration, environmental stewardship, workforce development, optimization and resiliency, and planning and infrastructure. A copy of the 20 key strategies is attached. The RWSA staff will regularly report to the Board on the status of the Strategic Plan actions.

RWSA Major Capital Project Updates:

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

Design Engineer:	Short Elliot Hendrickson, Inc. (SEH)
Construction Contractor:	English Construction Company
Construction Start:	May 2020
Percent Completion:	70%
Completion Date:	May 2023
Base Construction Contract:	\$37,467,169.49
Approved Capital Budget:	\$43,000,000

Current Status:

Improvements to the new Lab/Control Room in the Filter Building and final modifications to various chemical feed processes continues. Work at the OBWTP includes the new Chemical Storage Building, sedimentation basin improvements, foundation work for the GAC expansion and a large retaining wall. Shutdown of the OBWTP is planned for December – February 2023.

History:

The Observatory project will consider the design and costs for upgrading the plant systems to achieve a consistent 7 MGD plant capacity, as well as consider the costs involved with upgrading the plant to 10 or 12 MGD capacity. Much of the Observatory Water Treatment Plant is original to the 1953 construction.

At the South Rivanna Water Treatment Plant significant needs were identified and assembled into a single project. The projects include: expansion of the coagulant

AGENDA ITEM EXECUTIVE SUMMARY

storage facilities; installation of additional filters to meet firm capacity needs; the addition of a second variable frequency drive at the Raw Water Pump Station; the relocation of the electrical gear from a sub-terrain location at the Sludge Pumping Station; a new Administration building onsite for additional office, lab, control room and storage space; improvements to storm sewers to accept allowable WTP discharges; and the construction of a new metal building to cover the existing liquid lime feed piping and tanks. The scope of this project will not increase plant treatment capacity, which is at 12 MGD.

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

Design Engineer:	Short Elliot Hendrickson (SEH)
Contractor:	Anderson Construction
Construction Start:	December 2021
Percent Complete:	17%
Completion Date:	December 2023
Base Contract:	\$8,520,312
Budget:	\$10,000,000

Current Status:

Most of the pipe has been installed at the Kohl's site, with site restoration and demobilization. Grading at the pump station began this month.

History:

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

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

Design Engineer:	Michael Baker International (Baker)
Project Start:	August 2018
Project Status:	Easement Acquisition & Design (20%)
Construction Start:	2025
Completion:	2028
Current Project Estimate:	\$29,375,000

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

Current Status:

Preparation of engineering plans and specifications continues. Topographic survey work to the East of the proposed pump station site has been completed, with efforts at the proposed pump station site underway as well. Easement negotiations with UVA, and the UVA Foundation continue. An evaluation of the pump station site is underway in order to confirm the necessary parcel size.

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

- **South Rivanna Reservoir to Ragged Mountain Reservoir Raw Water Line-Birdwood to Old Garth Road**

Design Engineer:	Kimley-Horn
Project Start:	June 2021
Project Status:	90% Design
Construction Start:	January 2023
Completion:	December 2023
Current Project Estimate:	\$1,980,000

Current Status:

Preparation of engineering plans and specifications is substantially complete for a 0.25-mile section of this 36" raw water pipe from Birdwood to Old Garth Road. One remaining easement is under negotiation with the UVA Foundation for this phase of the project. A railroad permit has been submitted and County permitting can begin once all easements are finalized.

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

History:

This project is the continuation of the SRR to RMR 36" raw water pipeline built on the Birdwood Golf Course. Design efforts were authorized in June 2021 with construction anticipated in summer 2022.

- **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:	85% NRCS Planning Process
Construction Start:	2024
Completion:	2027
Budget:	\$30,870,000

Current Status:

A Joint Permit Application and supporting documents will be submitted to VDEQ this month. Remaining NRCS requirements, including review and approval of the planning study, are scheduled for completion this winter with submission of the revised Plan Environmental Assessment to the NRCS in August. An application for design funding from NRCS will be submitted in 2022.

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. A federal grant totaling \$341,000 was secured from the National Rural Conservation Service (NRCS) to cover the costs of an Environmental Assessment for the dam modifications. Staff will continue to pursue federal funding for later phases of the project to cover a portion (70%) of final design and construction costs.

- **South Fork Rivanna River Crossing**

Design Engineer:	Michael Baker International (Baker)
Project Start:	November 2020
Project Status:	50% Design

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

Construction Start:	2024
Completion:	2028
Budget:	\$5,850,000

Current Status:

Geotechnical work has begun to determine rock depths for the trenchless crossing under the river parallel to the west side of the Berkmar Bridge and follow Rio Mills Road until it intersects the new 24" water line in Route 29. Easement work has begun.

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.

- **South Fork Rivanna Reservoir to Ragged Mtn. Reservoir Water Line Right-of-Way**

Design Engineer:	Michael Baker International (Baker)
Project Start:	October 2017
Project Status:	Easement Acquisition Underway
Completion Date:	2022
Total Capital Project Budget:	\$2,295,000

Current Status:

Progress continues in the efforts to acquire the 8 miles of easements and agreements (with VDOT) for this 36" water line. Discussions continue for remaining easements with the UVA Foundation and one final private property owner.

History:

The approved 50-year Community Water Supply Plan includes the future construction of a raw water line from the South Fork Rivanna Reservoir to the Ragged Mountain Reservoir. This water line will replace the existing Upper Sugar Hollow Pipeline along an alternative alignment to increase raw water transfer capacity in the Urban Water System. This project includes a routing study, preliminary design, and preparation of

AGENDA ITEM EXECUTIVE SUMMARY

easement documents, as well as acquisition of water line easements along the approved route.

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

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

Current Status

After a recent meeting with City and County staff, RWSA is preparing project summary information and an easement on County property with a valuation estimate for the County's review.

- **SRR to RMR Pipeline – Pretreatment Pilot Study**

Design Engineer:	SEH/DiNatale
Project Start:	August 2020
Project Status:	100% (Phase 1) 90% (Phase 2)
Completion:	December 2022
Budget:	\$22,969 (Phase 1) \$116,401 (Phase 2)

Current Status:

Phase 2 of the study continues with detailed reservoir water quality modeling performed by DiNatale Water Consultants. The more detailed modeling work has been completed, and staff held a meeting with the Consultant to review findings. Some additional work will be performed to better reflect water quality impacts during drought conditions in the model.

History:

As part of the SRR to RMR Pipeline project, the impact of sending raw water from the SRR to RMR has been previously studied and a significant amount of pretreatment was initially identified as being needed to avoid reducing the quality of the raw water contained within the RMR. With the pipeline easement acquisition process well underway and additional information now available associated with the proposed timing of this overall project based on water demand projections, the intent of this project is to update the pretreatment needs anticipated.

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

The study is anticipated to be completed in four phases: 1. Analysis and Correlation of Existing Water Quality and Seasonal Weather Data; 2. Enhanced Water Quality Sampling; 3. Pretreatment Piloting; 4. Level Setting for the Final Pretreatment Solution. Phase 1 commenced in January 2021 and was completed in July 2021. Phase 2 began in June 2021.

- **Central Water Line Project**

Design Engineer:	Michael Baker International (Baker)
Project Start:	July 2021
Project Status:	8% Design
Construction Start:	2024
Completion:	2028
Budget:	\$41,000,000

Current Status:

Detailed field investigation and design are underway.

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.

- **Security Enhancements**

Construction Contractor:	Security 101
Construction Start:	March 2020
Percent Complete:	50% (WA 5), 0% (WA6)
Based Construction Contract + Change Orders to Date = Current Value:	\$718,428 (WA1) + \$91,130 (WA2) +128,166 (WA3) + \$189,698 (WA4) +76,920 (WA5) + \$120,994 (WA6) = \$1,325,339 (total)
Completion:	October 2022 (WA5), May 2023 (WA6) February 2022 (WA 4)
Budget:	\$2,810,000

Current Status:

WA5, which authorizes card access installation at Glenmore Water Resource Recovery Facility (GWRRF), Scottsville Water Resource Recovery Facility (SVWRRF), and Red

AGENDA ITEM EXECUTIVE SUMMARY

Hill Water Treatment Plant (RHWTP), began during the week of June 20th. Conduit and cable pulling is complete at all facilities covered in the WA, and the only work that remains is wiring and programming to be completed this fall. WA6 will include card access installation at RWSA's remote sites, including all dams and pump stations. This work was authorized in early August, with completion scheduled for May 2023.

History:

As required by the Federal Bioterrorism Act of 2002 and the American Water Infrastructure Act of 2018, water utilities must conduct Vulnerability Assessments and have Emergency Response Plans. RWSA recently completed an updated Risk Assessment of its water system in collaboration with the Albemarle County Service Authority (ACSA), City of Charlottesville (City), and University of Virginia (UVA). A number of security improvements that could be applied to both the water and wastewater systems were identified. The purpose of this project will be to install security improvements a RWSA facilities including treatment plants, including additional security gate and fencing components, vehicle bollards, facility signage, camera system enhancements, additional security lighting, intrusion detection systems, door and window hardening, installation of industrial strength locks, communication technology and cable hardening, and an enhanced access control program.



695 Moores Creek Lane | Charlottesville, Virginia 22902 9016

434.977.2970

434.293.8858

www.rivanna.org

MEMORANDUM

TO: RIVANNA WATER & SEWER AUTHORITY BOARD OF DIRECTORS

FROM: LONNIE WOOD, DIRECTOR OF FINANCE & ADMINISTRATION

REVIEWED BY: BILL MAWYER, EXECUTIVE DIRECTOR

SUBJECT: RESOLUTION TO AMEND FY 2022 - 2023 WATER RATES AND CHARGES

DATE: SEPTEMBER 27, 2022

This recommendation is to conduct a Public Hearing to consider the adjusted Urban Water Charges for FY 2022 - 2023. The adjusted charges will be retroactively applied to July 1, 2022. Debt service charges will increase \$22,030 per month for the Albemarle County Service Authority (ACSA) and decrease by the same amount for the City.

Background

The City, ACSA and the Authority entered into a "Northern Area Drinking Water Projects Agreement" in June 2022 to allocate the debt service costs for four new drinking water infrastructure projects and all future capacity and non-capacity water facilities located north of the South Fork Rivanna River. As part of this Agreement, debt service costs for these projects were shifted from the City to the ACSA, resulting in a change in the charges for FY 2022 - 2023.

The Authority is required to hold a Public Hearing to adjust these debt service charges. The adjusted charges were published in the Daily Progress on August 30, 2022 and September 6, 2022. The attached Rate Schedule includes the proposed charges, with only the Urban Water debt service charges being different than the charges adopted in May 2022. If approved by the Board after conducting a Public Hearing, the charges will be retroactively effective on July 1, 2022. Additionally, since the monthly invoices for July, August and September 2022 will have already been posted and paid, there will be a retroactive adjustment occurring in the October invoice to the ACSA and to the City.

Board Action Requested:

Consider the adjusted Rate Schedule after conducting a Public Hearing. If approved, the adjusted Urban Water rates and charges for FY 2022 - 2023 will be retroactively effective on July 1, 2022.

Attached: Preliminary Rate Schedule
Public Notice

*approved 9/27/22
effective 7/1/22
in October billings*



695 Moores Creek Lane | Charlottesville, Virginia 22902-9016

434.977.2970

434.293.8858

www.rivanna.org

**RESOLUTION
TO ADOPT THE RATE SCHEDULE
FOR FISCAL YEAR 2022-2023, EFFECTIVE JULY 1, 2022
BY THE RIVANNA WATER AND SEWER AUTHORITY**

WHEREAS, the Rivanna Water and Sewer Authority (the “Authority”) Board of Directors has reviewed the proposed Rate Schedule for Fiscal Year 2022-2023; and

WHEREAS, the Authority conducted a public hearing for the proposed Rate Schedule on September 27, 2022 after advertising the actual date fixed for the public hearing in the Daily Progress on August 30, 2022 and September 6, 2022, and

NOW, THEREFORE, BE IT RESOLVED that the Rivanna Water and Sewer Authority hereby adopts the Rate Schedule for Fiscal Year 2022-2023 with Adjusted Debt Service charges, to be retroactively effective on July 1, 2022.

**RATE SCHEDULE
Water Rates and Charges**

		Adjusted*	As Adopted			
Urban Area		FY 2023	FY 2023	\$ Change	% Change	
ACSA & City	Operating	\$ 2.653	\$ 2.653	No Change	No change	Per 1,000 gallons
City	Debt Service	\$ 249,497	\$ 271,527	\$ (22,030)	-8.1%	Per month
ACSA	Debt Service	\$ 442,355	\$ 420,325	\$ 22,030	5.2%	Per month

* - adjusted for Northern Area Drinking Water Projects Agreement

Crozet

ACSA	Operating	\$ 99,757	Per month
ACSA	Debt Service	\$ 180,142	Per month

Scottsville

ACSA	Operating	\$ 47,463	Per month
ACSA	Debt Service	\$ 12,525	Per month

The Rivanna Water & Sewer Authority (Rivanna) was created by the City of Charlottesville (City) and the County of Albemarle to supply and treat water for drinking and to provide wastewater treatment. The above fees represent Rivanna’s fees and charges to the City and the Albemarle County Service Authority (ACSA) for these services and are not the same as the City and ACSA charges to individual residents and businesses. Debt Service covers capital related project costs and are different for the City and ACSA reflecting terms of contractual agreements.

The City and the ACSA distribute drinking water and collect wastewater from individual residents and businesses and charge retail rates that combine charges from the above schedule to reflect their service costs, including Rivanna’s costs.

Information about the budget may be obtained on the Rivanna website at www.rivanna.org. Please call 977-2970 ext. 0 or send e-mail to info@rivanna.org with any questions you may have.

STRATEGIC PLANNING PROCESS & TIMELINE

Rivanna Authorities

STRATEGIC PLANNING FLOW CHART & TIMELINE



STRATEGIC ametwork

VISION VALUES

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services

The Rivanna Water and Sewer Authority and Rivanna Solid Waste Authority are committed to the following values:

- Integrity
- Teamwork
- Respect
- Quality

MISSION

professional team of knowledgeable and engaged personnel serve the Charlottesville, Albemarle, and UVA community by providing high quality water, waste, and recycling services in a financially and environmentally responsible manner



PRIORITIES



COMMUNICATION AND COLLABORATION

To elevate awareness of the Authorities' impact and value through proactive communication, effective partnerships, and community involvement.



ENVIRONMENTAL STEWARDSHIP

To demonstrate and promote best practices in sustainability, resources conservation, and environmental education.



WORKFORCE DEVELOPMENT

To attract, develop, and retain a professional, highly skilled, engaged, and diverse team.



OPTIMIZATION AND RESILIENCY

To empower a culture of innovative and collaborative thinking that advances efficient operational processes, technology modernization, and risk mitigation.



PLANNING AND INFRASTRUCTURE

To address evolving needs by planning, delivering, and maintaining dependable infrastructure and facilities in a financially responsible manner.

MEASURES

- Number of hours of community service completed by employees
- Number of educational outreach events and total staff hours
- Website engagement metrics

- Participation with regional environmental groups (number of events and total staff hours)
- Reduction in Rivanna's total carbon footprint
- Number of facilities reviewed and plans developed to address climate and flood resiliency

- Number of job descriptions updated with minimum requirements
- Number of candidate sourcing resources for recruitment of diverse candidates
- Turnover rate, with a target of less than 10%
- Hours of training, higher education, etc. taken annually by employees

- Number of specific/discrete optimizations undertaken and associated process, volumetric or cost changes
- Hours of safety training per employee; number of reportable incidents and near misses
- Annual cost savings based on resource reduction (e.g., chemicals, electricity)

- Number of Critical System disruptions of greater than four hours
- Percent of projects completed on time and on budget
- Number of assets fully logged in the asset management system
- Percent of assets covered in the CIP/master planning effort

STRATEGIES

1. Develop and share the Authorities' public-facing brand identity
2. Promote our team to the community for educational outreach and partnerships
3. Provide resources to foster community involvement by our employees
4. Enhance the Rivanna.org website to provide interactive and accessible information
5. Develop and implement a social media strategy for the Authorities to increase on-line presence

6. Strengthen and broaden involvement with regional environmental groups, task forces, and committees
7. Strengthen internal sustainability focus and participation
8. Identify and implement internal sustainability initiatives to address climate action goals; protect the environment and public health, and optimize resource use
9. Enhance and maintain business practices to ensure equitable service provision, including the same tipping fees, for all solid waste customers.

10. Develop a formal employee engagement and retention plan
11. Expand Rivanna's use of diverse candidate sourcing avenues
12. Formalize strategic workforce planning for the Authorities, including expectations for performance, leadership, advancement, and succession management

13. Develop avenues for employees to enable sharing of ideas and opportunities to increase efficiency
14. Expand the SOP inventory, conduct gap analysis, and enhance SOPs through the use of templates and interactive media
15. Develop a cross-departmental awareness program to celebrate and share improvements and efficiency gains
16. Develop and train staff on a disaster recovery center for all business systems
17. Expand resources for employee safety education


18. Expand adoption and use of the asset management program
19. Increase capacity for knowledge sharing, analysis and planning to remain as nimble as possible in a dynamic and changing operating environment
20. Enhance long- and short-term project planning and delivery processes

ACSA Board Future Policy Issues Agendas 2022-2023

Regular 3rd Thursday Monthly Meetings	Nov. '22	Dec. '22	Jan. '23	Feb. '23	March '23	April '23	May '23	June '23	July '23	Pending Issues
	November 17th	December 15th	January 19th	February 16th	March 16th	April 20th	May 18th	June 15th	July 20th	Water Supply Plan Project Status Reports Water Treatment Plants RWSA CIP Central Water Line
	Recognitions	Recognitions	Recognitions	Recognitions	Recognitions	Recognitions	Recognitions	Recognitions	Recognitions	
	Monthly Financial and CIP Reports	Monthly Financial and CIP Reports	Monthly Financial and CIP Reports	Monthly Financial and CIP Reports	Monthly Financial and CIP Reports	Monthly Financial and CIP Reports	Monthly Financial and CIP Reports	Monthly Financial and CIP Reports	Monthly Financial and CIP Reports	
	Capital Project Authorizations	Capital Project Authorizations	Capital Project Authorization	Capital Project Authorizations	Capital Project Authorizations	Capital Project Authorizations	Capital Project Authorizations	Capital Project Authorizations	Capital Project Authorizations	Annual Water Quality Reports (May)
	Operational Presentation - Exclusion Meter Program - Maintenance	Operational Presentation - 4 Story Backflow	Operational Presentation-Lead and Copper Regulations Inventory	Operational Presentation-Training and Biz Library	Operational Presentation	Operational Presentation	Operational Presentation	Operational Presentation	Operational Presentation	Board Organizational Meeting each January
										Annual Report - January
	Annual Financial Report	Budget Guidelines and Schedule for FY '24 Budget	Board Organizational Meeting	PAFR (Popular Annual Financial Report) Presentation	Proposed CIP Presentation	Proposed Capital Improvements Program (CIP) FY '24 Presentation	Proposed FY 2024 Budget and Rates Workshop	Public Hearing on Proposed FY '24 Budget, Rates and CIP	Strategic Plan Update	Water Audit and Energy Audit
	Water Audit Report	Annual Investment Report	ACSA Annual Report 2022	Security Assessment Updates; IT Report	AMI Update	Public Hearing on Proposed FY '24 Capital Improvements Program (CIP)		Adoption of Proposed FY '24 Budget, Rates and CIP		Strategic Plan Updates-2023-2025 January and July
		Recognition for Jim Bowling	Strategic Plan Updated 2020-2022 Final Report	New Strategic Plan Draft 2023-2025		Proposed FY '24 Budget and Rates Overview Presentation		Amendments to Personnel Management Plan		Annual Water Conservation Report - January
		New Attorney Appointment	Water Supply Plan and Treatment Projects Updates	Customer Experience Report		Resolution Scheduling Budget and Rates Public Hearing for June 15, 2023				National Drinking Water Week-April Imagine a Day Without Water - September
		Recognition for Calvin Underwood	Annual Water Conservation Report (Consent Agenda)	Best Practices Review Panel - Report		National Drinking Water Week Resolution				AMI Updates - Customer Portal Video
		Customer Survey								Federal/State Water Quality Regulations
										Emergency Preparedness - Regional Exercise
										Annual Investments Report December
										Operational Presentations
										ACSA Customer Communications
										Avon Satellite Operations Center
										Federal Infrastructure Grant Funds
										Data Management and Management Dashboards
	Executive Director Mid-Year Performance Review				Executive Director Annual Review					Strategic Plan Update

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

AGENDA TITLE: Advanced Metering Infrastructure (AMI) Monthly Update STAFF CONTACT/PREPARER: Quin Lunsford, Director of Finance 	AGENDA DATE: October 20, 2022 ACTION: Informational ATTACHMENTS: No
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BACKGROUND: The ACSA Board authorized staff at its October 2019 meeting to execute agreements related to the AMI project. Monthly status updates are provided below:

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

- We continue to monitor meters that have been deployed and are notifying customers daily of irregular consumption/leaks. Feedback from customers continues to be extremely positive.
- Through regular monitoring, the ACSA has identified about 10 meters that were deployed earlier this spring and had stopped recording consumption. Upon identification, these meters were repaired/replaced to ensure all consumption is recorded and billed. Once removed/replaced, these meters were returned to the meter manufacturer for additional analysis. This analysis found a manufacturing defect, that in some instances, led to meter failure. These meters are fully covered under the meter warranty and have been replaced at no cost to the Authority. Additionally, through the meter manufacturers analysis, the manufacturer has identified approximately 270 meters in the field that may be impacted by this defect in the future. As inventory is received, these meters will be repaired under the warranty process.

BUDGET IMPACT: Informational only.

RECOMMENDATIONS: None

BOARD ACTION REQUESTED: None; informational item only.

ATTACHMENTS: N/A

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

<p>AGENDA TITLE: ACSA General Construction Specifications - Adoption</p> <p>STAFF CONTACT(S)/PREPARER: Jeremy M. Lynn, P.E., Director of Engineering</p>	<p>AGENDA DATE: October 20, 2022</p> <p>ACTION: <input type="checkbox"/> INFORMATION: <input type="checkbox"/></p> <p>CONSENT AGENDA:</p> <p>ACTION: <input checked="" type="checkbox"/> INFORMATION: <input type="checkbox"/></p> <p>ATTACHMENTS: (YES)</p>
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BACKGROUND: ACSA staff periodically reviews our General Water and Sewer Construction Specifications to make improvements based upon new construction techniques, improved materials and better testing methods. We also ensure that we adhere to the latest requirements of the State regulations governing public water and sewer systems. This past summer ACSA staff completed our review and submitted revisions to the first four parts of our General Water and Sewer Construction Specifications to VDH for their approval in accordance with the conditions of our permit to operate a Local Review Program. In addition, we revised six water details and two sanitary sewer details. We have obtained VDH approval and now ask our Board of Directors to adopt the revised document. Part 5 of the General Water and Sewer Construction Specifications includes work associated with sewer construction. Although DEQ no longer has a permit program for wastewater facilities, they do review wastewater pump station designs. Historically, we have provided copies of the sewer portion of our construction specifications whenever changes are adopted.

DISCUSSION: While most of these revisions are minor, it should be noted that a more substantive change is the additional easement width requirement outlined in the second bullet below. Increasing the width of our easements based on pipe diameter and depth is necessary to accommodate future maintenance activities but may affect private development. Specific changes are noted as follows:

- Updated requirements for submission of Utility Master Plans and extensions of water and sewer systems beyond proposed improvements.
- Increase in easement width based on pipe diameter and depth of utility.
- Replaced "Device" with "Assembly" when referencing Backflow Prevention Assemblies to be consistent with industry and ACSA Rules and Regulations terminology.
- Eliminated the use of masonry structures for meter vaults.
- Require a second access hatch for meter vaults serving meters larger than 2-inch diameter.

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

- Eliminated the use of gate valves on Air Relief Valves (ARV) and instituted a requirement that all 2-inch taps for ARV's shall be made with a saddle.
- Limited the number of fire hydrant riser to one (1) for new construction.
- Allow the use of transition fittings at the upper and lower manholes of steep sewers.
- Require any force mains to connect to a short piece of gravity sewer pipe before reaching the ACSA sewer main.
- *Typical Meter Vault (1.5" Meter)* – Eliminated use of masonry block.
- *Typical Meter Vault (2" Meter)* – Eliminated use of masonry block.
- *Typical Meter Vault (3" Meter)* – Revised Laying Length to match current meter vendor and eliminated use of masonry block.
- *Typical Meter Vault (4" Meter)* – Revised Laying Length to match current meter vendor and eliminated use of masonry block.
- *Air Release Valve (ARV)* – Replaced gate valve with brass valve and included an allowance for the placement of an ARV in a meter box in lieu of a manhole cone section. Also added a note requiring the installation of an insect screen.
- *Water Typical Steel Sleeve Installation Under Roadways* – Increased casing pipe wall thickness to 0.5 inches.
- *Sewer Service Lateral Connection* – Revised an incorrect note related to the minimum pipe diameter.
- *Sewer Typical Steel Sleeve Installation Under Roadways* – Increased casing pipe wall thickness to 0.5 inches.

BUDGET IMPACT: None.

RECOMMENDATIONS: Approve the adoption of the revised ACSA General Construction Specifications.

BOARD ACTION REQUESTED: Adopt the revised ACSA General Water and Sewer Construction Specifications.

ATTACHMENTS:

- Approval letter from Virginia Department of Health Office of Water Programs dated September 16, 2022.



COMMONWEALTH of VIRGINIA

DEPARTMENT OF HEALTH
OFFICE OF DRINKING WATER
Lexington Field Office

131 Walker Street
Lexington, VA 24450
Phone: 540-463-7136
Fax: 540-463-3892

September 16, 2022

SUBJECT: Albemarle County
Waterworks: Albemarle County Service Authority
(General)

Mr. Jeremy M. Lynn, PE
Albemarle County Service Authority
168 Spotnap Road
Charlottesville, VA 22911

Dear Mr. Lynn:

The water portion of the standard specifications titled "Albemarle County Service Authority General Water and Sewer Construction Specifications", bearing a revision date of August 10, 2022, has been reviewed by this Office.

The standard specifications, as prepared by Jeremy M. Lynn, PE, govern the design and construction of water line extensions within the service area of the Albemarle County Service Authority and establish a Local Standards and Review Program contingent upon the conditions set forth in the Memorandum of Understanding between this Office and the Albemarle County Service Authority.

In accordance with Part I, Article 3, 12 VAC 5-590-220 of the Commonwealth of Virginia, *Waterworks Regulations*, this letter is to advise that, subsequent to our review, the water portion of the previously mentioned specifications is technically adequate and is approved by this Office. A copy of this document is on file in the Lexington Field Office.

If we can be of additional assistance, please contact Taylor L. Valencia, District Engineer in our Lexington Field Office at (540) 463-0421 or Taylor.Valencia@vdh.virginia.gov. Thank you for your cooperation in this matter.

Sincerely,

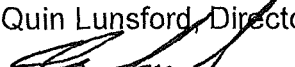
Steven J. Kvech, PE
Deputy Field Director

SJK/kk/220915-4

cc: Gary O'Connell, Executive Director, ACSA
Albemarle County Health Department
Albemarle County Building Official
Albemarle County Administrator
ec: VDH, ODW - Central Office

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

AGENDA TITLE: Virginia Low Income Household Water Assistance Program (LIHWAP) STAFF CONTACT/PREPARER: Quin Lunsford, Director of Finance 	AGENDA DATE: October 20, 2022 ACTION: Yes ATTACHMENTS: Yes
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BACKGROUND: The ACSA is pursuing water/wastewater bill assistance for low-income residential households with water and wastewater arrearages through a Federal grant under the Low-Income Household Water Assistance Program (LIHWAP). The Federal grant was awarded to the Virginia Department of Social Services who has selected Promise Network Inc. (Promise) to administer on their behalf.

DISCUSSION: The Low-Income Household Water Assistance Program (LIHWAP) is a federally funded program that helps households pay for drinking water and wastewater for their homes. The intent of the program is to help eligible customers experiencing financial burdens pay their past due home water/wastewater bill. The Virginia Department of Social Services has selected Promise to administer the program with participating water utilities throughout the State.

The State of Virginia has been awarded \$22.5 million to distribute to eligible households with a maximum benefit of up to \$2,500 per household. Promise uses adaptive technology to accelerate the outreach, enrollment, and disbursement of financial assistance.

The Authority continues to work with customers that have arrearages, and this program may provide additional assistance to those most in need. Rules of the VA LIHWAP program are:

- Past due residential water/wastewater debt is eligible
- Eligible households can receive up to \$2,500
- Households qualify if they participate in SNAP, TANF, LIHEAP, SSI, OR means-tested programs or if they make <150% federal poverty level (FPL)
- Prioritizes disconnected households and those at risk of shutoff
- Funds provided to the utility must be applied to accounts within 5 business days
- Utilities guarantee no water shut offs for LIHWAP recipients for 90 days

Promise will determine eligibility of potential households and conduct focused outreach to households that are likely eligible. Promise will collect and process the applications, determine the award amount, and provide funds/information to the ACSA for application to the customer's account. We have included a presentation provided by the Virginia Department of Social Services and Promise that outlines the program and how Promise will administer.

These funds are available on a first come first served basis. Staff respectfully requests the Board authorize the Authority to execute the Water Provider Participation Agreement as it becomes available which will allow eligible households an opportunity to participate in this program.

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

If authorized by the Board, Authority staff will prepare a comprehensive presentation for a Board meeting in the next few months outlining the program as additional information becomes available and assistance is able to be provided.

BUDGET IMPACT: Undetermined.

RECOMMENDATIONS: Authorize the resolution to execute the Water Provider Participation Agreement for the Virginia Low-Income Household Water Assistance Program.

BOARD ACTION REQUESTED: Authorize the Authority's Executive Director to execute the Water Provider Participation Agreement for the Low-Income Household Water Assistance Program.

ATTACHMENTS:

- Resolution authorizing execution of the Water Provider Participation Agreement for the Virginia Low-Income Household Water Assistance Program;
- Draft of the "Water Provider Participation Agreement for the Low-Income Household Water Assistance Program;
- Presentation provided by the Virginia Department of Social Services and Promise;

RESOLUTION

Low-Income Household Water Assistance Program

BE IT RESOLVED that the Albemarle County Service Authority (ACSA) Board of Directors, hereby authorize execution of the Water Provider Participation Agreement for the Virginia Low-Income Household Water Assistance Program (LIHWAP) effective October 20, 2022.

I certify that the forgoing is a true and exact copy of a resolution adopted by the Board of Directors of the Albemarle County Service Authority in a regular session on October 20, 2022, by a vote of ___ to ___.

Gary B. O'Connell, Secretary-Treasurer

This Agreement shall be in effect from the date of the last signature herein and will remain in effect until December 31, 2023 or until all of the VA LIHWAP funds have been distributed, whichever is sooner. The Agreement shall not bind, nor purport to bind, Promise for any commitment in excess of the term of the Agreement.

2. Modifications of Agreement

Any and all modifications to this Agreement shall be in writing and agreed upon by both parties.

3. Termination of Agreement

This Agreement will terminate effective immediately upon determination by Promise that the Water Provider is not in compliance with the terms of this Agreement. The Water Provider will be notified within fifteen (15) calendar days of the termination.

Either Promise or the Water Provider may terminate this Agreement with or without cause and without cost by giving the other party at least sixty (60) calendar days written notice. Termination under this provision shall not discharge any obligation owed by either party on behalf of households that have been awarded LIHWAP benefits prior to the effective date of termination.

4. Promise Responsibilities

Promise shall:

- a. Conduct outreach activities to notify potentially eligible households of LIHWAP.
- b. Screen for low-income households according to the VA LIHWAP criteria.
- c. Determine household eligibility based on the VA LIHWAP criteria.
- d. Provide Water Provider with the necessary requirements for data and funding exchanges. All required information must be provided prior to any payment being issued.
- e. Make every effort to coordinate closely with the Water Provider to facilitate and expedite the exchange of data and/or funding.
- f. After receipt of all requested documentation and information, and upon full compliance by the Water Provider with the terms herein, Promise shall:
 - i. Schedule payments for approved households. Payments will be issued by Promise to the Water Provider on behalf of the Water Provider's customer.
 - ii. For each scheduled payment, provide a report detailing the total award amount, each customer account receiving a payment, the amount per approved customer account, and any other necessary information to identify the customer account and amount to be credited. The report will be provided to Water Provider concurrently with the transfer of funds so Water Provider may remove all customers from severance field activities or restore water service as appropriate.
 - iii. Deliver LIHWAP relief funds to Water Provider via ACH transfer.
- g. Comply with all relevant state and federal laws and regulations in its implementation of the LIHWAP. Promise shall provide notice to the Water Provider of any changes or amendments to policies or guidelines for the LIHWAP. Such notice may be distributed by email.

- h. Collect and retain some or all of the following LIHWAP data indicators as needed from households receiving benefits as set forth in Terms 10 and 11 of the supplemental terms and conditions (Attachment A):
 - i. Number and income levels of households that received assistance;
 - ii. Number of households that received such assistance and include one or more individuals who are sixty (60) years or older, include a household member with a disability, or include children ages five (5) and younger;
 - iii. Gather administrative information regarding local providers (if applicable), agreements with water utilities, recommendations, accomplishments, unmet needs and lessons learned.

5. Water Provider Responsibilities

The Water Provider shall:

- a. Sign this Vendor Agreement.
- b. Provide a completed W-9.
- c. Notify Promise immediately if the Water Provider's tax identification number changes by submitting a new W-9 form to Promise.
- d. Provide banking information necessary for the transfer of funds via ACH (account name, bank name, routing number, and account number).
- e. Provide Promise with at least one designated contact person who shall be available to respond by telephone and electronic mail within 24 business hours to all reasonable inquiries regarding customer accounts, including, but not limited to, inquiries on bills, payments, and services.
- f. Notify Promise within five (5) days if the Water Provider's ownership, contact person, contact/billing information, services provided, or service coverage area changes.
- g. Provide Promise with customer data relating to arrears and customer information relating to any income-based programs in the required format (see **Data Collection** for details).

The following three provisions only apply to privately owned water companies:

- h. Notify Promise if the business owner, other key employee, or immediate family member of either, is employed by Promise or the Agency. In such event, Promise and the Agency will evaluate the relationship to determine if there is a conflict of interest that will preclude the Water Provider from providing LIHWAP services to a designated locality(s).
 - i. "Immediate family member" means either a spouse or any other person who resides in the same household as the owner and who is a dependent of the owner.
 - ii. "Conflict of Interest" means a situation that has the potential to undermine the impartiality of a person in an official position because of the possibility of a clash between the person's self-interest and professional interest or public interest.
- i. Not serve as the Water Provider for a household in which s/he is a current recipient of assistance from the LIHWAP. (For these purposes, "current" will be defined as during the present federal fiscal year.)

- j. Not serve as the Water Provider for a dwelling/property that s/he owns.

Financial Information/Billing/Services:

- k. Provide water and/or wastewater services to each eligible and approved residential household that has an account with the Water Provider for which payment is provided under LIHWAP as follows:
 - i. Restore water services to eligible and approved residential households upon full payment of arrearages. Full payment means the entire balance on the account including fees, interest, penalties, and service transfer balances.
 - ii. After receiving full LIHWAP payment for restoration of water services, maintain services for at least 90 days.
- i. Charge all LIHWAP eligible households the same price charged for drinking water and/or wastewater services billed to non-eligible households, as determined by the approved rate setting process and continue invoicing LIHWAP households using the Water Provider's normal billing process.
- j. Apply LIHWAP payments only to the eligible open residential customer accounts authorized by the Agency.
- k. Not apply LIHWAP payments to account balances that have previously been written off or fully paid with other funds.
- l. Not discriminate against a LIHWAP eligible household with respect to terms, deferred payment plans, credit, conditions of sale, or discounts offered to other customers.
- m. Post all payments to customer accounts within five (5) business days from receipt of the funds.
- n. Inform each LIHWAP recipient that a LIHWAP payment has been applied to the account; including payment amount.
- o. Provide Promise with confirmation of detailed customer account fund application within five (5) business days of receipt of funds. If any funds were not fully applied to the intended customer account, provide Promise with the account information, amount not applied and the reason for the nonapplication of funds.
- p. Refund any unapplied funds to Promise within ten (10) business days of receipt of funds.
- q. Continually maintain accurate records of LIHWAP credit balances and annually reconcile accounts.
- r. Not exchange the household's credit authorization for cash or give any cash equivalent for excess credit.
- s. Cooperate with any Federal, State, or local investigation, audit, or program review as set forth in the Supplemental Terms and Conditions, Term 11.p. (Attachment A). The Water Provider shall allow Promise and Agency representatives access to all books and records relating to LIHWAP for the purpose of verification of compliance with this Agreement.
- t. Understand that failure to cooperate with any Federal, State, or local investigation, audit, or program review may result in the immediate disqualification from participation in the LIHWAP.

- u. Take corrective action in the timeframe specified by the Agency if violations of this Agreement are discovered. Corrective action may include, but is not limited to, providing detailed documentation of changes made and detailed plans for future changes that will bring the Water Provider into compliance.
- v. Understand that failure to implement corrective actions may result in the immediate disqualification from participation in the LIHWAP.

Data Collection:

- w. Provide, at no cost to Promise or the Agency or the household, the data requested below:
 - i. Contact information and service location address for and data on customers' household drinking water and/or wastewater costs, current balance, service status, bill payment history, and/or arrearage history for no more than the previous twelve (12) monthly billing periods.
 - ii. Contact information for and data on customers who participate in any income-based programs, including but not limited to the program name, criteria, and customer received funds.
 - iii. The itemized amount, cost, and type of water assistance and services (e.g., drinking water, wastewater) provided for households approved for assistance under LIHWAP.
 - iv. The impact of the LIHWAP program on recipient households (e.g., amount of assistance to each household, and whether assistance restored water service or prevented shutoff).

The data must be provided within a timeframe and in a format as specified by Promise. The data must be provided to Promise for the purposes of verification, research, evaluation, analysis, and reporting.

6. Joint Duties

Both the Water Provider and Promise agree to meet at mutually agreed upon dates as necessary to review any recommendations, accomplishments, unmet needs and lessons learned.

7. General Conditions

- a. **AUTHORITY:** Nothing herein shall be construed as authority for either party to make commitments that will bind the other party beyond the scope of services contained herein.
- b. **DISCRIMINATION:** The Water Provider shall not discriminate against any household because of race, religion, color, sex, national origin, age, disability, political beliefs, sexual orientation, gender identity, or any other basis prohibited by state law relating to discrimination.
- c. **CONFIDENTIALITY:** The Water Provider and Promise agree that any information and data obtained as to personal facts and circumstances related to households as part of the performance of this Agreement shall be collected and held confidential, during and following the term of this Agreement, and shall not be disclosed without the individual's and Promise's written consent except as required

d. **FRAUD:** The Water Provider will be permanently disqualified from participating in the LIHWAP upon the first finding that the Water Provider has committed LIHWAP fraud. Fraud includes, but is not limited to, intentionally providing false information to Promise or knowingly allowing others to do so; intentionally failing to notify Promise of a change in circumstances that materially affects payments received by the Water Provider; intentionally accepting payments that the Water Provider knows, or by the exercise of reasonable diligence would know, the Water Provider is not entitled to by virtue of an overpayment or otherwise; or intentionally making a claim for a payment to which the Water Provider is not entitled pursuant to the terms of this Agreement and all applicable rules, regulations, laws and statutes. In the event the Water Provider receives payment from Promise that the Water Provider is not entitled to as a result of the Water Provider's fraud, the Water Provider must repay the payment unless contrary to a court order.

e. **NON-FRAUD OVERPAYMENTS:** If the Water Provider receives an overpayment from Promise, the Water Provider shall promptly repay the overpayment amount to Promise.

f. **BINDING ON HEIRS AND ASSIGNS.** This Agreement shall be binding upon and inure to the benefit of the respective successors and assign of each party, but does not otherwise create, and shall not be construed as creating, any rights enforceable by any person not a party to this Agreement.

g. **DUE AUTHORIZATION.** The persons executing this Agreement represent and warrant to the other party that he or she has been duly authorized to so execute this Agreement.

h. **SEVERABILITY.** If any provision of this Agreement or the application thereof to any person or circumstance is held to be invalid, the invalidity shall not affect other provisions of this Agreement, which shall be given effect without regard to the invalid provision or application.

i. **GOVERNING LAW.** This Agreement shall be governed by the laws of the Commonwealth of Virginia, excepting its laws regarding the conflict of laws.

j. **ENTIRE AGREEMENT.** This Agreement contains all the terms and conditions agreed to by the parties. No other agreements, oral or written, are valid or bind the parties.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement. The parties to this agreement acknowledge the responsibilities, specified above, and will provide the accomplishment of this service in a mutually acceptable and efficient manner.

BY SIGNING BELOW, THE WATER PROVIDER INDICATES ITS DESIRE TO PARTICIPATE IN THE VALIHWAP AND AGREES TO COMPLY WITH THE TERMS AND CONDITIONS CONTAINED IN THIS AGREEMENT.

PROMISE NETWORK INC.

By: Diana Frappier, CLO

DATE

Water Provider (Legal Name): _____

Doing Business As Name (if applicable): _____

Signature of Authorized Representative: _____

Printed Name of Authorized Representative: _____

Title of Authorized Representative: _____

Date: _____



VIRGINIA DEPARTMENT OF
SOCIAL SERVICES

Promise.

Virginia LIHWAP Distribution Program

Agenda



Promise.

- What is VA LIHWAP?
- Who is Promise?
- How Utilities Enroll
- Rules of the Program
- Flow of the Program
- Q&A

What is Virginia LIHWAP?

- ❖ LIHWAP (Low Income Household Water Assistance Program) is a federally funded program that helps households pay for drinking water and wastewater for their homes. This program will help eligible customers experiencing financial burden pay their past due home water bill.
- ❖ Promise has been selected by the Virginia Department of Social Services to administer Virginia LIHWAP

**Promise.**

Why Participate?

Benefit to Utility

- \$22.5M awarded to the State of Virginia
- Revenue Recovered:
Money to pay down arrearages
- Fast safe Streamlined Process
- Easy enrollment Process

Benefit to Household

- Up to \$2,500 per household
- Promise technology and approach equalizes outreach to customers in arrears
- Simplified application process
- Awarded money applied to balance

Who Is Promise?

Promise simplifies moving money between governments and the people that rely on their services

- Promise uses adaptive technology to **accelerate** the outreach, enrollment and disbursement of **financial assistance program**.
- Our team is a combination of **technology experts** and **leaders from the public sector**.
- We are backed by a **diverse group of venture capital firms** like Kapor Capital, Y Combinator, First Round and ROC NATION.

Promise.



A Simple Platform

That Integrates with Existing Systems

!remice.

Promise Platforms



Revenue Recovery
Flexible payment plans



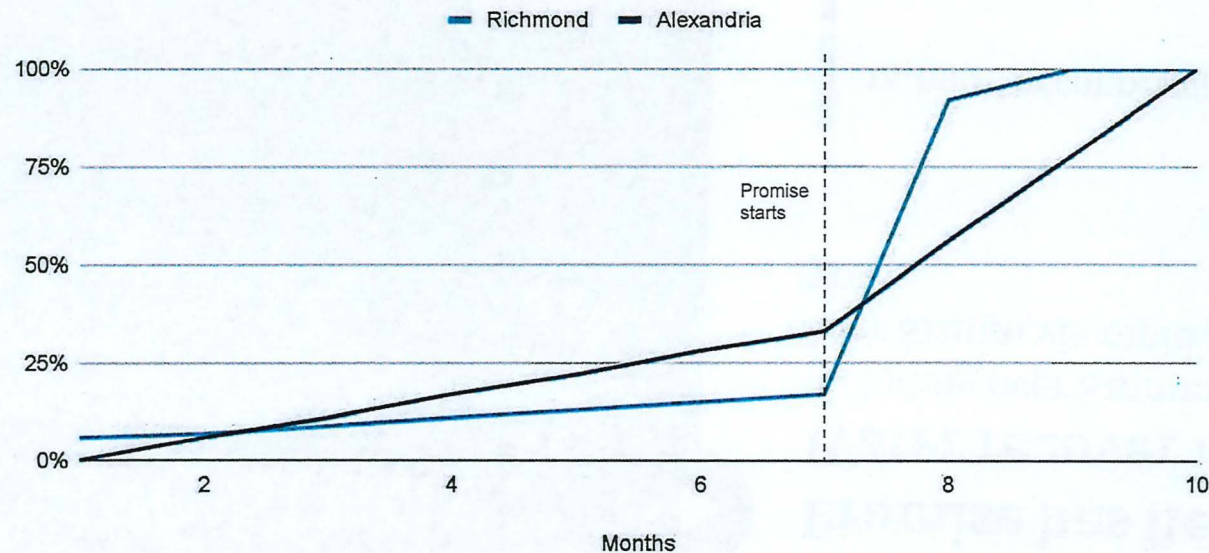
Relief Distribution
Find and pre-qualify eligible recipients



Marketing & Outreach
Critical ongoing outreach and engagement

Effective Relief Distribution 5X Faster

Aid Before vs. With Promise



Case Study: Richmond

Before working with Promise, Richmond had only distributed \$1mm in relief over 7 months. Promise was able to get \$4.5mm out in 5 weeks

Promise.

Case Study:

Louisville Water



Promise has helped Louisville Water recover more than \$20mm, including over \$10mm from payment plans and over \$11mm via rapid stimulus distribution in just 2 yrs.

14,000+ accounts enrolled in payment plans

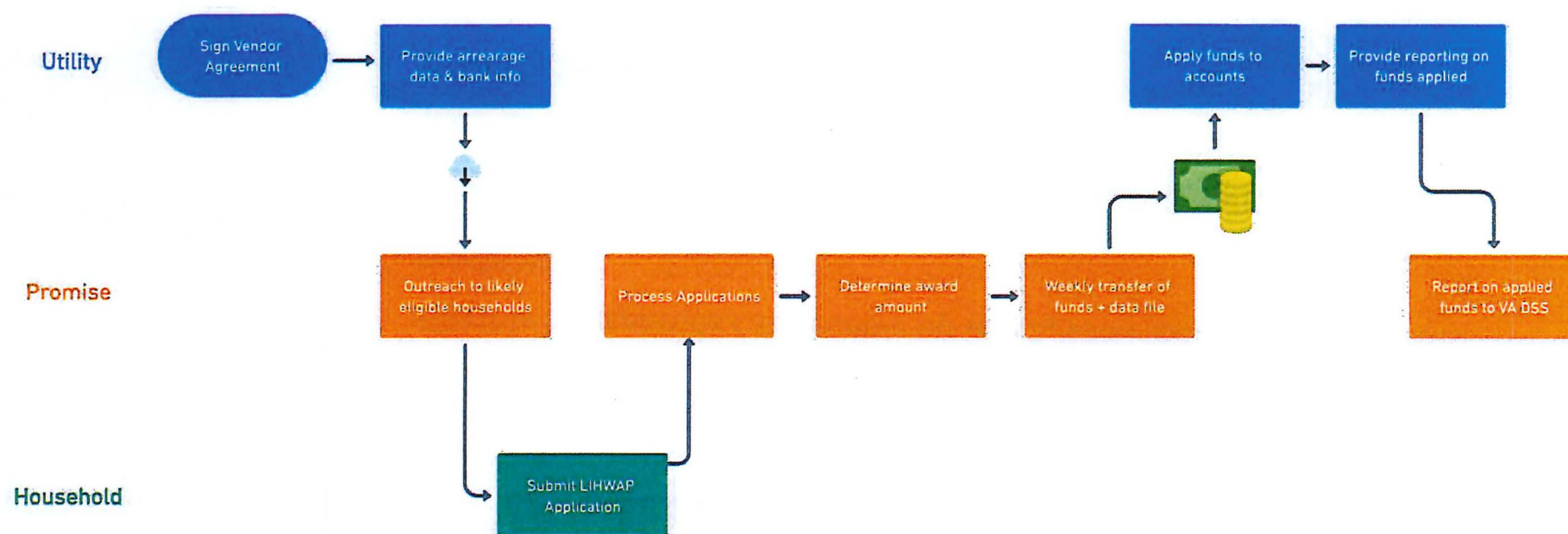
Helped **21,000+ people** keep their water on

Raised LW's repayment rate from **~20% to 93%**

Rules of VA LIHWAP Program

- **Past due** residential water debt is eligible
- Eligible households can receive **up to \$2,500**—across drinking and waste water
- Households qualify if they participate in **SNAP, TANF, LIHEAP, SSI, or means-tested veteran programs** OR if they make **<150% federal poverty level (FPL)**
- Prioritizing **disconnected households** and those at risk of shutoff
- Funds sent weekly to participating providers. Must be **applied within 5 business days**
- Providers guarantee **no shut offs** for LIHWAP recipients for **90 days**

VA LIHWAP Flow



Relief Portal



Promise.

Landing Page

landing

3:03

VIRGINIA DEPARTMENT OF SOCIAL SERVICES

**Times are tough.
We're here to help.**

VDSS is partnering with local utilities for the Low Income Household Water Assistance Program (LIHWAP) which provides funds to assist low-income households with water and wastewater bills.

[I don't see my utility in this list](#)

[Continue](#)

Account Verification

review account information

3:03

VIRGINIA DEPARTMENT OF SOCIAL SERVICES

Account details

Confirm that this is the correct account.

Account #: 1234567

123 Love Avenue

serena@email.com (edit)

(315) 555-5555 (edit)

[Looks good!](#)

Qualification Pages

application: household size

3:03

VIRGINIA DEPARTMENT OF
SOCIAL SERVICES

Please answer the
following questions

How many people live in your
household? Please include yourself, as
well as any children.

Number of people

Next

application: household size

3:03

VIRGINIA DEPARTMENT OF
SOCIAL SERVICES

Please answer the
following questions

Mark all programs any member of your
household is currently enrolled in, if any.

☐ SNAP/EBT
☐ LIHEAP
☐ TANF
☐ SSI
☐ Means-tested veteran programs
☐ None of the above

Next

application: household net income upload

3:03

VIRGINIA DEPARTMENT OF
SOCIAL SERVICES

Please upload docs
to verify your income

You can provide wage/earning statements
like pay stubs, tax statements (1040)
and award letters (for benefit income)

Income upload

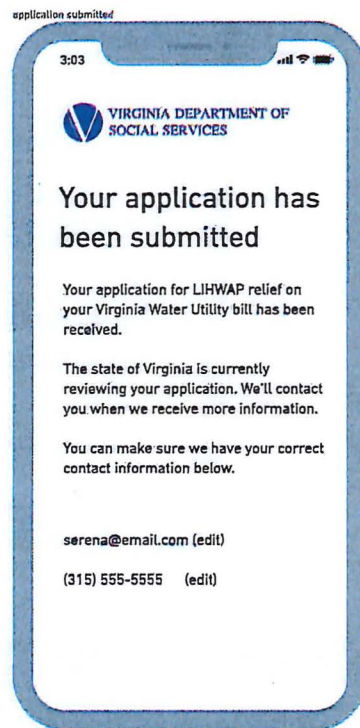
☐ I permit VDSS & Promise to use my
information to determine my
eligibility for LIHWAP.

Next

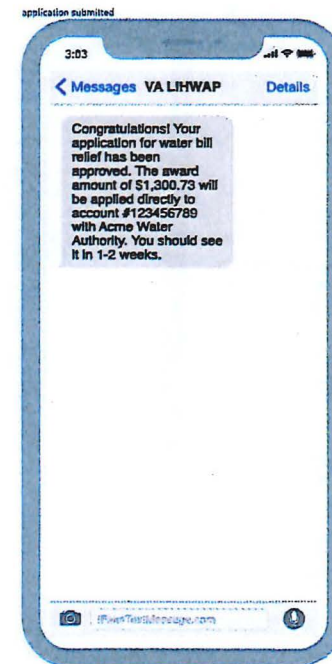


Promise.

Submitted Page



Confirmation SMS



FAQ

FAQs

3:03

VIRGINIA DEPARTMENT OF
SOCIAL SERVICES

Frequently Ask Questions

- What is the LIHWAP program?
- What type of help is available?
- What type of services can I get relief for?
- How do I sign-up?
- Who is eligible?
- What does categorically eligible mean?
- What document do I need to provide?

Support

Support

3:03

VIRGINIA DEPARTMENT OF
SOCIAL SERVICES

Support Request

Please let us know if you have any
questions or you need support

Send

Or give us a call to
1800 555 5555

VA LIHWAP

Enrollment

Steps to Enroll:

-  #1 Complete Utility Intake Form
-  #2 Complete DocuSign
Including Vendor Agreement, W-9, Banking
Information
-  #3 Exchange Data

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

AGENDA TITLE: Construction and Engineering Contracts Presentation STAFF CONTACT(S)/PREPARER: Jeremy M. Lynn, P.E., Director of Engineering	AGENDA DATE: October 20, 2022 ACTION: <input type="checkbox"/> INFORMATION: <input checked="" type="checkbox"/> ATTACHMENTS: YES
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BACKGROUND: The ACSA, operating as a public agency, is required to adhere to the Virginia Public Procurement Act – Code of Virginia. We also follow our internal Purchasing Manual that serves as a guide throughout the procurement process. Following recent construction projects, it seemed appropriate to share additional information with the Board related to the regulations involved, types of contracts, and how we determine if work should be completed by in-house crews or if work should be performed by an outside contractor.

A short presentation has been prepared to illustrate several of the construction and engineering contracts that are used by ACSA staff to perform work related to our Capital Improvement Program.

DISCUSSION: ACSA staff have utilized a variety of procurement methods for various types of work, depending on size, scope and work involved. The presentation today focuses on the following items:

- Purchasing Regulations (Virginia Public Procurement Act and ACSA Purchasing Manual)
- Engineering and Surveying Contracts
- Tank Cleaning and Inspections
- Sewer Rehabilitation and Repair (Find and Fix)
- Advertising and Awarding Construction Contracts
- In-House Crews vs. Outside Contractor
- Future Contract Development

BUDGET IMPACT: Informational only.

RECOMMENDATIONS: None

BOARD ACTION REQUESTED: None; informational item only.

ATTACHMENTS: PowerPoint presentation – Construction and Engineering Contracts

Construction and Engineering Contracts

ACSA Board of Directors
October 20, 2022



Agenda

Purchasing Regulations

Engineering and Surveying Contracts

Job Order Contracting

Advertisement for Construction

Awarding Construction Contracts

In-House vs Outside Contracts

Future Contract Development

Purchasing Regulations

- Virginia Public Procurement Act – Code of Virginia
 - Provides framework regarding public policies pertaining to government procurement from nongovernmental sources
- ACSA Purchasing Manual
 - Primary goal and purpose is to assure that goods and services are procured in a competitive process which is fair, impartial, administratively efficient and accessible to all qualified vendors

Procurement Act – Applicable Sections

- 2.2-4303.1. Architectural and professional engineering term contracting
 - Contract limited to a term of one year , renewable for three additional one-year terms
- 2.2-4303.2. Job order contracting
 - Contract limited to a term of one year , renewable for two additional one-year terms
 - Price Limits on also apply (No Job can exceed \$500,000)
- 2.2-4303.D. Methods of procurement
 - Construction may be procured only by competitive sealed bidding

Engineering Term Contracts

- Considered Professional Services under Procurement Act
- Current Engineering Term Contract Consultants
 - Dewberry Engineers, Inc.  **Dewberry**
 - 2009-2012, 2015-current
 - Michael Baker International, Inc. 
 - 2009-current
 - Ramboll Americas Engineering Solutions, Inc. 
 - 2006-current
 - Whitman, Requardt and Associates LLP 
 - 2006-current
- Current terms would expire August 9, 2025

Surveying Term Contracts

- Considered Professional Services under Procurement Act
- Current Surveying Term Contract Consultants
 - Lincoln Surveying
 - 2011-current
- August – September 2022: ACSA staff advertised for Professional Surveying Services through Request for Proposals



Tank Cleaning and Inspections

- Considered Nonprofessional Services under Procurement Act
- Issued a Request for Proposal for Services Related to the Cleaning and Inspection of ACSA's Water Storage Tanks
- Qualifications Packages were received and evaluated based on published criteria.
- Negotiations conducted with the highest-ranking firm.
- Currently working with Dixon Engineering since 2016.



Sewer Rehabilitation and Repair (Find and Fix)

- Considered Job Order Contracting
- Sanitary Sewer Rehabilitation Contract
 - Prism Contractors & Engineers, Inc.
 - Current contract expires October 22, 2022
- Sanitary Sewer Repair/Replacement Contract
 - Linco, Inc.
 - Current contract expires October 28, 2022
- New Repair and Replacement Contracts under development following September 2022 Board Authorization



Advertisement for Construction

- Construction may be procured only by competitive sealed bidding (with few exceptions)
- ACSA advertises construction projects through the following:
 - Direct mailing to companies on ACSA's Contractor List
 - Daily Progress and Richmond Times Dispatch (depending on project size)
 - ACSA website
 - Plan Rooms throughout Virginia

**ALBEMARLE COUNTY SERVICE AUTHORITY
HESSIAN HILLS WATER MAIN REPLACEMENT PROJECT
ADVERTISEMENT FOR BIDS**

The Albemarle County Service Authority (ACSA) is seeking proposals from qualified contractors to furnish and install approximately 15,265 linear feet of 4-inch through 12-inch diameter zinc-coated ductile iron pipe (DIP). Appurtenant work shall include bends, tees, sleeves, caps, plugs or other fittings, valves and valve boxes, hydrants, accessories, drains, water meters and/or water meter services and re-connections; and other miscellaneous work. Proposals will be received at the office of the ACSA, 168 Spotswood Road, Charlottesville, Virginia 22911 until 2:00 p.m. local prevailing time on Thursday, January 7, 2021. At that time the bids will be opened and read aloud by live streaming video.

As the ACSA office remains closed to the public due to safety concerns associated with COVID-19, a virtual non-mandatory Pre-Bid Conference will be held at 10:00 a.m. local prevailing time on Wednesday, December 9, 2020. Internet links to the virtual Pre-Bid Conference, Bid Opening and other pertinent project information can be found at <https://serviceauthority.org/hessian-hills-water-main-replacement-project/>.

Paper copies of the Contract Documents may be obtained BY APPOINTMENT ONLY from the office of the ACSA, 168 Spotswood Road, Charlottesville, Virginia 22911 upon a non-refundable payment of \$75.00 per set. An internet link to electronic copies (PDF format) of the Bid documents may be obtained FREE OF CHARGE by following instructions included in the paper version of the advertisement at the website listed above.

All bids shall be accompanied by a bid guarantee in the form of a bid bond, certified check, or cash escrow in an amount equal to five percent (5%) of the bid.

Bidders must be Class A licensed contractors in the Commonwealth of Virginia in accordance with requirements of Title 54.1, Chapter 11, of the Code of Virginia (1950), as amended. The procedure for withdrawal of bids shall be according to Virginia Code Sections 2-2-4200.

Bidders on this work will be required to comply with Executive Orders concerning nondiscrimination in employment and maintaining a drug-free workplace.

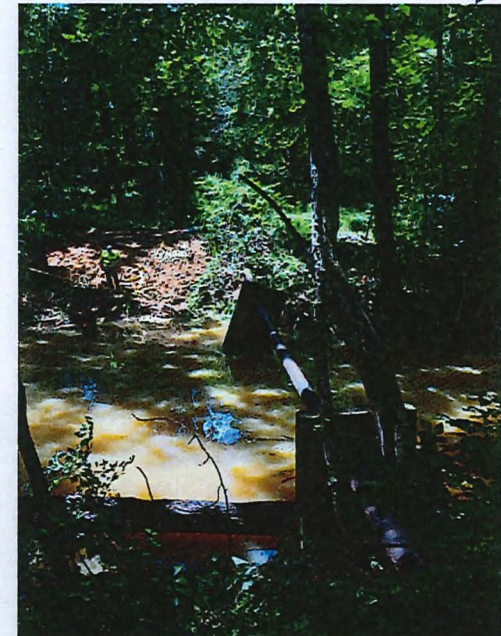
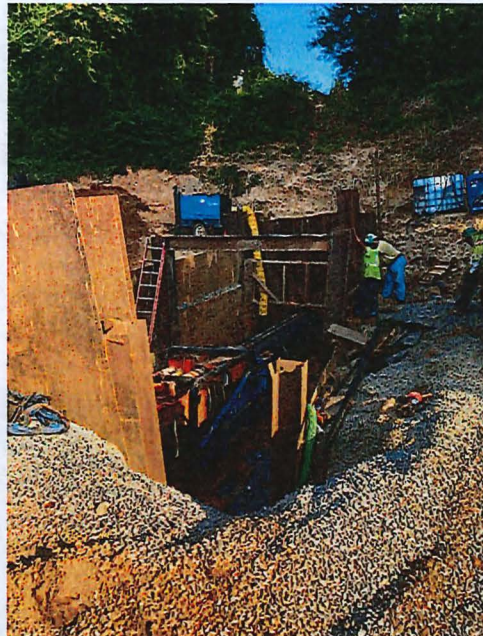
Albemarle County Service Authority
Peter C. Graham, P.E.
Engineering Director

Awarding Construction Contracts

- 2.2-4318. Negotiation with lowest responsible bidder
 - Unless canceled or rejected, a responsive bid from the lowest responsible bidder shall be accepted as submitted, except that if the bid from the lowest responsible bidder exceeds available funds, the public body may negotiate with the apparent low bidder to obtain a contract price within available funds.
- 2.2-4319. Cancellation, rejection of bids; waiver of informalities
 - A public body shall not cancel or reject an Invitation to Bid, a Request for Proposal, any other solicitation, bid or proposal pursuant to this section solely to avoid awarding a contract to a particular responsive and responsible bidder or offeror.

In-House Crews vs. Outside Contractor

- Determining Factors
 - Scope of Work
 - Availability of ACSA Crews
 - Is it an Emergency?



Future Contract Development

- Annual Water System Replacement
 - Similar to our Sewer Rehabilitation and Repair efforts
- Asphalt and Concrete Pavement Restoration Work
 - Coordination with ACSA Maintenance Department
 - Waiting on guidance from VDOT
- Easement Acquisition Services
 - Beneficial to alleviate staff time from difficult easement negotiations

QUESTIONS?

AGENDA ITEM EXECUTIVE SUMMARY

AGENDA TITLE: Energy Audit Report	AGENDA DATE: October 20, 2022
STAFF CONTACT(S)/PREPARER: Jeremy M. Lynn, P.E., Director of Engineering and Alexander J. Morrison, P.E., Senior Civil Engineer	ACTION: <input type="checkbox"/> INFORMATION: <input checked="" type="checkbox"/>
	ATTACHMENTS: (NO)

BACKGROUND: As part of our 2020-2022 Strategic Plan, the ACSA identified the establishment of an energy efficiency initiative as an area of focus. This desire led to the retention of Ramboll Americans Engineering Solutions (Ramboll) to conduct a comprehensive energy audit of ACSA facilities including our water and wastewater pump stations, Administration Building, and Maintenance complex. The purpose of the energy audit was to characterize energy usage at our facilities, evaluate existing building and process systems, and identify operational measures, energy conservation measures (ECMs), and renewable energy measures that have the potential to reduce energy use and greenhouse gas emissions. Ramboll surveyed the facilities with ACSA Engineering and Maintenance staff from September 28 through October 1, 2020.

Table 3-1 below summarizes energy and economic results for ECMs.

Table 3-1. ECM Summary

	Annual Electrical Savings (kWh/yr)	Electric al Peak Demand Savings (kW)	Annual Natural Gas Savings (therms/ yr)	Annual Energy Cost Savings (\$/yr)	Estimated Capital Cost	Simple Payback Period (years)
LED Lighting Retrofit	15,478	9.4	-26	\$1,568	\$37,274	24.7
Occupancy Based HVAC Controls	45,573	16.7	0	\$4,238	\$53,148	12.5
Heat Pump Domestic Water Heater	4,688	1.4	0	\$436	\$4,301	9.9
Water and Wastewater Pumps	57,739	49.4	0	\$6,021	\$0	0.0
Electric Fleet Vehicles	N/A	N/A	N/A	(see Analysis)	(see Analysis)	N/A
Solar Photovoltaic	116,656	6.4	0	\$12,390	\$239,438	19.3
Total	240,134	83.3	-26	\$24,653	\$334,161	13.6

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

The FY 2023 CIP Budget includes \$40,000 to begin implementation of our transition to LED lighting and the replacement of the existing hot water heater at the Operations Center. Additional funding is anticipated in FY 2024 to begin installation of Vehicle Charging Stations.

DISCUSSION:

- LED Lighting Retrofit – Efforts are already underway and is estimated at \$37,274 and is included in the FY 2023 CIP Budget.
- Occupancy Based HVAC Controls – The recently completed HVAC Project for the Administration Building included occupancy-based controls as part of the Building Automation System (BAS) programming structure.
- The Heat Pump Domestic Water Heater is estimated at \$4,301 and is included in the FY 2023 CIP Budget.
- Water and Wastewater Pumps – Exploring opportunities to reduce the operating head and improving pump efficiencies. There is no cost associated with this ECM because the methods used to achieve it could be varied and may be no or low-cost solutions.
- Electric Fleet Vehicles – The ACSA will continue to explore opportunities to purchase electric vehicles for our fleet as exiting vehicles are scheduled for replacement. The ACSA is estimating \$50,000 in the FY 2024 CIP Budget for the installation of a Vehicle Charging Station at the Operations Center.
- Solar Photovoltaic – This measure considers installation of photovoltaic arrays on the roofs of the Administration Building and Maintenance Complex buildings.
- Avon Street Maintenance Yard – With design efforts currently underway, a solar photovoltaic and geothermal study is being conducted to confirm the feasibility. LED Lighting and Occupancy Based HVAC Controls have already been incorporated into the building design. The site development plan also includes initial vehicle charging stations and a conduit plan sufficient to support the expansion of the vehicle charging infrastructure.

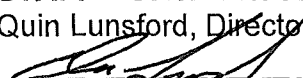
BUDGET IMPACT: None.

RECOMMENDATIONS: None.

BOARD ACTION REQUESTED: No Board action requested. Information only.

ATTACHMENTS: None.

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

AGENDA TITLE: Amendment and to the ACSA Purchasing Manual	AGENDA DATE: October 20, 2022
STAFF CONTACT/PREPARER: Quin Lunsford, Director of Finance 	ACTION: <input checked="" type="checkbox"/> INFORMATION: <input type="checkbox"/> ATTACHMENTS: Yes

BACKGROUND: Authority staff is proposing an amendment to Chapter 27. Design-Build (D/B) Procedures within the Albemarle County Service Authority's Purchasing Manual.

DISCUSSION: The amendment to Chapter 27. Design Build (D/B) Procedures amends certain Code of Virginia references and clarifies procurement procedures related to design-build contracts.

A design-build contract is a contract between the Authority and another party in which the party contracting with the Authority agrees to both design and build the structure, roadway, or other item specified in the contract. These contracts may be secured on a fixed price or a not-to-exceed price basis. Per the Code of Virginia, the Authority is authorized to use competitive negotiation to procure design-build contracts if it determines, in advance and writing, that competitive sealed bidding is either not practicable or not fiscally advantageous to the public. Design-build contracts are intended to minimize a project's risks, and to reduce delivery schedule, by overlapping the design phase and construction phase of the project.

BUDGET IMPACT: None.

RECOMMENDATIONS: Approve amendments to Chapter 27. Design-Build (D/B) Procedures of the ACSA Purchasing Manual.

BOARD ACTION REQUESTED: Pass a resolution amending Chapter 27. Design-Build (D/B) Procedures of the Purchasing Manual.

ATTACHMENTS: Resolution amending the Purchasing Manual to adopt the changes to Chapter 27. Design-Build (D/B) Procedures of the Purchasing Manual.

BE IT RESOLVED by the Board of Directors of the Albemarle County Service Authority that the Purchasing Manual is to be amended effective October 20, 2022 as follows:

Chapter 27. Design Build (D/B) Procedures

Summary

This chapter outlines the procedures to be followed by the Authority for the procurement, as well as the administration, of Design-Build ("D/B") contracts.

Essential Information in this Chapter

- The Authority may enter Design-Build (D/B) contracts only after it has determined in writing, that competitive sealed bidding is either not practicable or not fiscally advantageous to the public.
- Prior to using a D/B contract, the Authority must receive approval from the Board of Directors.
- Procurement of a D/B contract is a two-step competitive negotiation process. The Authority first selects qualified offerors and then negotiates with each of them to select one contractor, from among them, the design-build contractor.

Key References to the Code of Virginia Applicable to this Chapter

~~Section 2.2-4301: Definitions of design-build contract and other key terms-~~
~~Section 2.2-4303(D)(4): Exceptions to competitive sealed bidding~~
~~Section 2.2-4308: Design-build contracts for public bodies other than the Commonwealth~~
Section 2.2-4378: Purpose; applicability
Section 2.2-4379: Definitions
Section 2.2-4382: Design-build or construction management contracts for local public bodies
Section 2.2-4383: Reporting requirements

27-1 General

- A design-build contract is a contract between a public body and another party in which the party contracting with the public body agrees to both design and build the structure, roadway or other item specified in the contract. The Authority may contract to secure D/B projects on a fixed price or not-to-exceed price, basis in accordance with *Virginia Code* § 2.2-4308(A), the requirements of that section, and the procedures adopted by the Virginia Secretary of Administration for utilizing design-build or construction management contracts. The Authority is authorized to use competitive negotiations to procure D/B contracts ~~when-if~~ it determines in advance and in writing, and sets forth in writing, that competitive sealed bidding is either not practicable or not fiscally advantageous to the public. That written determination must document, which writing shall document the basis for this determination.

D/B contracts are intended to minimize the project risk for an owner and to reduce the delivery schedule by overlapping the design phase and construction phase of a project.

27-2 Procedure for Approval Definitions

~~Prior to taking any action, the Authority shall request authority, in writing and receive approval from the Board of Directors, to use a D/B contract. The request shall justify and substantiate that D/B is more advantageous.~~
Requests for Qualifications": As used in this chapter, Request for Qualifications ("RFQ") means the first step in the two-step competitive negotiation process used for design-build procurements.

"Request for Proposals": As used in this chapter, Request for Proposals ("RFP") means the second step in the two-step competitive negotiation process used for design-build procurements.

27-3 Criteria for Choosing Design-Build Procurement

The following criteria must be met for the Authority to engage in a design-build procurement:

1. The Authority shall determine, in writing, that neither competitive sealed bidding, nor separately-procured design and construction vendors, are practicable or fiscally advantageous for the project in question.
2. The written determination must include the bases for that determination, which must include one or more of the following bases:
 - a) Estimated construction cost
 - b) The project's complexity
 - c) The anticipated use of the building/structure/property
 - d) Project timeline
 - e) Need for a single point of contact.
3. A licensed architect or engineer must be employed or under contract to advise the Authority in its use of design-build contracting.

27-327-4 Procedure for Approval

~~Prior to taking any action, the Authority shall request submit its written determination to the authority, in writing and receive approval from the Board of Directors, to use a D/B contract. The Authority shall not proceed with procurement until it receives authorization from the Board of Directors.~~

The determination and bases for determination shall be stated in the Request

~~for Qualifications. The request shall justify and substantiate that D/B is more advantageous than a competitive sealed bid construction contract with a general contractor and shall indicate how the Authority will benefit from using D/B. The request shall also include a written justification that sealed bidding is not practicable and/or fiscally advantageous. These justifications for the use of D/B shall be stated in the Request for Qualifications. Approval of or exceptions to this procedure may be granted by the purchasing agent, who is the approving authority for requests to use D/B procedures.~~

27-427-5 Selection Procedures

~~On projects approved for D/B, procurement of the contract shall be a two-step competitive negotiation process. The following procedures shall be used in selecting a Design-Builder and awarding a contract. Procurement of the contract shall proceed as a two-step competitive negotiation process. The following procedures shall be used in selecting a vendor and awarding a contract:~~

1. The Authority shall appoint an Evaluation Committee ("Committee") which shall consist of at least three members from the Authority, including a licensed design professional, if possible.
2. ~~The basis of the award of the contract shall be in accordance with Virginia Code § 2.2-4301(3)(b) and the criteria for the award shall be submitted to the purchasing agent, in advance, for approval. It is noted that cost is a critical component of the selection process. Guidance on methods for award can be found in the Construction and Professional Services Manual (2012 Edition, as amended) Section 7.30.1.~~

3. ~~2. Step 1:~~ Selection of Qualified Offerors ~~(STEP 1):~~ On projects approved for D/B, the Authority shall conduct an prequalification RFQ process as follows to determine which offerors are qualified to receive an RFP. Request for Proposals (RFPs).

a) The Authority shall prepare an Request for Qualifications ("RFQ") containing the Authority's Facility Requirements project's requirements, building and other site criteria, and any site and or survey data (if available), the The criteria to be used to evaluate RFQ Responses responses must be set out in the RFQ, and other relevant information, including any unique capabilities or qualifications, beyond licensure, that will be required of the selected contractor. All offerors shall have a licensed Class "A" contractor and an Architect or Engineer registered in the Commonwealth of Virginia as part of the Project Team.

b) The RFQ shall be posted on the Authority's website for a minimum of 30 days, in accordance with the current standards for the posting of public bids in the Virginia Code and in accordance with the latest edition of the Construction and Professional Services Manual.

b)c) All offerors must include, as part of their response, a completed Prequalification Form, available from the Authority. All offerors shall include, as part of their response, the identity of a Virginia-licensed Class "A" contractor and a Virginia-licensed architect or engineer employed or contracted by the offeror to work on the project.

e)d) The Committee shall evaluate each offeror's RFQ responses and any other relevant information and shall determine which offerors are fully qualified and suitable for the project, based on the criteria established in the RFQ. The Committee may deny an offeror prequalification only as specified under Virginia Code 2.2-4317 or those capabilities or qualifications beyond licensure set out in the RFQ, but the short list shall consist of those deemed best qualified.

d)e) The RFQ evaluation shall result in a short list of two to five offerors to receive the RFP. An offeror who was not selected to the short list, or who did not submit a response to the RFQ, may not submit an RFP. An offeror may be denied prequalification only as specified under

Virginia Code § 2.2-4317(C). It is possible for an offeror to be found qualified, but not be selected to the short list, but the short list shall also be based upon the RFQ criteria.

e)f) At least 30 days prior to the date established for the submission of proposals, the The Authority shall advise in writing each offeror which sought prequalification whether that offeror has been prequalified. The Authority shall provide in writing to each prequalified offeror that is not selected for the short list the reasons that it was not selected. The Authority shall provide in writing to each offeror denied prequalification the reasons that it was denied prequalification and the factual basis for those reasons. Prequalified offerors that are not selected for the short list shall likewise be provided the reasons for such decision. In the event that an offeror is denied prequalification, the written notification to such offeror shall state the reasons for such denial of prequalification and the factual basis of such reasons.

4.3. Step 2: Selection of Design-Build Contractor (STEP II): The Authority shall conduct an RFP process to determine which offeror will be awarded a contract.

a) The Authority shall send post an RFP in accordance with current standards for posting RFPs, and shall provide the RFP to each offeror on the short list, to the D/B offerors on the short list for the project and request formal proposals from them. The criteria for award shall be included in the RFP.

b) Sealed Technical Proposals as described in the RFP shall be submitted to the Committee. Separately sealed Cost Proposals shall be submitted to the Authority's Director of Finance, and shall be secured by and kept sealed until evaluation of the Technical Proposals and the design adjustments are completed. The Committee shall consider cost a critical component of the selection process.

c) The deadline for submission of the RFP responses must be at least 30 days after the Authority notified selected offerors or posted the RFP, whichever is later.

b)d) The offerors selected to the short list may submit a sealed Technical Proposal to the Committee.

e)e) The Committee will shall evaluate the Technical Proposals

~~based on~~ in accordance with the criteria contained in the RFP. It ~~will~~ shall inform each ~~D/B~~ offeror of any adjustments ~~it must make to its necessary to make its~~ Technical Proposal to make it fully comply with the RFPs requirements. ~~requirements of the RFP~~. In addition, the Authority may ~~require ask that~~ offerors to adjust their Technical Proposals to make design adjustments ~~necessary to~~ incorporate project improvements ~~and/or~~ additional ~~detailed~~ information identified by the Committee during ~~design development~~ the procurement process.

~~d)f)~~ Based on the adjustments made to the Technical Proposals, the offeror may amend its Cost Proposal. In addition, an offeror may submit cost modifications to its original sealed Cost Proposal which are not based upon revisions to the Technical Proposals. An offeror may provide a new Technical Proposal in response to the Authority's request for adjustment. An offeror may amend its Cost Proposal as needed to reflect changes to its Technical Proposal.

~~g)~~ The Committee shall evaluate (and rank if technical rankings are to be considered as a criteria for award) the ~~Technical proposals~~ Proposals, and open the Cost Proposals. Should the Authority determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror after approval of the purchasing agent. Otherwise, the Authority shall open the cost proposals and apply the criteria for award as specified in the RFP and approved by the purchasing agent.

~~e)h)~~ After evaluation and ranking, the Committee shall conduct negotiations with two or more offerors submitting the highest ranked proposals.

~~f)i)~~ The Committee shall make its recommendation for the selection of an offeror design builder to the Authority ~~Executive Director~~ based on its evaluations of the technical Technical Proposal, and cost Cost proposals Proposal and all amendments thereto ~~the outcome of negotiations. The Purchasing Agent may award a contract to the offeror so selected. The contract shall be awarded to the offeror who is fully qualified and has been determined to have provided the best value in response to the Request for Proposal.~~

~~g)j)~~ Upon request, the Authority shall provide to any offeror

~~documentation of the process used to award the contract. The Authority shall notify the Board of its selection of the Design Builder and shall request authority to award a contract by processing the notice of award and providing supporting documents, to the purchasing division via e-mail.~~

~~h) The Authority will notify all offerors who submitted proposals which offeror was selected for the project. In the alternative, the Authority may notify all offerors who submitted proposals of the Authority's intent to award the contract to a particular offeror at any time after the Authority Committee has selected the Design Builder. When the terms and conditions of multiple awards are so provided in the RFP, awards may be made to more than one offeror.~~

~~i) Upon request, documentation of the process used for the final selection shall be made available to the unsuccessful proposers.~~

27-6 Reporting Requirements

The Authority shall report to the Purchasing Agent no later than October 1 of each year on every design-build project completed during the previous 12 months, whose total cost exceeded \$2 million. That report must include, at a minimum:

1. The project's budget at the point of contract award;
2. The final project cost;
3. The expected timeline and end date of the point of contract award;
4. The actual completion date.
5. Any post-project issues.

The Purchasing Agent shall report to the Director of the Department of General Services no later than November 1 of each year all of the above information gathered throughout the Authority, and shall transmit, along with it, a statement as to the procurement method utilized.

I certify that the foregoing is a true and exact copy of a resolution adopted by the Board of Directors of the Albemarle County Service Authority in a regular session on October 20, 2022 by a vote of ___ to ___.

Gary B. O'Connell, Secretary-Treasurer