

Albemarle County Service Authority Board of Directors

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

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

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

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

11 **Staff Absent:** Michael Lynn.

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

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

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

18
19 2. Service Recognitions – Nathan Moore (ACSA Board Member); Jill
20 Zimmerman – Retirement

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

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

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

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

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

13
14 3. Approve Minutes of May 18, 2023

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

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

24
25 4. Matters from the Public

26 There were no matters from the public.

27
28 5. Response to Public Comment

29 There was no response to public comment.

30
31 6. Consent Agenda

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

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

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

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

19 **d. CIP Close-Outs**

20 **e. Monthly Maintenance Update**

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

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

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

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

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

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

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

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

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

17 There were no comments from the public.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

21 Mr. Lunsford said it was.

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

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

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

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

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

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

9
10 11. Items Not on the Agenda

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

19 Mr. Roberts asked when Mike was leaving.

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

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

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

27
28 12. Adjourn

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

Albemarle County Service Authority Board of Directors

****** *Golden Transcription Services* ******

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Gary B. O'Connell, Secretary-Treasurer