

BOARD OF DIRECTORS' MEETING

March 20, 2025 9:00 A.M.

AGENDA

This meeting is being held pursuant to and in compliance with Va. Code Section 2.2-3708(3). The ACSA Board of Directors is responsible for receiving public comment. The opportunities for the public to access and participate in the electronic meeting are as follows: Join the meeting virtually through Zoom by visiting our website at www.serviceauthority.org; 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.	 Recognitions – Tonya Foster, 35 Years of Service; Jeremy Lynn, Certificate of Leadership and Management from UVA's Darden Executive Education Program
9:15 a.m.	3. Approve Minutes of January 16, 2025
9:25 a.m.	4. Matters from the Public
9:30 a.m.	5. Response to Public Comment
9:35 a.m.	6. Consent Agenda
	a. Monthly Financial Reports
	b. Monthly Capital Improvement Program (CIP) Report
	c. Monthly Maintenance Update
	d. IT Monthly Update
	e. Rivanna Water and Sewer Authority (RWSA) Monthly Update
	f. ACSA Board Policy Issues Agenda 2025
	g. Fix-A-Leak Week Water Conservation Event
9:55 a.m.	7. Proposed FY 2026 Capital Improvement Program (CIP) Presentation
10:25 a.m.	8. ACSA Toilet Rebate Program Update
10:40 a.m.	9. ACSA Financial Plan and Scope of Work Discussion
11:00 a.m.	10. Items Not on the Agenda
11:05 a.m.	11. Executive Session
	12. Adjourn



ALBEMARLE COUNTY SERVICE AUTHORITY STATEMENT OF CHAIR TO OPEN MARCH 20, 2025 MEETING

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

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

RESOLUTION

WHEREAS Tonya Foster began her career on February 20, 1990, and has served the Albemarle County Service Authority for

35 YEARS; and

WHEREAS her unwavering commitment, professionalism, and expertise in overseeing procurement processes have led to the efficient and effective acquisition of materials and services essential to the operations and success of the organization; and

WHEREAS she has built strong relationships with vendors, colleagues, and other stakeholders, creating an environment of collaboration and trust, and

WHEREAS the Albemarle County Service Authority and its customers have greatly benefited from her vast knowledge, dedication and reliable service; 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

Tonya Foster
for her service to the customers of the Albemarle County Service Authority.

Quin Lunsford, Secretary-Treasurer

1	The B	soard of Directors of the Albemarle County Service Authority (ACSA)			
2	met in a regular session on January 16, 2025, at 9:00 a.m. at the				
3	Admini	istration and Operations Center at 168 Spotnap Road in			
4	Charlo	ttesville, Virginia.			
5	Memb	ers Present: Mr. Richard Armstrong; Ms. Lizbeth Palmer; Mr. John			
6	Parcell	ls; Mr. Clarence Roberts; Ms. Kimberly Swanson.			
7	Members Absent: Mr. Charles Tolbert.				
8	Staff Present: Deanna Davenport, Mike Derdeyn, Tanya Johnson, John				
9	Lewter	, Quin Lunsford, Jeremy Lynn, Alex Morrison, Danielle Trent, April			
10	Walkei	r.			
11	Staff A	Absent: Emily Roach.			
12	Public	Present: Neil Williamson, Free Enterprise Forum (remote).			
13					
14	1.	Call to Order and Establish a Quorum – Statement of Board Chair			
15		The Chair called the meeting to order. He then read the opening			
16	Board	Chair statement (Attached as Page), and a quorum was			
17	establi	shed.			
18					
19	2.	Election of Officers – Board Organizational Meeting			
20		Mr. Lunsford stated that he would now open the floor for nominations			
21	for the	office of Chair.			
22		Ms. Palmer moved to nominate Mr. Armstrong, seconded by Mr.			
23	Parcel	lls. There being no further nominations, the floor was closed for			
24	nomin	ations. All members voted aye. Mr. Armstrong was elected as			
25	Chair.				
26		Mr. Lunsford turned the office of Chair over to Mr. Armstrong. Mr.			
27	Armstr	ong thanked the Board and stated that he would now open the floor			
28	for non	ninations for the office of Vice-Chair.			
29		Ms. Palmer moved to nominate Mr. Tolbert for the office of Vice-			
30	Chair,	seconded by Mr. Parcells. There being no further nominations,			

the floor was closed for nominations. All members voted aye. Mr. Tolbert was re-elected as Vice-Chair.

Mr. Armstrong opened the floor for nominations for the office of Secretary-Treasurer.

Ms. Palmer nominated the Executive Director, Quin Lunsford, for Secretary-Treasurer, seconded by Ms. Swanson. There being no further nominations, the floor was closed for nominations. All members voted aye. Quin Lunsford was elected as Secretary-Treasurer.

3. Recognitions – 2024 Employee of the Month Recap

Ms. Trent stated that the Employee of the Month program was an initiative started in response to enhancing the employee experience, as part of the ACSA's Strategic Plan. She stated that she feels the program is one of the most important accomplishments the ACSA has had in terms of employee experience because it is heavily reliant upon peer nominations. She stated that as opposed to a supervisor recognizing employees, the nominations come from their peers that they work with every day. She added that it highlights those values and ideals that are important to our staff and are the fabric of our organization. She stated that she would now share the recap video with the Board.

Mr. Roberts stated that the important part of this program is that the employee of the month winners were elected by their peers. Ms. Palmer added that they are especially grateful to all the employees working outdoors the last few weeks, which is just incredible.

4. Approve Minutes of December 19, 2024

Mr. Parcells stated that he had one correction on page 33, line 24. He stated that the word "corrosion" should be "erosion." Ms. Palmer stated that she had the same correction.

Ms. Palmer stated that she did have a question about something said in the minutes beginning on page 6, line 22. She stated that Mr. Fleming stated "...the ACSA has attempted to dig itself out of a hole, which was a result of starting at that point." Ms. Palmer stated that it was a bit confusing as she was not on the Borad at that time, and asked what hole the ACSA was digging itself out of." Mr. Lunsford replied that the reference Mr. Fleming was making was to when the ACSA began investing with PFM, the market returns were negative. He stated that the ACSA stayed the course and over the last two years, the ACSA has dug out of the hole that was referenced to show positive returns.

Ms. Palmer stated that she had another question about the RWSA update. She asked how many water line river crossings there are on the South Fork Rivanna Reservoir, and if there is being one added or replaced. Mr. Lynn replied that one is being added. He stated that the one in place now is just east of the Route 29 bridge, and feeds all of Forest Lakes, Brookhill, and Hollymead. He stated that there is one being added just downstream of the dam, so there will be one on either side of Route 29. He added that the new one will be twice the diameter of the existing one.

Mr. Parcells moved to approve the minutes of December 19, 2024; seconded by Ms. Palmer. All members voted aye.

5. <u>Matters from the Public</u>

There were no matters from the public.

6. Response to Public Comment

There was no response to public comment.

7. Consent Agenda

a. Monthly Financial Reports – Mr. Parcells stated that the Statement of Net Position on page 49 shows that investments have dropped by about \$3 million compared to the previous month. He stated that he noticed

that the LGIP was also \$3 million lower, so he assumes that money was withdrawn and used somewhere. Ms. Johnson replied that the money was moved to the ACSA's bank account because the bills from RWSA have increased. Mr. Lunsford added that the ACSA moved money from the LGIP to the ACSA's cash account to pay for large expenditures that they are currently incurring. He noted that Crozet Phase 4 is a great example. He added that they like to keep a certain level in the cash account to handle bills.

b. Monthly Capital Improvement Program (CIP) Report -

c. CIP Authorizations – Mr. Parcells stated that he hopes there will be monthly or bi-monthly updates on the Risk and Resiliency Assessment, as he would appreciate that information and feedback. Mr. Morrison replied that it is a very extensive process. He stated that the consultant, Launch! Consulting handled the ACSA's initial Risk and Resiliency Assessment submitted in 2018. He stated that they will be beginning the process for this current project in March and concluding in October and will provide the Board with regular updates as they move through that process.

Mr. Parcells stated that this section asks the Board to approve more money for a few items, one of them being the risk assessment. He stated they are being asked to approve about \$400,000 and they were also asked to approve about \$500,000 last month, all for items not in the CIP budget. He stated that this is almost \$1 million extra, outside of the budget, and he is a bit concerned. He asked how these items were not foreseen.

Mr. Lynn replied that about half of that \$1 million is being taken from other projects. He stated that at the beginning of the fiscal year, the staff and Board agreed that the staff would only bring projects to the Board for authorization that were not part of the approved CIP budget. He stated that there was \$200,000 in the annual water repair and replacement line item, which is now being allocated to the Myrtle Street

project, which was \$255,000 in the CIP authorization. He stated that last month, the staff asked for funds for the Crozet Phase 3 SSES, which will replace the approved Woodbrook Basin SSES. He noted that it is not necessarily \$1 million in extra funding, but rather a reallocation of funds from one project to another.

Ms. Swanson asked if the ACSA needed to perform the Risk and Resiliency Assessment as a post-9/11 effort. Mr. Morrison replied that it did initially come about because of some of the impacts from 9/11. Ms. Swanson asked if it was initially something the federal government helped utilities with, or if there was outside funding to assist with the assessment. Mr. Morrison replied that he would need to research if there was outside funding with the 2018 American Water Infrastructure Act (AWIA) which put the requirement in place through the EPA. He noted that he would follow up with the Board. Ms. Swanson asked if Mr. Morrison could also update the Board on whether the EPA still offers funding to help with these types of assessments.

Ms. Palmer referenced the explanation Mr. Lynn gave about reallocating funds, in response to Mr. Parcells question about the request to approve additional funds outside of the CIP budget. She asked if the staff foresaw the reallocation of those funds. Mr. Lynn replied that there are a couple of line items in the budget that are essentially placeholders, such as the annual water repair and replacement which is \$200,000. He noted that they do not know exactly where those funds will go when they are placed in the budget but with this case, they wanted to put those funds directly towards the Myrtle Street water main replacement.

Mr. Lynn stated that there are projects that will creep up that they do not anticipate, a prime example being the Galaxie Farm interconnect last month. He stated that when they developed that budget, they were not aware of the school being built and the need for that interconnect for redundancy and water quality improvements. He added that the staff

does its best to anticipate, but the CIP is developed 12-18 months before that money is spent so projects do sometimes come up.

Ms. Palmer stated that it the difference in cost for the risk assessment between the water portion and when the sewer was added, which was dramatically higher. She asked if Mr. Morrison could speak to that. Mr. Morrison replied that with the AWIA, the Risk and Resiliency Assessment is really geared towards the water infrastructure assets. He noted that there is a lot of background work that needs to occur as part of the J100 methodology of assessing those assets. He stated that if the assessment were only being done for wastewater, the cost would increase significantly because of the background work that has to occur. He mentioned that there is a lot of carryover between the assets, thus adding wastewater was a small addition for some unique approaches with those assets. He added that the ACSA is not required to include the wastewater assets but since a majority of the work is going to be done as part of the water review, they felt it was prudent to assess those assets as well to identify and mitigate any risks with those assets.

Mr. Parcells asked how this will tie in with the facility assessment being done by RWSA. Mr. Morrison replied that the facility assessment is looking more on the cybersecurity side. He stated that with the updated Risk and Resiliency Assessment in 2021, RWSA added a lot of cybersecurity components. He noted that Launch! will not be reviewing the cybersecurity components. He mentioned that the ACSA's IT group has been working on that diligently over the past couple of years with various projects.

d. Monthly Maintenance Update -

e. IT Monthly Update – Mr. Parcells stated that on page 114, it states that the IT group investigated 4 server backup failures and asked if this was unusual. Ms. Walker replied that it is not unusual. She mentioned that backup failures can happen on certain occasions, such as when the server is being used at the same time the backup is taking place. She

noted that in one instance, the C drive became too full and needed to be reformatted. Mr. Parcells asked if there was a way to anticipate those types of things and schedule a backup around them. Ms. Walker replied that backups are scheduled routinely throughout the day and night. She stated that a failure could be one out of five backups that take place throughout the day, but they do investigate each failure and rerun them.

Mr. Parcells stated that under digital and physical security, it lists 2,421 physical security alerts at water storage tanks and pump stations. He stated that Ms. Walker mentioned before that something like a dog walking by can trigger the alert but that they investigate each one. He noted that 2,421 alerts is a lot and asked if personnel was required to physically go and check the alerts. Ms. Walker replied that the staff will check the camera footage to ensure it is not something of risk. She noted that there are two dedicated personnel, one of which provides redundancy, and she serves as a third person. She stated that the pump stations and water storage tanks alerts are on throughout the day because they are not regularly occupied. She noted at times, the alerts could be maintenance personnel performing routine checks.

Mr. Parcells asked if process alerts such as high or low pressure fall into these alerts as well. Ms. Walker replied that they would not fall under physical security but rather the SCADA alarms. Mr. Parcells asked if there would be an assessment of the SCADA alarms as part of the facility assessment. Ms. Walker replied that the IT staff is currently working with the ACSA Facilities group to review the alarms and determine which ones need fine tuning and programming changes to eliminate some false alarms.

Mr. Lunsford asked if Ms. Walker could speak to the alarms the ACSA was receiving from Ashcroft when Verizon was having issues, to provide some context about what is getting reported and the continued review of those alarms. Ms. Walker stated that Verizon was having a cell tower issue which was affecting the Ashcroft area where the ACSA has

three critical stations that must communicate with each other. She mentioned that the cell tower issues were causing a communication failure alarm, which required ACSA personnel to investigate. Mr. Morrison added that when there is a loss of communication, the on-call personnel receives the alert and investigates to re-establish communication. He stated that during the time of the cell tower issues, there were multiple communication failure alarms. He noted that during lapses in cellular communication, there is a secondary radio control as well as a third, manual mode option. Ms. Walker added that in the case with Verizon, they replaced the part that was malfunctioning on their cell tower and the ACSA no longer received those communication outages.

Mr. Parcells stated that this makes him wonder about the robustness of the system and its impenetrability. Ms. Walker stated that the ACSA uses a special machine-to-machine only connectivity for that area, so that it is secure and will only talk to and accept traffic from the machine it is attempting to communicate with. She added that they do not allow remote control, thus the staff must physically go to the station to control it. Mr. Parcells asked about the other pump stations. Ms. Walker stated that they are all setup the same to maintain cyber security. Mr. Parcells asked if he could get a tour of the Madison Park Pump Station once it is complete. Ms. Walker replied yes and stated that North Fork would be another good one to tour.

Mr. Morrison stated that on the wastewater side, the control is happening within the station itself since the wet well is located there. He stated that on the water side is where there are two distinctly geographically separated assets that must communicate. He stated that any interruption in that communication sends an alert to the on-call personnel. He noted that the on-call phone tree is layered with several personnel and various means of communication to ensure that someone receives the alarm quickly and can respond.

Mr. Parcells asked, if a month of those on-calls had to be evaluated, how many times is someone going out to check those alarms. Mr. Morrison replied that it varies. He stated that the staff may only go out 2-3 times after hours during a month and there have been times where staff has gone out 40-50 times in a month. Mr. Parcells stated that with the automation done over the past couple of years, he assumes it is too early to see a trend of how things are improving. Ms. Walker replied that it is currently too early, but they should have some of that information in the next six months. She added that the system that places the calls has been upgraded, so hopefully it will have some reporting features.

Mr. Parcells mentioned the recent issue in Richmond, VA surrounding the pump station failure and asked if the staff had any information on that. He asked if it was something the ACSA should be looking at, or if it was more RWSA's responsibility to compare and evaluate. Mr. Lunsford replied that the situation in Richmond was specific to the water treatment plant. He noted that there were absolutely lessons that the ACSA could learn from as a distributor. He noted that Mr. Morrison has prepared some information that he can share now if that suits the Board. He added that RWSA is very aware of what happened in Richmond and is focused on ensuring failures are caught quickly and managed.

Mr. Morrison stated that he has prepared some remarks as he anticipated this would be a topic of discussion, with the Richmond water crisis and some of the issues in California due to the wildfires. He stated that with both events, a lot of it goes back to power resiliency and the impact that has on the ability to treat and/or convey water. He stated that earlier this week, he attended a workshop with the EPA and VDH and conducted a presentation with RWSA and the Office of Emergency Management about power resiliency within the system and the collaboration that occurs between the entities.

Mr. Morrison stated that currently, the ACSA has a multi-layered approach to power resiliency to ensure risks are mitigated, which took years to achieve with not only the current staff, but retirees as well. He noted that Mike Lynn, retired Director of Operations and Pete Gorham, retired Director of Engineering, both had a big impact on where the ACSA is today in terms of power resiliency.

Mr. Morrison stated that the primary power at all the ACSA's facilities is grid power. He stated that they have three different service providers for the various facilities throughout the system. He stated that the ACSA has taken a few key steps to ensure the reliability of that power, beginning with knowing which provider serves which facility and making sure they have the facility listed as a critical asset in their system. He stated that the ACSA has also looked at hardening the ACSA's connection to the grid itself. He stated that if the power feed is underground, that mitigates a lot of risk. He mentioned, however, if it is coming in overhead, the ACSA attempts to eliminate any obstructions that could impact the connection in an emergency event.

Mr. Morrison stated that the next level would be the permanent generators and automatic transfer switches deployed at almost every station. He noted that the two locations that do not currently have them are the Northfield Water Pump Station and hydropneumatic tank and the Madison Office Park Pump Station. He stated that fuel is kept on site for the generators, and they have the ability to shuttle fuel from the ACSA's fueling station in the event the generators have to be run for a prolonged amount of time.

Mr. Morrison stated that the next layer of protection is the portable generators. He stated that before permanent generators were installed, the ACSA used trailer-mounted portable generators. He stated that the ACSA has the ability to strategically place these generators ahead of events that are foreseen and provides operational flexibility.

Mr. Morrison stated that the last layer is the use of portable pumps. He stated that all the ACSA's water and wastewater facilities have bypass connections installed in the event they need to bypass the facility with a bypass pump.

Mr. Morrison stated that they also use SCADA to monitor the generators and ensure they are operating correctly. He stated that another important aspect is coordination and collaboration with the ACSA's utility partners and the Office of Emergency Management. He stated that they all work together closely to ensure a good relationship ahead of an emergency event. He stated that the ACSA is also part of the WARN system which allows the organization to seek aid beyond the immediate locality.

Ms. Palmer asked who the electric provider is for Scottsville. Mr. Morrison replied that it is Appalachian Power. Ms. Palmer stated that according to her recollection, there was an Appalachian power station in Scottsville that was in tremendous need of upgrading. She asked if poor infrastructure on the part of the provider affects what the ACSA does in the Scottsville area. Mr. Morrison replied that the ACSA's multi-layered approach ensures that they have robust coverage at all assets. He stated that in Scottsville specifically, the ACSA no longer owns or operates the water pump station because it was transferred to RWSA. He stated that there is no permanent generator located at that pump station, but RWSA has put together plans for that and ordered a generator but there could be a 40–60-week lead time. He stated that the ACSA keeps one of its trailer-mounted generators at the pump station and the ACSA staff maintains the generator on a weekly basis.

Ms. Palmer asked if the ACSA finds the Scottsville area more difficult given that it is Appalachian Power. She stated that she knows there were some major line repairs and replacements in that area 5 or 6 years ago and she recalls that station being a huge issue. Mr. Morrison replied that the ACSA has seen more outages in that area than the Urban area, but

he does not want to attribute that to the utility infrastructure itself. He stated that with Scottsville being located along the James River, there are quite a few events, specifically thunderstorms, that bring much higher winds than those at the foot of the mountain.

Ms. Swanson stated that she recalled there being four electricity providers within the ACSA's service area when the energy audit was done. She asked if that had been reduced to three. Mr. Morrison replied that he believes it has always been three, but he will double check. Ms. Swanson asked how many of the ACSA's facilities are served by natural gas for power, as opposed to diesel. Mr. Morrison replied that he believes the only permanent generator that runs off gas is the Crozet wastewater pump station and there is onsite storage for gas. Ms. Swanson asked if the gas was provided by the City of Charlottesville. Mr. Morrison replied that the ACSA uses a third-party supplier to fill the ACSA's on-site, above ground tank. Ms. Swanson asked if it was propane or natural gas. Mr. Morrison replied that it is propane. Mr. Lynn added that the generator at the Mosby Mountain tank may be powered by natural gas. Mr. Morrison added that the natural gas for the Mosby Mountain generator would be provided by the City.

Ms. Palmer stated that earlier it was mentioned that the Ashcroft system was more intricate and required a different approach, which she assumes is because of the elevation and all the homes in that area. She asked if there are other places like that in the system. Ms. Walker replied that Northfields is another problem area with regards to SCADA and communication failures. Mr. Morrison added that with Northfields, the hydropneumatic tank is in the same building as the pump controls so it is all hard-wired connections. He stated that Ms. Palmer is correct in that the elevation change in Ashcroft makes it a more intricate system. He mentioned that there are three pump stations in that area. He stated that the first pump station pumps to a surge tank, and the next two pump stations pump in series to fill the upper tank.

Mr. Roberts stated that he feels Mr. Morrison's report is very important and there should be some way to get that information out to customers, to give them a sense of security.

Mr. Lunsford stated that Mr. Morrison made a presentation to a very large group earlier this week, in conjunction with RWSA, speaking to this subject. He stated that since then, Mr. Morrison has had requests for additional engagements so he must have done a very good job. He added that this subject is something that is a focus of the ACSA's. Mr. Parcells added that he recalls speaking with Mike Lynn, former ACSA Director of Operations, about emergency preparations and Mr. Morrison is following excellently in his footsteps.

- f. Rivanna Water and Sewer Authority (RWSA) Monthly Update -
- g. ACSA Board Policy Future Issues Agenda 2024 Mr. Parcells stated that he noticed the Pay Plan Market Rate Study is a pending issue, but he did not notice it being specifically incorporated in the budget discussion for April. Ms. Johnson replied that the staff has had discussions about it so her thought is that it will be part of the discussion. Mr. Lunsford stated that it absolutely will be.
- h. Annual Water Conservation Report Ms. Swanson asked if any of the 83 toilets replaced in 2024 were pre-1994 models. She stated that she was curious if there were still 5-gallon toilets in the system. She stated that the program has been around for so long, she would be shocked if there were. Mr. Lunsford replied that he was not sure, but he would do some research and get back to her. Mr. Parcells asked if there would be a presentation on the water conservation program because he has a question. Mr. Lunsford stated that there was not an official presentation scheduled. Mr. Parcells stated that he wondered if there has been a trend per capita in terms of consumption. He stated that it seems per capita consumption was becoming more efficient, shown by an increase in population but not a very high demand. He asked if anyone tracks per capita consumption to see how it is trending. Mr.

Lunsford stated that they analyze it to a degree, but it is very general. He stated comparatively speaking, the ACSA's customers use less water per month than some of its peers nationally. He stated that any new development has hopefully utilized water conserving appliances, so there is no benefit from new customers reducing use. He noted, to Ms. Swanson's point, many of the old, high-flow appliances have since been replaced. He added that the per capita use is flat, but ACSA customers are very conservation minded.

Ms. Swanson asked if there was still the requirement of surrendering the old toilet to qualify for the rebate. Mr. Lunsford replied that this was a requirement through the end of 2024. He stated that beginning in 2025, the ACSA will no longer collect the old toilets.

Ms. Palmer asked if the carwashes that do not participate in the ACSA's Carwash Certification Program are subject to being shut down in the event of a drought. Mr. Lynn replied that if there is a drought warning issued, those car washes would not be allowed to operate, according to the ACSA's Rules and Regulations. Ms. Palmer stated that she would guess most of them have turned to newer processes that basically meet the program requirements. Mr. Lynn replied that he would be surprised if the newer car washes did not meet the stated requirements in the Rules and Regulations.

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

8. ACSA Annual Investments Report

Mr. Lunsford stated that this presentation (Attached as Pages_____) is essentially a recap of what the staff has worked on in 2024. He stated that it included some of the accomplishments and challenges that the organization faced last year.

Mr. Lunsford stated that the first slide was an illustration of the ACSA's Strategic Plan. He stated that there are four key areas - data

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optimization, business resilience, customer experience, and employee experience. He stated that they are beginning year three of the five -year plan in 2025 and will continue to update the board bi-annually on accomplishments related to the plan.

Mr. Lunsford moved to the next slide outlining a review of the last year. He stated that the staff continued to work on the Strategic Plan and a resolution on the sediment in drinking water issue. He stated that the ACSA also celebrated its 60th anniversary, which was a major milestone for the organization. He added that the FY 2025 was adopted as well.

Mr. Lunsford stated that a few other accomplishments were listed on the next slide. He stated that he would not speak to all of them, but wanted to highlight that the staff did provide regular presentations and information related to the RWSA pump station flooding and response, as well as lessons learned related to that situation. He mentioned that there was a drought watch declared earlier this year, and the Board has seen some of the enhancements the ACSA has made to customer communications through the help of a consultant. He noted that another accomplishment he felt was important to note is the update to the ACSA's General Water and Sewer Specifications. He stated that this was a major undertaking that required community involvement and various stakeholders throughout the process.

Mr. Lunsford stated that the next two slides show some of the different operational presentations that the staff provided throughout the year. He stated that the Lead and Copper Regulations and Inventory Update was a major program that was done this past year. He stated that these presentations encompass all departments across the organization, with most of them involving multiple groups and customer types in various ways. Mr. Parcells noted that AMI was completed as well. Mr. Lunsford stated that AMI was fully finished in 2024, and the system is operating incredibly well. He noted that many customers have been able to identify leaks very early, saving them money and conserving water.

Mr. Lunsford stated that he would next point out some of the ACSA's key accomplishments outlined in the next two slides. He stated that Gary O'Connell, former ACSA Executive Director, retired last year after 14 years of incredible service. He stated that the ACSA recruited and hired a new Director of Finance as well. He stated that some of the staff attended different programs through the UVA Darden School education program and Emergenetics training was conducted for all new employees and refresher training for management.

Mr. Lunsford stated that, as Mr. Parcells pointed out, AMI was completed. He stated that the ACSA's Asset Management system continues to grow as the staff continues to find new and different ways to utilize it. He mentioned that cybersecurity is a major focus, and the new telephony system procured is expected to be deployed in early 2025. He stated that they continue to work on a Customer Information System (CIS) and that RFP is nearly developed, with advertisement expected later this spring. He noted that the new website has been developed and is still in the beta stage, but nearing completion. He stated that through some of the work that the IT group has done, network switches and firewalls have been replaced to add additional resilience and protection for the ACSA's cyber assets.

Mr. Lunsford stated that in terms of other accomplishments, there are three capital projects the staff pulled to highlight in just a moment. He stated that the ACSA continues with the Imagine a Day Without Water art contest participation and employee recognition efforts such as the Employee of the Month program. He noted that the ACSA also continues to receive awards from the GFOA related to the Annual Comprehensive Financial Report (ACFR), the Popular Annual Financial Report (PFAR), and the budget as well.

Mr. Lunsford stated that the next slide is a group photo of the ACSA's team from the holiday luncheon in December. He noted that they shared a

wonderful meal, and everyone was in good spirits. He added that these are the people that provide service to the ACSA's customers every day.

Mr. Lunsford stated that the first of the three CIP projects he wanted to highlight was the Crozet Phase 4 Water Main Replacement, which was nearing completion. He stated that this was a large project to replace aging infrastructure in the Crozet community. He mentioned that it has been a successful project and required considerable coordination with many different people to ensure service was not disrupted and restoration was completed timely and according to ACSA standards.

Mr. Lunsford stated that the second project they chose to focus on is the ACSA's Fire Suppression System Replacement. He noted that all the fire suppression infrastructure in the main operations building and warehouse was replaced. He mentioned that this could have been a very impactful project for office and maintenance personnel but due to the coordination between the ACSA team and the contractor, there were limited disruptions.

Mr. Lunsford stated that the third project, which they have talked about in detail today, is the Risk Assessment Improvements. He stated that the ACSA has implemented many of the improvements documented over the year. He stated that the staff continues to analyze and look for opportunities to improve further.

Mr. Lunsford moved to the last slide which provided a look at the year ahead. He stated that the ACSA will continue to provide clean, safe, and reliable water for its customers. He stated that there are many exciting initiatives on the horizon and the team is ready to continue the great work from 2024 as they look forward to 2025.

Ms. Palmer asked if the Office of Emergency Management has a catastrophic fire plan. Mr. Morrison replied that the ACSA is beginning to have conversations with RWSA. He noted that RWSA experienced the impact of a small forest fire in the Piney Mountain band quite a few months ago. He stated that looking at the ACSA's Emergency Management Plan,

there are a lot of different impacts that are ancillary risks associated with forest fires. He mentioned that there is a lot if information that has already been put together that the ACSA would use in the event of a fire. He stated, however, that they would be looking at that specific threat in their continued conversations.

Ms. Swanson asked if the ACSA has been receiving feedback from its social media presence related to the uniformity of the information being shared. Mr. Lunsford replied that he thinks that would be worthy of a presentation in and of itself, to show some of the analytics that are being collected. He stated that he feels the social media platforms are more widely seen during emergency events, but they are seeing some response to some of the social media posts. He noted that there was an Avon Operations Center post that the ACSA received feedback on. He mentioned that it was not entirely positive, but it was feedback which means people are seeing it and the staff is able to respond to some of those concerns.

9. <u>Items Not on the Agenda</u>

Mr. Lunsford mentioned that yesterday, the EPA officially released a risk assessment related to PFAS and biosolid land application. He stated that it is very technical and focused, and the ACSA staff attended a webinar yesterday as they continue to learn about it. He stated that RWSA has been involved in providing information to various community members, as biosolids are applied to certain parts of the ACSA's system.

Mr. Parcells asked, with respect to the biosolids, if the EPA is saying that PFAS are detected in them. Mr. Lunsford replied that PFAS has been detected in biosolids. He mentioned that there is a class A and class B and different qualities of the biosolid. He stated that RWSA, through the sewer treatment process, ships its class B biosolids to Waverly, VA where it is essentially turned into a class A product and sold. He noted that the Virginia Department of Environmental Quality (DEQ) oversees land application of biosolids, thus it is a state permitting process.

Ms. Swanson asked if RWSA can ask that the land application of biosolids be limited near any of their water intake areas. Mr. Lunsford replied that he does not believe RWSA can. He stated that the Virginia DEQ has setback requirements for different applications. He stated that he believes the requirement for a public reservoir is 400 feet.

Ms. Palmer stated that she does not think there are any farms in the area that would be applying biosolids next to the reservoirs. Mr. Lunsford stated that Mr. Lynn did some research, and the County has a GIS layer showing where biosolids have been land applied.

Ms. Palmer asked if there was a difference in the PFAS concentration in the class A and class B biosolids. Mr. Lunsford replied that his understanding of the difference between class A and class B has to do with pathogens. He stated that it is important to note that the risk assessment is focused on land application and the people that live on or directly next to that land application.

Ms. Swanson asked what the current testing requirement is for RWSA at the treatment plants. Mr. Lunsford replied that every water treatment plant is tested quarterly on both the water prior to treatment and the water leaving after treatment. Ms. Swanson asked if RWSA is willing to increase testing above the requirement if there is known land application of biosolids. Mr. Lunsford replied that he can certainly ask, but he is not sure if there is currently a mechanism for them to know when biosolids are applied.

Mr. Lynn added that they were astonished at the number of parcels that were approved by DEQ for biosolids land application, which was more than 8,000 acres in Albemarle County. Mr. Lynn stated that in addition to the testing that happens at the water treatment plants, RWSA is also testing every six months at the wastewater plants. He noted that PFAS is not generated by any of the treatment processes, but rather by the consumer after which it comes into the plant and passes through. He added that there is nothing the County can do at this point to prevent the land application. He noted that they can object to permit applications through DEQ's office, but

the DEQ ultimately has the ability to grant those permits. Ms. Swanson stated that it is good that RWSA is testing the wastewater because it demonstrates that not everyone is distributing it downstream. Mr. Lunsford added that the EPA mentioned multiple times in their presentation yesterday that getting upstream of the problem is how it will be solved. He stated that it will take eliminating the use of these chemicals in manufacturing processes and products or treating industrial discharge before it enters the water cycle.

Ms. Palmer stated that some of the manufacturing processes towards Northern Virginia created a lot of issues in Culpeper. She asked what they are doing with their biosolids. She stated that if they have PFAS in their biosolids, but we do not in ours, it would be nice to know where their biosolids are going. Mr. Lunsford stated that there are three options with sewer sludge and biosolids which are incineration, creating a biosolid, or the landfill.

Ms. Swanson stated that she assumes the plant in Waverly, Virginia has a permit through DEQ. She stated that given that DEQ is also the permitting agency for the land application, the effort control it must be through the permitting process. Mr. Lunsford stated that prior to the new risk assessment that DEQ put out for public comment, they are not yet looking at the PFAS event process.

10. Executive Session

The Chair read a Resolution to enter Executive Session pursuant to Virginia Code §2.2-3711 A (1) to discuss a personnel matter (Attached as Page _____).

Ms. Palmer moved to approve the Resolution as presented to the Board; seconded by Mr. Parcells. The Chair asked for a roll-call vote: Mr. Parcells, aye; Ms. Palmer, aye; Mr. Armstrong, aye; Mr. Roberts, aye; Ms. Swanson, aye.

The Board of Directors came back into regular session. The Chair read into record a Resolution stating that only matters so previously stated

1	and exempted from open discussion in regular session were discussed in
2	Executive Session (Attached as Page).
3	Mr. Parcells moved to approve the Resolution as presented
4	to the Board, seconded by Mr. Roberts. The Chair asked for a roll-
5	call vote: Mr. Parcells, aye; Ms. Palmer, aye; Mr. Armstrong aye; Mr.
6	Roberts, aye; Ms. Swanson, aye.
7	
8	11. <u>Adjourn</u>
9	There being no further business, Ms. Palmer moved that the
10	meeting be adjourned, seconded by Mr. Roberts. All members voted
11	aye.
12	
13	Quin Lunsford, Secretary-Treasurer

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

AGENDA TITLE: Monthly Financial

Reports

STAFF CONTACT/PREPARER:

Tanya Johnson, Director of Finance

AGENDA DATE: March 20, 2025

ACTION: Informational

ATTACHMENTS: Yes

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

DISCUSSION:

- Water consumption for the month of January decreased 4.87% compared to December. Water consumption for the month of January 2025 compared to January 2024 decreased 1.52%.
- RWSA's invoice of \$2,576,967 for the month of January was paid on February 10, 2025.
- Unearned water and sewer connection charges totaled \$2,016,179 at month end.
- System connection charges are behind budgeted expectations with \$181,230 recognized in February.
- Water and Wastewater revenues for FY 2025 are above budgeted expectations by 4.1%. Please see the water/wastewater trend analysis included illustrating that when adjustment for expected variations in seasonal consumption are considered, revenues are 2.42% higher than budgeted expectations.
- Investment update: LGIP's effective monthly yield stands at 4.6%, while PFM's yield to maturity at market is 4.3%, reflecting current market conditions and portfolio performance.
- Departments are actively working on the FY 2026 operating budget and rate model. Staff will present an overview of the proposed budget in April, in-depth budget workshop in May, and in June for a public hearing and adoption.
- The new telephony system is in progress with training and testing going on currently and there is a tentative go live date scheduled for March 27th.

BUDGET IMPACT: Informational only.

RECOMMENDATIONS: None

BOARD ACTION REQUESTED: None; informational item only.

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

ATTACHMENTS:

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

ALBEMARLE COUNTY SERVICE AUTHORITY

STATEMENT OF NET POSITION February 28, 2025

ASSETS

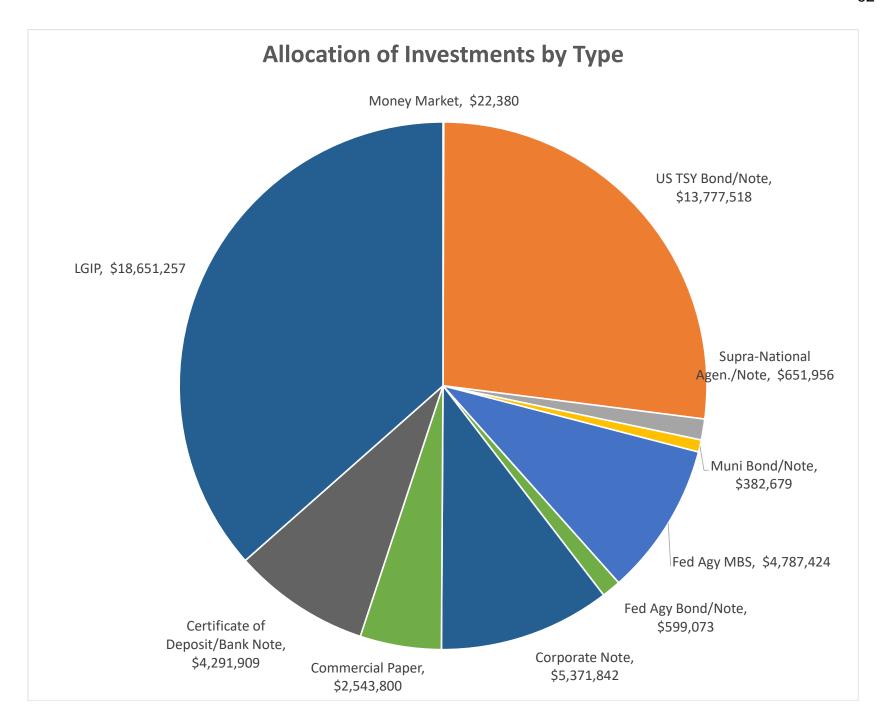
Cash and cash equivalents Accounts receivable Investments Capital assets: (net of accumulated depreciation) Inventory Prepaids	\$	7,979,680 5,743,663 51,079,839 189,849,393 716,174 75,839
Cash and cash equivalents, restricted		550,054
Total assets		255,994,642
DEFERRED OUTFLOWS OF RESOURCES		
Combined deferred outflows of resources		1,156,042
LIABILITIES		
Accounts payable		3,679,648
Accrued liabilities		437,389
Compensated absences		836,470
Net pension liability		3,030,688
Other post-employment benefits		1,088,723
Unearned connection fees		2,016,179
Long-term debt		3,662,648
Total liabilities		14,751,745
DEFERRED INFLOWS OF RESOURCES		
Combined deferred inflows of resources		799,130
NET POSITION	_	241,599,810

ALBEMARLE COUNTY SERVICE AUTHORITY For the One Month Ending February 28 ,2025

	Budget FY 2025	Budget Year-to-Date 2025	February Actual Year-to-Date	Actual vs. Budget	Variance Percentage
Revenues	2020	2020	Tour to Bute	Duager	- r creemage
Water Sales Sewer Service	22,650,000 17,850,000	15,100,000 11,900,000	15,768,664 12,329,866	668,664 429,866	4.43% 3.61%
Total operating revenues	40,500,000	27,000,000	28,098,530	1,098,530	A.07%_A
Operating Expenses					
Purchase of bulk water Purchase of sewer	(18,148,000)	(12,098,667)	(12,683,219)	(584,553)	4.83% B
treatment	(13,782,000)	(9,188,000)	(8,305,555)	882,445	(9.60%) B
Administration Finance	(1,585,600) (3,283,100)	(1,057,067) (2,188,733)	(834,335) (1,845,787)	222,731 342,947	(21.07%) C (15.67%) C
Information Technology	(2,143,000)	(1,428,667)	(1,295,035)	133,632	(9.35%) C
Engineering	(2,631,400)	(1,754,267)	(1,646,568)	107,698	(6.14%) C
Maintenance	(5,092,000)	(3,394,667)	(2,888,871)	505,796	(14.90%) C
Total operating expenses	(46,665,100)	(31,110,067)	(29,499,370)	1,610,697	(5.18%)
Operating gain(loss)	(6,165,100)	(4,110,067)	(1,400,840)	2,709,227	(65.92%)
Nonoperating Revenues					
System connection charges Investment/Interest	8,000,000	5,333,333	4,662,300	(671,033)	(12.58%) D
Income	2,000,000	1,333,333	2,008,954	675,621	50.67% E
Rental income	16,000	10,667	9,804	(863)	(8.09%)
Miscellaneous revenues	761,000	507,333	459,388	(47,945)	(9.45%) F
Total nonoperating revenues (expenses)	10,777,000	7,184,667	7,140,446	(44,221)	(0.62%)
revenues (expenses)	10,777,000	7,104,007	7,140,440	(44,221)	(0.02 /8)
Nonoperating Expenses					
Miscellaneous expenses Bond interest charges Depreciation	(890,300) (183,859) -	(593,533) (122,573)	(352) (86,869) (3,070,221)	593,181 35,704 (3,070,221)	(99.94%) G (29.13%) H 0.00% I
Total nonoperating revenues (expenses)	(1,074,159)	(716,106)	(3,157,442)	(2,441,336)	340.92%
Capital contributions	<u>-</u>		751,542	751,542	
Change in Net Position	3,537,741	2,358,494	3,333,706	975,212	41.35%

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

- **A.** Water and sewer revenues were more than budgeted amounts by 4.1%. Consumption through February (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 less than budgeted amounts by 1.4%. Monthly billings prepared by the RWSA allocate total water/wastewater flows to the ACSA/City based on the consumption of each for the quarter immediately preceding.
- **C.** Departmental operating budgets through the current month remain below budgeted expectations for the fiscal year. Departmental expenses will continue to be monitored throughout the fiscal year and are expected to align with the budget.
- **D.** System connection charges are lower than the budgeted amount. Connection charges are often difficult to project and can fluctuate from year to year. These charges are dependent upon new customers connecting to the system.
- **E.** Investment income, which includes both interest income and adjustments to fair market value are recorded in these accounts. Investment earnings are ahead of budgeted expectations through the current month.
- **F.** Miscellaneous revenues consist of multiple lines and include inspection fees, plan review, reconnections/initial bill fees, invoiced water usage, and gains associated with sales of capital assets retired from service.
- **G.** The budgeted amount includes expected outlays for capital equipment and losses on disposal of capital assets. Equipment is capitalized when placed in service.
- **H.** Bond interest charges are recorded as incurred.
- I. Depreciation is not a budgeted line-item accounting for the variance. Depreciation expense is considered during the annual budgeting process as this expense is utilized to calculate the required contribution to the 3r reserve.





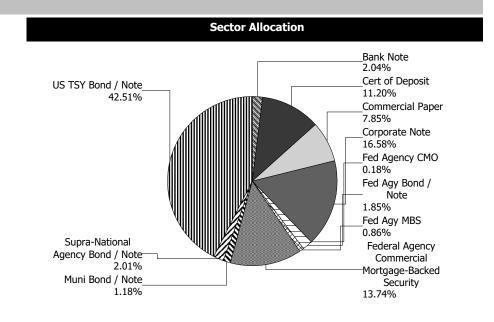
Portfolio Summary and Statistics

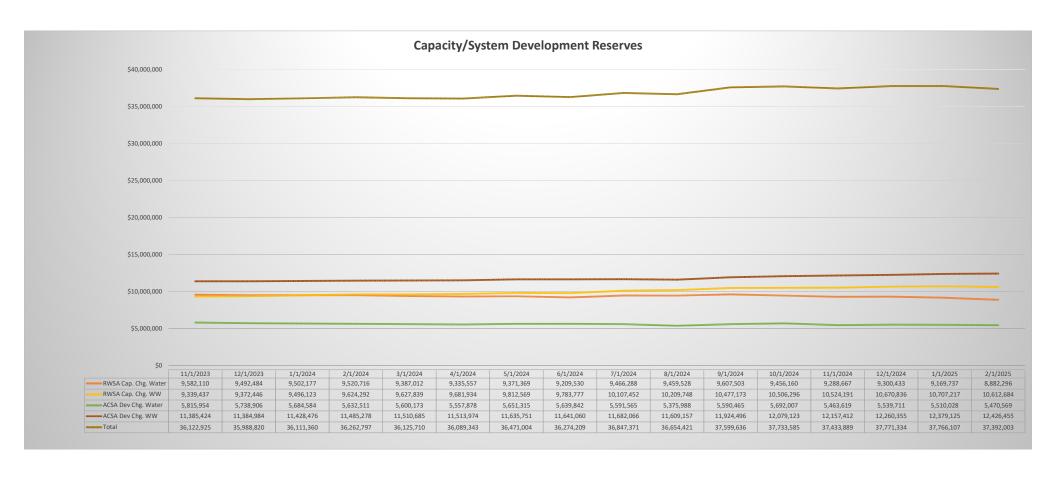
For the Month Ending February 28, 2025

ACSA OPERATING FUNDS - 03100100

Account Summary				
Description	Par Value	Market Value	Percent	
U.S. Treasury Bond / Note	13,755,000.00	13,777,517.70	42.51	
Supra-National Agency Bond / Note	650,000.00	651,955.90	2.01	
Municipal Bond / Note	380,000.00	382,678.94	1.18	
Federal Agency Mortgage-Backed Security	288,548.93	277,282.41	0.86	
Federal Agency Commercial	4,555,800.84	4,451,874.91	13.74	
Mortgage-Backed Security				
Federal Agency Collateralized Mortgage	63,861.19	58,266.88	0.18	
Obligation				
Federal Agency Bond / Note	600,000.00	599,073.00	1.85	
Corporate Note	5,370,000.00	5,371,842.39	16.58	
Commercial Paper	2,600,000.00	2,543,800.35	7.85	
Certificate of Deposit	3,625,000.00	3,630,562.28	11.20	
Bank Note	655,000.00	661,346.92	2.04	
Managed Account Sub-Total	32,543,210.96	32,406,201.68	100.00%	
Accrued Interest		275,032.56		
Total Portfolio	32,543,210.96	32,681,234.24		

Unsettled Trades 180,000.00 181,467.54





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 January 2025

		Janu	ary 20	125		
	Ja	nuary 2025	Ja	nuary 2024		
		Monthly		Monthly	\$	%
Area		nection Fees		nection Fees	Change	Change
Crozet	\$	79,450	\$	253,020	\$ (173,570)	-69%
Urban		232,590		225,460	7,130	3%
Scottsville		-		-	_	
Total Connection fees	\$	312,040	\$	478,480	\$ (166,440)	-35%
		Through	lanua	rv		
	V	TD FY 2025		. у ГD FY 2024	\$	%
Area		nection Fees		nection Fees		/º Change
Area	Con	nection rees	Con	nection rees	Change	Change
Crozet	\$	1,140,140	\$	1,793,515	\$ (653,375)	-36%
Urban		3,340,930		3,098,715	242,215	8%
Scottsville		-		300	(300)	-
Total Connection fees	\$	4,481,070	\$	4,892,530	\$ (411,460)	-8%
	Ja	nuary 2025	Ja	nuary 2024		%
Area		ERC's		ERC's	Change	Change
Crozet		6		18	(12)	-67%
Urban		16		16	-	0%
Scottsville		-		-	-	-
Total ERC's		22		34	(12)	-35%
		Through	Janua	ry		
	Y	TD FY 2025		ГD FY 2024		%
Area		ERC's		ERC's	Change	Change
Crozet		79		124	(45)	-36%
I lub a u		230		214	16	7%
Urban						
Scottsville		-		-	-	-

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 January 2025

Area	January 2025 ERC's	January 2024 ERC's	January 2023 ERC's
Crozet	6	18	4
Urban	16	16	59
Scottsville	-	-	-
Total ERC's	22	34	63

Through January								
YTD 2025 YTD 2024 YTD 2023 Area ERC's ERC's ERC's								
Crozet	79	124	74					
Urban	230	214	339					
Scottsville	-	-	_					
Total ERC's - YTD	309	338	413					

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

Albemarle County Service Authority Consumption Analysis Fiscal Year 2025

				Monthly Prec	ipitation (In.)
	FY 2025 Consumption	FY 2024 Consumption		FY 2025	FY 2024
July	178,898,841	154,300,020	15.94%	2.97	5.44
August	167,569,158	170,746,002	-1.86%	4.56	2.51
September	168,622,791	176,070,325	-4.23%	11.90	2.98
October	154,505,280	165,947,566	-6.90%	1.89	0.59
November	157,629,026	154,337,781	2.13%	1.41	3.67
December	142,576,100	145,323,150	-1.89%	3.15	4.80
January	135,634,117	137,727,440	-1.52%	6.58	6.58
February	140,077,622	135,574,438	3.32%	4.60	2.31
March		137,885,342	-100.00%		3.70
April		136,213,084	-100.00%		4.67
May		153,343,279	-100.00%		2.31
June		162,940,773	-100.00%		4.81
	1,245,512,935	1,830,409,200		37.06	44.37
YTD	1,245,512,935	1,240,026,722	0.44%	37.06	26.57

Note: Consumption through January 2025 is .44% more than the same period in fiscal year 2024. Monthly precipitation figures have been included for comparison purposes. Trends in rainfall can sometimes correlate with trends in consumption however, depending on the intensity, days between rain events, or other factors, this may not always be the case.

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

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

		FY 2025		FY 2024	l	Increase	
	RV	VSA Charges	RV	VSA Charges	(1	Decrease)	
July	\$	2,622,835	\$	2,352,971	\$	269,864	11.47%
August		2,648,222		2,352,440		295,782	12.57%
September		2,718,386		2,286,484		431,902	18.89%
October		2,733,598		2,277,041		456,557	20.05%
November		2,540,444		2,204,989		335,455	15.21%
December		2,510,685		2,249,566		261,119	11.61%
January		2,576,967		2,356,246		220,721	9.37%
February		2,638,650		2,269,378		369,272	16.27%
March				2,342,273			
April				2,265,591			
May				2,313,334			
June				2,283,431			
	\$	20,989,787	\$	27,553,744			
YTD	\$	20,989,787	\$	18,349,115	\$	2,640,672	14.39%

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



Water and Sewer Report

(Volumes in Gallons)

January 2025

Metered by Area:		Water	Sewer	Wastewater Flows by Sewer Plant:
Crozet		16,314,904	14,987,947	Total Urban and Crozet
Scottsville		1,010,771	879,935	less Glenmore WRRF
Urban		118,277,812	106,054,663	Moores Creek AWRRF
Red Hill		30,630	0	Scottsville WRRF
	Total	135,634,117	121,922,545	Total

Total Urban and Crozet	121,042,610
less Glenmore WRRF	(3,909,673)
Moores Creek AWRRF	117,132,937
Scottsville WRRF	879,935
Total	118,012,872

Number of Installed Me	eters:	
Urban		21
Crozet		6
Scottsville		0
	Total	27

Hydrant Meter Consumption (billed by invoid	ce):
Urban	246,100
Crozet	23,200
Scottsville	0
Total	269,300

Estimated Water Loss:		
Wren Ct-1/14/25	Urban	100,000
(Briarwood Subdivision)		
Ricky Rd-1/14/25	Urban	10,000
	Total	110,000

Billed Consumption for Selected Customers							
	<u>Water</u>	Sewer		<u>Water</u>	Sewer		
Virginia Land Holding	216,934	216,934	Boar's Head Inn	357,716	356,511		
Southwood Mobile Homes	1,892,090	1,870,000	Farmington Inc.	480,798	369,920		
Turtle Creek Apts.	1,970,438	1,965,712	Westgate Apts.	1,249,602	1,249,602		
Barracks West Apartments	1,598,588	1,598,588	PR Charger C'ville Holdings	2,073,494	2,073,494		
Monroe Health & Rehab.	816,222	816,222	Four Seasons Apts	1,696,737	1,696,737		
Sunrise Senior "Colonnades"	909,101	747,973	Ch'ville/Alb Airport	101,415	103,436		
ACRJ	822,160	805,160	State Farm	46,950	46,523		
Westminster Canterbury	1,026,250	1,026,250	Hyatt @ Stonefield	499,021	499,021		
SEMF Charleston	1,343,145	1,343,145	Doubletree	374,979	374,979		
Martha Jefferson Hospital	1,667,072	1,410,833	Arden Place Apts	448,368	448,368		
Crozet Mobile Home Village	274,370	274,370	Hilton Garden Inn	184,180	184,180		
The Home Depot	324,739	324,739	The Blake & Charlottesville	179,514	179,514		
County of Albemarle	720,723	622,987	The Lodge @ Old Trail	238,648	238,648		
University of Virginia	1,551,449	1,545,375	Gov't-Defense Complex	301,329	301,329		
Wegmans	373,068	373,068	Harris Teeter Stores	128,071	128,071		



WATER

Class Type	Number of Connections by Area				
	<u>Urban</u>	<u>Crozet</u>	Scottsville	<u>Total</u>	
Single-Family Residential	16,442	4,074	195	20,711	
Multi-Family Residential	585	56	3	644	
Commercial (Offices)	201	12	5	218	
Commercial (Other)	938	77	54	1,069	
Industrial	39	12	4	55	
Institutional	174	32	12	218	
Total Water Connections	18,379	4,263	273	22,915	
Plus Multiple Units	14,124	854	89	15,067	
Total Water Units	32,503	5,117	362	37,982	

SEWER

Class Type	Number of Connections by Area								
	<u>Urban</u>	<u>Crozet</u>	Scottsville	<u>Total</u>					
Single-Family Residential	14,133	3,801	157	18,091					
Multi-Family Residential	554	54	4	612					
Commercial (Offices)	186	12	5	203					
Commercial (Other)	729	52	46	827					
Industrial	16	5	1	22					
Institutional	136	25	10	171					
Total Sewer Connections	15,754	3,949	223	19,926					
Plus Multiple Units	13,699	850	56	14,605					
Total Sewer Units	29,453	4,799	279	34,531					

POPULATION SERVED

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

	<u>Urban</u>	<u>Crozet</u>	Scottsville	<u>Total</u>
Total Water Customers	76,415	12,320	710	89,445
Total Sewer Customers	69,580	11,628	533	81,740

Albemarle County Service Authority Major Customer Analysis January 2025 and December 2024

	Januar	y 2025	Decemb	er 2024	Increase(Decrease)	Increase(Decrease)
	Water*	Sewer*	Water*	Sewer*	Water Consumption	Sewer Usage
Southwood Mobile Homes	1,892,090	1,870,000	1,665,640	2,170,000	13.60%	-13.82%
Westgate Apts.	1,249,602	1,249,602	1,146,705	1,146,605	8.97%	8.98%
Turtle Creek Apts.	1,970,438	1,965,712	1,825,812	1,821,201	7.92%	7.93%
PR Charger C'ville Holdings	2,073,494	2,073,494	1,951,715	1,951,715	6.24%	6.24%
Four Seasons Apts.	1,696,737	1,696,737	1,673,202	1,673,202	1.41%	1.41%
SEMF Charleston	1,343,145	1,343,145	1,352,723	1,352,723	-0.71%	-0.71%
Barracks West Apartments	1,598,588	1,598,588	1,622,413	1,622,413	-1.47%	-1.47%
ACRJ	822,160	805,160	889,250	830,250	-7.54%	-3.02%
Martha Jefferson Hospital	1,667,072	1,410,833	1,822,988	1,356,188	-8.55%	4.03%
University of Virginia	1,551,449	1,545,375	1,879,707	1,871,407	-17.46%	-17.42%
Westmisnster Canterbury	1,026,250	1,026,250	1,259,960	1,228,960	-18.55%	-16.49%
County of Albemarle	720,723	622,987	1,142,034	947,175	-36.89%	-34.23%
State Farm	46,950	46,523	223,980	176,366	-79.04%	-73.62%

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 January 2025 and January 2024

	Januar	y 2025	Januar	y 2024	Increase(Decrease)	Increase(Decrease)
	Water*	Sewer*	Water*	Sewer*	Water Consumption	Sewer Usage
Turtle Creek Apts.	1,970,438	1,965,712	1,412,279	1,405,831	39.52%	39.83%
Martha Jefferson Hospital	1,667,072	1,410,833	1,512,884	1,312,884	10.19%	7.46%
Westgate Apts.	2,073,494	2,073,494	1,885,186	1,885,186	9.99%	9.99%
University of Virginia	1,892,090	1,870,000	1,750,480	1,940,000	8.09%	-3.61%
Four Seasons Apts.	1,249,602	1,249,602	1,218,890	1,218,890	2.52%	2.52%
County of Albemarle	1,696,737	1,696,737	1,678,219	1,678,219	1.10%	1.10%
Southwood Mobile Homes	822,160	805,160	872,150	804,150	-5.73%	0.13%
Westmisnster Canterbury	1,026,250	1,026,250	1,117,320	1,117,320	-8.15%	-8.15%
ACRJ	1,343,145	1,343,145	1,472,255	1,472,255	-8.77%	-8.77%
PR Charger C'ville Holdings	1,598,588	1,598,588	1,877,963	1,877,963	-14.88%	-14.88%
Barracks West Apartments	720,723	622,987	854,714	803,192	-15.68%	-22.44%
SEMF Charleston	1,551,449	1,545,375	1,899,182	1,895,921	-18.31%	-18.49%
State Farm	46,950	46,523	1,395,490	1,394,553	-96.64%	-96.66%

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.

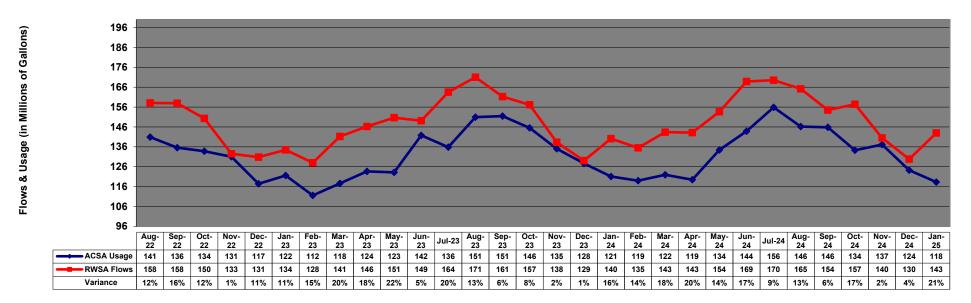
Albemarle County Service Authority Major Customer Analysis

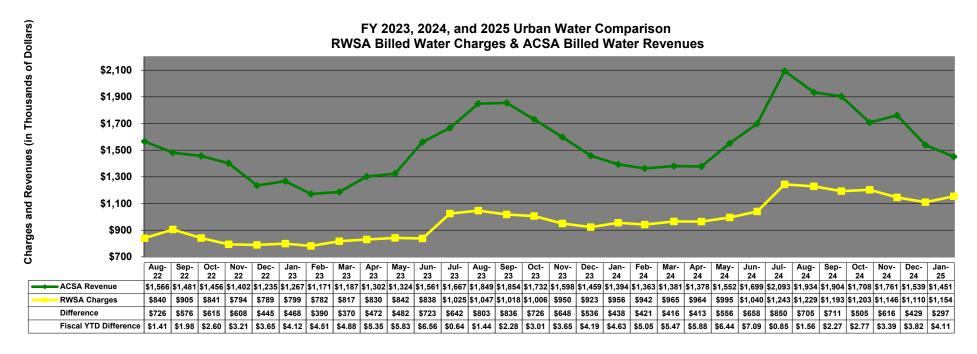
Year-to-Date Comparison: Current/Prior Year -- January

	YTD FY	/ 2025	YTD FY	2024	Increase(Decrease)	Increase(Decrease)
	Water*	Sewer*	Water*	Sewer*	Water Consumption	Sewer Usage
Turtle Creek Apts.	11,205,708	11,172,846	9,657,047	9,624,321	16.04%	16.09%
University of Virginia	16,471,196	16,421,812	14,300,786	14,274,353	15.18%	15.04%
County of Albemarle	13,413,795	7,366,501	12,058,184	7,727,572	11.24%	-4.67%
Martha Jefferson Hospital	16,534,707	9,665,087	15,428,443	9,054,998	7.17%	6.74%
Four Seasons Apts.	11,111,496	11,111,496	10,981,232	10,981,232	1.19%	1.19%
Westgate Apts.	8,413,482	8,405,882	8,320,606	8,314,306	1.12%	1.10%
PR Charger C'ville Holdings	14,566,875	14,566,875	14,550,067	14,550,067	0.12%	0.12%
ACRJ	7,032,430	6,098,430	7,098,880	6,182,880	-0.94%	-1.37%
Southwood Mobile Homes	12,334,820	13,660,000	12,513,290	14,960,000	-1.43%	-8.69%
Westmisnster Canterbury	10,876,920	10,256,920	11,110,690	10,531,690	-2.10%	-2.61%
SEMF Charleston	9,988,338	9,988,338	11,022,327	11,022,327	-9.38%	-9.38%
Barracks West Apartments	10,607,042	10,507,042	12,354,123	12,354,123	-14.14%	-14.95%
State Farm	3,189,930	2,309,680	13,078,500	12,357,418	-75.61%	-81.31%

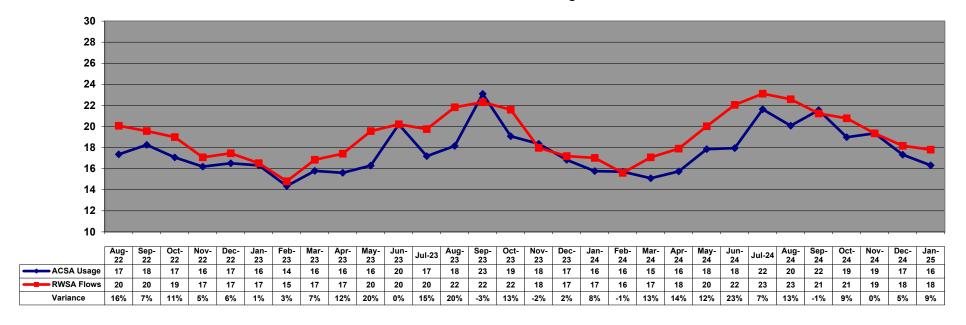
Note: Only major customers of the ACSA have been analyzed above. For purposes of this analysis, major customers are those who, on average, consume over one million gallons per month. Variations can occur for a variety of reasons including but not limited to: conscious conservation efforts, expansion,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

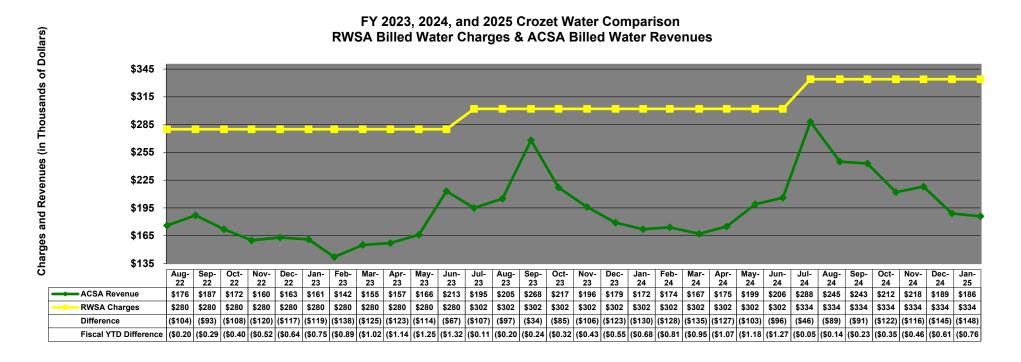
^{* --} Consumption/usage in gallons.

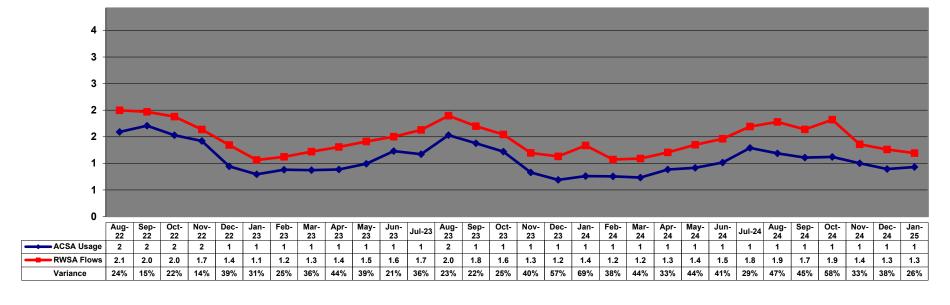


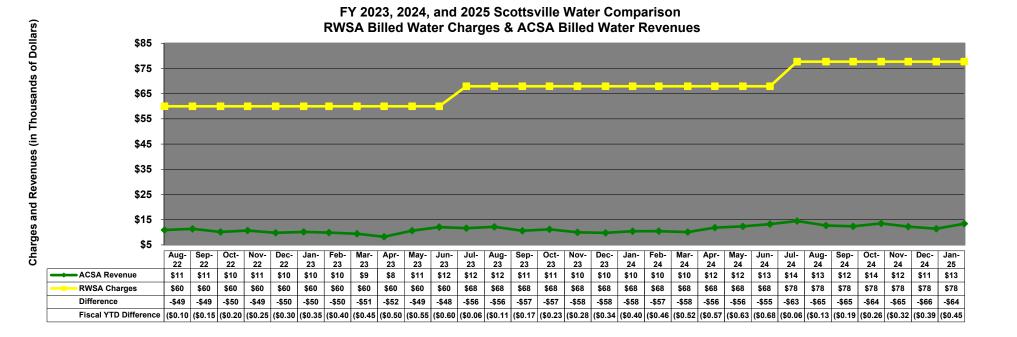


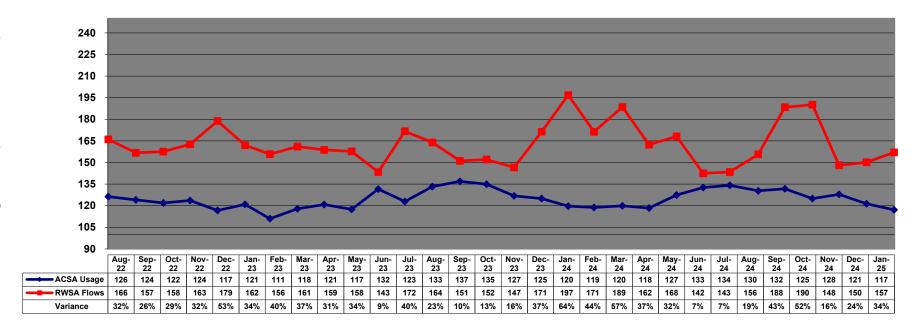
Note: Fiscal YTD Difference (ONLY) in Millions of Dollars



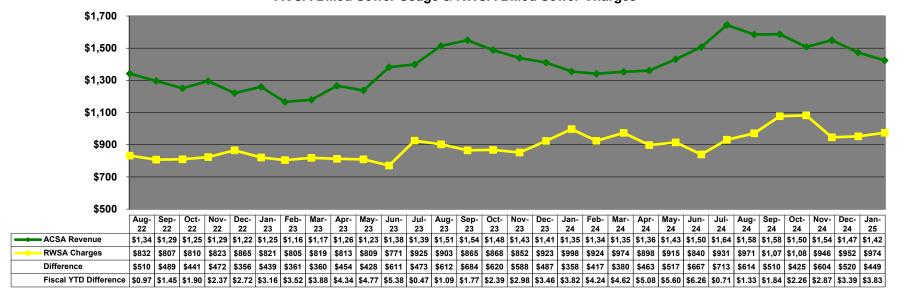


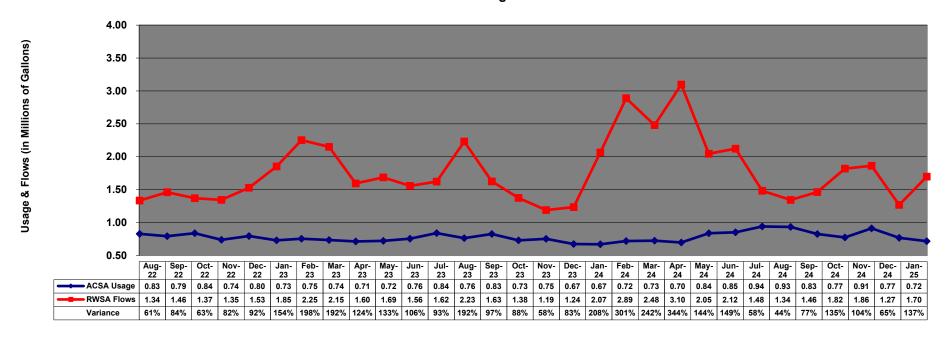




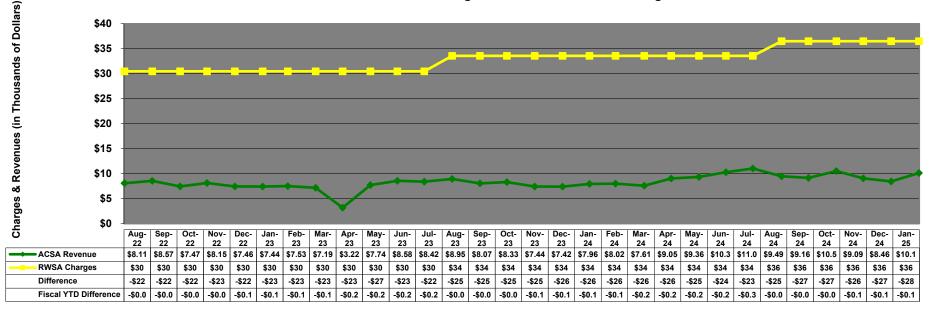


FY 2023, 2024, and 2025 Urban (including Glenmore) & Crozet Sewer Comparison ACSA Billed Sewer Usage & RWSA Billed Sewer Charges









Single-Family Residential Water Usage

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

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

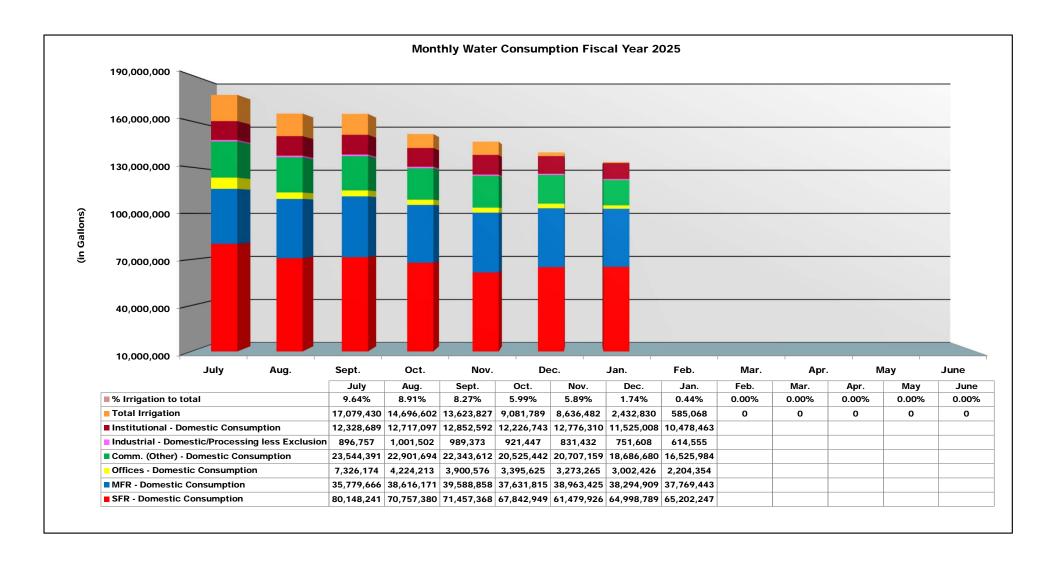
		FY 2024										
	July	August	September	October	November	December	January	February	March	April	May	June
Level 1 (0 - 3,000 gallons)	46,186,939	46,955,054	47,747,914	46,680,010	47,232,775	46,900,575	46,887,506	45,996,822	45,827,255	46,036,892	47,780,002	47,875,553
Level 2 (3,001 - 6,000 gallons)	15,834,490	16,832,305	18,509,951	15,902,249	16,363,806	14,914,361	15,260,215	13,399,431	13,147,547	13,022,922	16,802,275	17,350,136
Level 3 (6,001 - 9,000 gallons)	4,271,446	4,916,430	6,033,699	4,583,776	4,409,091	2,899,484	2,944,132	2,249,613	2,237,129	2,308,042	3,982,755	4,614,178
Level 4 (over 9,000 gallons)	5,743,519	6,973,528	8,880,933	6,336,335	4,866,834	2,138,821	1,860,892	1,447,502	1,143,464	1,180,879	3,039,434	4,885,532
Total	72,036,394	75,677,317	81,172,497	73,502,370	72,872,506	66,853,241	66,952,745	63,093,368	62,355,395	62,548,735	71,604,466	74,725,399

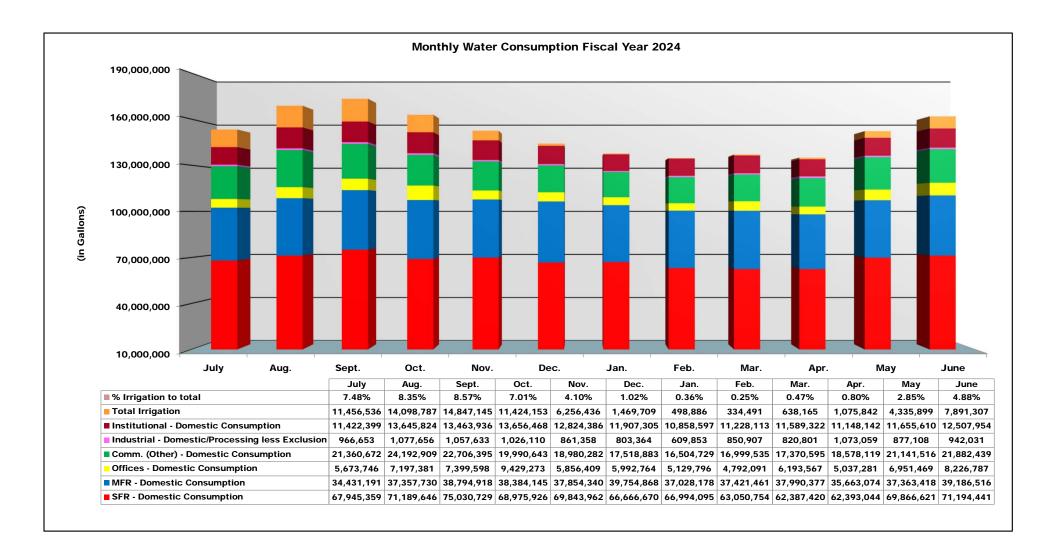
		FY 2025										
	July	August	September	October	November	December	January	February	March	April	May	June
Level 1 (0 - 3,000 gallons)	48,258,421	47,554,370	47,554,370	47,586,217	47,984,582	47,237,540	47,035,387					
Level 2 (3,001 - 6,000 gallons)	19,809,724	16,778,453	16,778,453	16,138,831	16,446,572	14,261,229	14,493,012					
Level 3 (6,001 - 9,000 gallons)	7,348,528	4,954,506	4,954,506	4,136,026	4,371,171	2,670,441	2,618,266					
Level 4 (over 9,000 gallons)	12,997,404	6,847,041	6,847,041	3,767,467	5,031,979	1,474,327	1,046,523					
Total	88,414,077	76,134,370	76,134,370	71,628,541	73,834,304	65,643,537	65,193,188	-	-	-	-	-

System-Wide Irrigation Water Usage

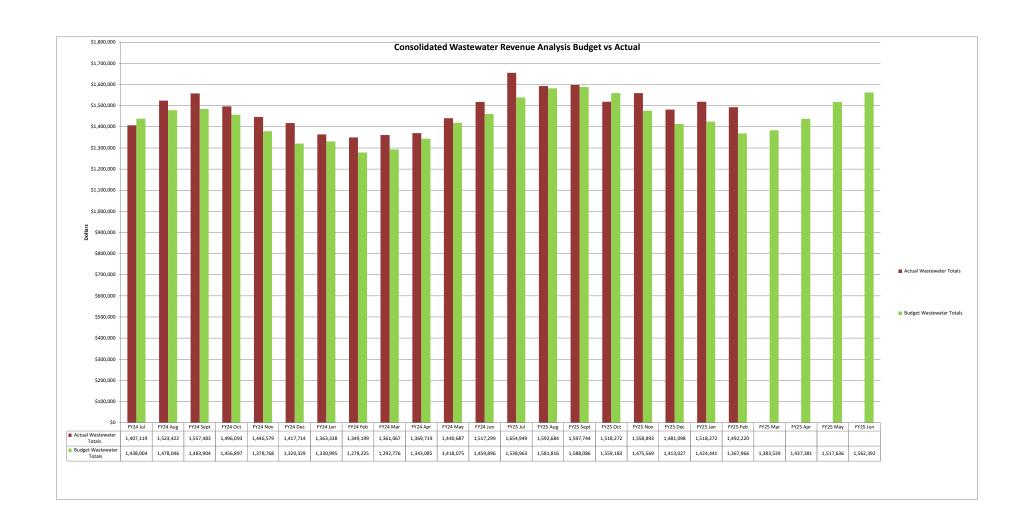
(All usage measured through exclusion, irrigation, and auxiliary meters)

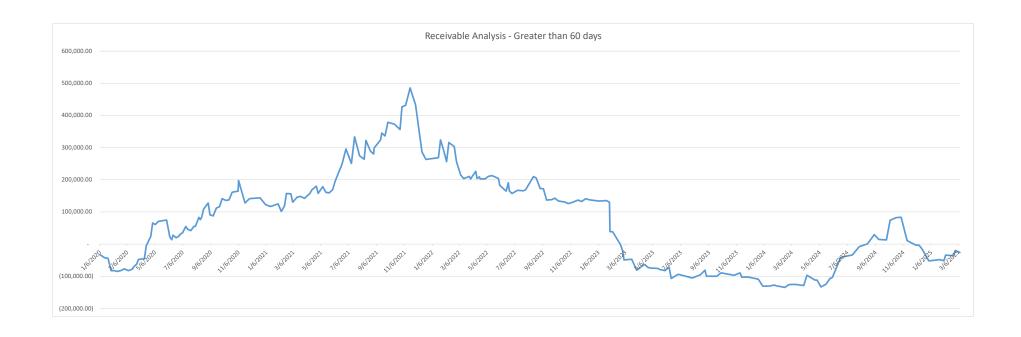
FY 2025	July	August	September	October	November	December	January	February	March	April	May	June
Level 1 (0 - 3,000 gallons)	347,071	330,587	268,731	287,513	53,260	13,513	4,744					
Level 2 (3,001 - 6,000 gallons)	1,007,683	881,914	820,898	758,217	191,386	46,632	12,329					
Level 3 (6,001 - 9,000 gallons)	1,233,710	1,027,917	1,004,548	823,672	260,403	49,203	506					
Level 4 (over 9,000 gallons)	14,490,967	12,456,184	11,529,651	7,212,387	8,131,432	2,323,483	567,490					
Total	17,079,430	14,696,602	13,623,827	9,081,789	8,636,482	2,432,830	585,068	-	-	-	-	











Albemarle County Service Authority February 2025 Payments

CHECK NUMBER	CHECK DATE	VENDOR NAME	AMOUNT	DESCRIPTION OVER \$5,000
512370161		Rivanna Water & Sewer Authority	2,576,966.74	Water & Sewer Treatment
70752		Valley Contracting LLC	580,724.55	Crozet Phase 4 Watermain
ACH	02/14/2025	_	185,574.51	Net Pay
ACH	02/28/2025	•	183,147.47	Net Pay
513710229		Daniel & Company Incorporated	144,508.00	Avon Operations Center
512370168		IRS - Federal Tax Deposit	67,149.41	Payroll
514146793		IRS - Federal Tax Deposit	66,777.20	Payroll
70827		Sheehy Ford of Richmond Incorporated	59,909.89	2024 Ford Cargo Van
514146792	02/28/2025	County of Albemarle	53,402.99	Payroll
512370167	02/28/2025	County of Albemarle	49,447.21	Payroll
514146782	02/25/2025	The Bank of New York Mellon	48,955.73	Debt Service
512370164	02/28/2025	Virginia Retirement System	42,622.48	Payroll
514146789	02/28/2025	Virginia Retirement System	42,622.13	Payroll
70732	02/01/2025	Paymentus Corporation	34,573.54	Transaction Fees
70693	02/01/2025	Dewberry Engineers Incorporated	27,020.00	Avon Operations Center
70820	02/15/2025	Ramboll Americas Engineering	26,251.50	Northfields Water Main
70808	02/15/2025	Michael Baker International Incorporated	25,102.97	Raintree and Fieldbrook WMR
70828	02/15/2025	Randall B Skeen	21,379.99	Riverrun Concrete Repair
70705	02/01/2025	Fortiline Incorporated	21,315.61	Inventory
70774	02/15/2025	Bank of America	21,295.55	Supplies & Memberships
70776	02/15/2025	Capital Electric	17,661.22	EV Charing Infrastructure
70738	02/01/2025	Ramboll Americas Engineering	13,149.50	Briarwood Water Main
70714	02/01/2025	Letterpress Communications LLC	12,225.00	Website redesign
512370169	02/14/2025	Virginia Dept of Taxation	11,766.36	Payroll
514146794	02/28/2025	Virginia Dept of Taxation	11,661.69	Payroll
70800	02/15/2025	Lowe's	10,159.24	Generator, Tools & Supplies
70843	02/15/2025	Cellco Partnership	9,328.69	Cellular Service
70698	02/01/2025	EWT Holdings III Corporation	8,372.16	Bioxide
70751	02/01/2025	Validos LLC	7,735.00	Telephone Consulting Services
70803	02/15/2025	Mansfield Oil Company of Gainesville Inc	7,254.36	Fuel
512370166	02/14/2025	VALIC	7,020.00	Payroll
514146791	02/28/2025	VALIC	7,020.00	Payroll
70799		Letterpress Communications LLC	6,962.96	Communications Services
70786	02/15/2025	Dominion Energy Virginia	6,272.10	Energy
70749	02/01/2025	HD Supply Facilities Maint LTD	5,952.74	Ashcroft transmitters
70718	02/01/2025	Mansfield Oil Company of Gainesville Inc	5,592.52	Fuel
70790	02/15/2025	Flora Pettit PC	5,250.00	Legal Services
70712		Kaseya US LLC	5,192.00	Kaseya One Service
70829	02/15/2025	SwiftComply US Opco Incorporated	4,920.00	
512370163		Nationwide	4,750.00	
514146788	02/28/2025		4,750.00	
70740		RSG Landscaping LLC	4,537.85	
70770		A & N Diesel Repair LP	4,379.68	
70754	02/01/2025	Whitman, Requardt & Assoc LLP	4,338.83	

512370171	02/14/2025 Voya Financial	4,255.67
514146797	02/28/2025 Voya Financial	4,255.67
70695	02/01/2025 Dominion Energy Virgin	ia 4,081.01
70742	02/01/2025 See-Mor Truck Tops & 0	Customs Incorporate 3,757.64
70697	02/01/2025 Ed's Floor Care Services	3,703.33
70842	02/15/2025 HD Supply Facilities Ma	int LTD 3,668.14
70735	02/01/2025 PFM Asset Managemen	it LLC 3,157.48
70784	02/15/2025 Dewberry Engineers Inc	corporated 3,055.00
70699	02/01/2025 Ferguson US Holdings In	nc 2,861.00
70746	02/01/2025 UniFirst Corporation	2,709.53
70783	02/15/2025 Cummins Incorporated	2,243.00
70824	02/15/2025 Rivanna Water & Sewer	r Authority 2,193.08
70682	02/01/2025 Carter Machinery Comp	pany Incorporated 2,133.29
70704	02/01/2025 Ford Motor Company	2,099.00
512370172	02/14/2025 ACSA Flexible Spending	1,938.56
514146796	02/28/2025 ACSA Flexible Spending	1,938.56
70851	02/28/2025 Guardian	1,895.10
70832	02/15/2025 Ting Fiber	1,814.31
70739	02/01/2025 Rappahannock Electric	Cooperative 1,741.62
70675	02/01/2025 American Environmenta	al & 1,720.00
70690	02/01/2025 Comcast	1,664.46
70809	02/15/2025 ODP Business Solutions	LLC 1,643.91
512370170	02/14/2025 Flexible Benefit	1,584.00
514146795	02/28/2025 Flexible Benefit	1,584.00
70833	02/15/2025 Traffic Safety Supplies L	LC 1,419.00
70844	02/15/2025 VA Utility Protection Se	rvice Inc 1,413.35
70853	02/28/2025 Minnesota Life Insurance	ce Co 1,400.44
70680	02/01/2025 Campbell-Rodgers Lum	ber Co 1,210.00
70794	02/15/2025 Hathaway Solutions LLC	1,161.34
70672	02/01/2025 Advance Stores Compar	ny Inc 1,137.88
514146785	02/28/2025 VACORP	1,002.19
70772	02/15/2025 Amazon.com Sales Inco	rporated 985.66
70848	02/15/2025 UniFirst Corporation	959.55
70716	02/01/2025 Mailing Services of Virg	inia 957.48
70737	02/01/2025 Quality Welding Inc.	944.52
512370165	02/28/2025 AFLAC	874.51
514146790	02/28/2025 AFLAC	874.51
70841	02/15/2025 UniFirst Corporation	868.42
70791	02/15/2025 Fortiline Incorporated	814.71
70798	02/15/2025 LB Technology Incorpor	rated 687.50
70686	02/01/2025 BRC Enterprises Incorpo	orated 673.17
70845	02/15/2025 Protocol SSD Corporation	on 661.50
70696	02/01/2025 Rebecca Duday	630.93
70733	02/01/2025 Performance Signs LLC	625.00
70819	02/15/2025 Piedmont Power	620.97
70771	02/15/2025 Advance Stores Company	ny Inc 620.11
70781	02/15/2025 City of Charlottesville	607.20

70678	02/01/2025 Michelle Lee Berger LLC	600.00
70801	02/15/2025 Mailing Services of Virginia	594.48
70689	02/01/2025 Comcast	573.82
70691	02/01/2025 Crown Castle	562.75
512370162	02/28/2025 ACAC	559.50
70692	02/01/2025 Cues Incorporated	504.83
70685	02/01/2025 Culpeper Auto Parts Incorporated	501.86
70715	02/01/2025 Luck Stone Corporation	497.25
70734	02/01/2025 Jennifer Peterson	491.88
70826	02/15/2025 S L Williamson Company Inc	487.70
70787	02/15/2025 Ferguson US Holdings Inc	468.63
70805	02/15/2025 Martin Horn	455.68
70806	02/15/2025 Mastec Utility Services	451.01
70701	02/01/2025 Leslie Fitzgerald	450.87
70725	02/01/2025 Danielle Dooms	450.00
70812	02/15/2025 Brian Carlton	450.00
70817	02/15/2025 William Marshall	450.00
514146787	02/28/2025 ACAC	449.50
70694	02/01/2025 DNA Softwash & Roof Cleaning	443.75
70709	02/01/2025 Stephen Herrick	434.15
70823	02/15/2025 Rivanna Solid Waste Authority	421.00
70683	02/01/2025 Indpndnt Bttry Retailers of America	414.91
70748	02/01/2025 University Tire & Auto	409.86
70846	02/15/2025 Brink's Incorporated	361.77
70703	02/01/2025 Flow Transportation Center of VA LLC	342.49
70722	02/01/2025 ODP Business Solutions LLC	313.30
70730	02/01/2025 Phillip Ketchum	300.00
70747	02/01/2025 United Rentals (North	296.00
70706	02/01/2025 Generator Service Company Inc	290.00
70744	02/01/2025 Greenbrier Incorporated	286.45
70773	02/15/2025 Aqua Air Laboratories Inc	275.00
70795	02/15/2025 James River Equipment	270.64
70674	02/01/2025 Amazon.com Sales Incorporated	270.43
70811	02/15/2025 Allison Mitchell	267.30
70757	02/01/2025 Veronica Winkey	243.93
70821	02/15/2025 Republic Services #410	238.37
70778	02/15/2025 Culpeper Auto Parts Incorporated	234.86
70711	02/01/2025 Wisconsin Quick Lube Inc	227.73
70830	02/15/2025 TSRC Incorporated	219.53
70810	02/15/2025 Old Trail Golf Club	216.45
70818	02/15/2025 Performance Signs LLC	195.00
70720	02/01/2025 US Electrical Services Incorporated	192.19
70681	02/01/2025 MWP Supply Incorporated	188.74
70753	02/01/2025 Virginia Dept of Transportation	183.00
70750	02/01/2025 UVA-WorkMed	175.00
70741	02/01/2025 Safeware Incorporated	170.00
70756	02/01/2025 Smith Williams	164.14

70708	02/01/2025 Harry A Wright's Incorporated	156.00
70736	02/01/2025 W & H Resources Incorporated	153.47
70723	02/01/2025 Andrea Wakely	150.00
70726	02/01/2025 Mark Lee	150.00
70728	02/01/2025 Matthew Jones	150.00
70729	02/01/2025 Michael Martin	150.00
70813	02/15/2025 Gabriel Barghachie	150.00
70814	02/15/2025 Rose Vest	150.00
70816	02/15/2025 Todd Starbuck	150.00
70679	02/01/2025 Brightplant Landscaping	139.50
70852	02/28/2025 Herbert Beskin Trustee	135.00
70676	02/01/2025 American Pest Incorporated	129.35
70854	02/28/2025 Snap Fitness	119.88
70710	02/01/2025 James River Equipment	118.98
70822	02/15/2025 Rexel USA Incorporated	101.46
70724	02/01/2025 Barbara Westbrook	100.00
70727	02/01/2025 Mary Ann McMahon	100.00
70731	02/01/2025 Sage Bradburn	100.00
70847	02/15/2025 Commonwealth of Virginia DPOR	100.00
70782	02/15/2025 Dolores Cornejo	92.76
70702	02/01/2025 Flexible Benefit Administrators Inc	92.00
70792	02/15/2025 Robert Gest III	90.47
70796	02/15/2025 Yuxin Jiang	90.42
70777	02/15/2025 MWP Supply Incorporated	87.64
70834	02/15/2025 Commonwealth of Virginia DPOR	80.00
70835	02/15/2025 Commonwealth of Virginia DPOR	80.00
70836	02/15/2025 Commonwealth of Virginia DPOR	80.00
70837	02/15/2025 Commonwealth of Virginia DPOR	80.00
70838	02/15/2025 Commonwealth of Virginia DPOR	80.00
70839	02/15/2025 Commonwealth of Virginia DPOR	80.00
70850	02/28/2025 Anytime Fitness-Pantops	80.00
70797	02/15/2025 Wisconsin Quick Lube Inc	70.53
70785	02/15/2025 Document Destruction of	69.95
70825	02/15/2025 Roberts Oxygen Company Inc	65.78
70713	02/01/2025 LB Technology Incorporated	64.00
70779	02/15/2025 Charlottesville Auto Parts	59.69
70687	02/01/2025 C.E.S (City Electric Accounts - Chi)	59.07
70743	02/01/2025 TSRC Incorporated	58.87
70849	02/21/2025 Virginia Dept of Transportation	57.00
70775	02/15/2025 Doug Birckhead	53.17
514146784	02/17/2025 Energy Earth LLC	50.00
514146798	02/26/2025 Energy Earth LLC	50.00
70719	02/01/2025 Marigold Residential Management	47.51
70677	02/01/2025 Appalachian Power	43.44
70802	02/15/2025 Malloy Chevrolet Charlottesville LLC	43.00
70789	02/15/2025 Flexible Benefit Administrators Inc	42.35
70684	02/01/2025 Central Virginia Electric Cooperative	39.05

70804	02/15/2025 Martin Hardware Company Inc	35.94
70840	02/15/2025 Troy's Auto & Diesel LLC	32.95
70755	02/01/2025 Frances Williams	32.53
70688	02/01/2025 City of Charlottesville	30.20
70815	02/15/2025 Sheridan McCabe	30.00
514146786	02/25/2025 Energy Earth LLC	30.00
70793	02/15/2025 Greenwood Homes	29.83
70788	02/15/2025 Fisher Auto Parts Incorporated	27.18
70745	02/01/2025 Commonwealth of Virginia DPOR	25.00
70707	02/01/2025 Greenwood Homes	24.85
70807	02/15/2025 US Electrical Services Incorporated	24.80
70780	02/15/2025 Charlottesville Sanitary	23.95
70673	02/01/2025 Aireco Supply Incorporated	21.75
70700	02/01/2025 Fisher Auto Parts Incorporated	16.14
70717	02/01/2025 Malloy Ford	13.32
70831	02/15/2025 Thryv Incorporated	6.50
70721	02/01/2025 Alec Morrell	4.32
		4 560 602 02

4,569,692.02

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

AGENDA TITLE: FY 2025 Capital Improvement Program (CIP) Report AGENDA DATE: March 20, 2025

INFORMATION:

STAFF CONTACT(S)/PREPARER:

Jeremy M. Lynn, P.E., Director of

ACTION: Engineering

ATTACHMENTS: YES

CONSENT AGENDA:

BACKGROUND: Monthly CIP Memo including a status report on active CIP Projects and a list of Active Private Development Projects.

DISCUSSION:

Questions about the status of active CIP Projects.

Questions about the status of active Private Development Projects.

BUDGET IMPACT: None.

RECOMMENDATIONS: None.

BOARD ACTION REQUESTED: Approval of the Consent Agenda.

ATTACHMENTS:

- Monthly CIP Report
- List of Active Private Development Projects

Albemarle County Service Authority (ACSA) Capital Improvement Program Report March 2025

Water System CIP Projects

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

Consultant: Michael Baker International, Inc. (Baker)

Project Status: Construction

Percent Complete: 90%

Contractor: Valley Contracting, LLC (Valley)

Construction Start: January 2024
Completion: September 2025
Total Budget: \$7,322,350
Spent to Date: \$6,537,904.74

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

3/11/2025: Valley has completed installing most of the water main up to the connection at Tabor Street and has switched all remaining services over to the newly installed main. Valley is scheduled to make the final tie-in to RWSA's water main at Tabor Street later this month. Following completion of this tie-in, Valley will transition to punch-list items and final paving along the remaining portion of Crozet Avenue.





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

Consultant: Whitman, Requardt & Associates, Inc. (WRA)

Project Status: Design Percent Complete: 90%

Contractor: Undetermined

Construction Start: 2025 Completion: 2027 Total Budget: \$7.55

Total Budget: \$7,554,900 Spent to Date: \$539,607.47

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

3/11/2025: With the recent approval of the Bird Street Subdivision in Scottsville, the replacement of approximately 375 feet of water main will be removed from the scope of this project. Easement acquisition efforts continue, with five easements having been acquired.

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

Consultants: Dewberry Engineers, Inc. (Dewberry) and Kimley-

Horn and Associates (KHA)

Project Status: Design/Construction

Percent Complete: 90%

Contractor: RWSA Project – Thalle Construction

Construction Start: February 2024
Completion: December 2028
Total Budget: \$2,436,400
Spent to Date: \$190,804.64

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

3/11/2025: A Notice to Proceed to Thalle Construction was issued on December 12, 2024. A Preconstruction Conference was held on January 24, 2025, and RWSA held a public meeting the evening of January 29, 2025. Deeds of Easement and Plats have been provided to each of the three property owners where easements are necessary. VDOT is scheduled to readvertise their Morey Creek Bridge Replacement Project in June, which includes a casing pipe for a future water connection.

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

Consultant: OBG, A Ramboll Company (Ramboll)

Project Status: Design Percent Complete: 90%

Contractor: Undetermined

Construction Start: 2026 Completion: 2027

Total Budget: \$7,530,000 Water and \$820,000 Sewer

Spent to Date: \$490,808.12

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

2/11/2025: The remaining easement plats have been reviewed, and ACSA staff will begin preparing the Deeds of Easement with support from legal counsel.

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

Consultant: ACSA Engineering Department

Project Status: Construction

Percent Complete: 90%

Contractor: Rocktown Excavating (Rocktown)

Construction Start: January 2025
Completion: March 2025
Total Budget: \$60,700
Spent to Date: \$15,291.00

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.

3/11/2025: Rocktown has completed installation of the water connection at the entrance to Huntington Village. Final pavement restoration of the area remains.





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

Consultant: ACSA Engineering

Project Status: Construction

Percent Complete: 0%

Contractor: ACSA Maintenance
Construction Start: February 2025
Completion: May 2025
Total Budget: \$255,000

Spent to Date: \$183.00

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

3/11/2025: ACSA crews have mobilized and began installing the replacement water main the week of March 10, 2025.







7. <u>Briarwood Water Main Replacement (Account Code 1766)</u>:

Consultant: OBG, A Ramboll Company (Ramboll)

Project Status: Design Percent Complete: 100%

Contractor: Undetermined

Construction Start: 2025
Completion: 2026
Total Budget: \$2,730,000
Spent to Date: \$249,293.17

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

3/11/2025: The ACSA received two bids for the Briarwood Water Main Replacement project. Pursuant to Virginia Code Section 2.2-4319, the ACSA rejected all bids as a result of being over-budget and due to lack of compliance with the 3% limitation on mobilization costs. This project will be readvertised on March 11, 2025, with a bid opening date of April 8, 2025.

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

Consultant: Dewberry Engineers, Inc. (Dewberry)

Project Status: Design Percent Complete: 95%

Contractor: Undetermined

Construction Start: 2025 Completion: 2025

Total Budget: \$3,402,500 Spent to Date: \$219,131.50

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

2/11/2025: ACSA staff are in communication with the contract purchaser on pavement restoration requirements for this project.

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

Consultant: Dewberry Engineers, Inc. (Dewberry)

Project Status: Design Percent Complete: 95%

Contractor: Undetermined

Construction Start: 2026 Completion: 2026 Total Budget: \$2,800,000 Spent to Date: \$175,621.00

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

2/11/2025: Dewberry has submitted the 100% Design Documents, and they are under review by ACSA staff.

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

Consultant: Whitman, Requardt & Associates, Inc. (WRA)

Project Status: Construction

Percent Complete: 0%

Contractor: Commonwealth Excavating, Inc. (CEI)

Construction Start: March 2025
Completion: December 2025
Total Budget: \$1,667,800
Spent to Date: \$150,801.91

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

3/11/2025: The construction contract with CEI has been fully executed and the Notice to Proceed date of March 10, 2025, has been established. All product submittals have been reviewed and approved.

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

Consultant: Michael Baker International, Inc. (Baker)

Project Status: Design Percent Complete: 60%

Contractor: Undetermined

Construction Start: 2027
Completion: 2028
Total Budget: \$6,432,300
Spent to Date: \$253,267.94

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

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

12. Galaxie Farm Water Connection (Account Code 1702)

Consultant: Timmons Group

Project Status: Design Percent Complete: 0%

Contractor: Nielson Builders, Inc.

Construction Start: Undetermined Completion: Undetermined Total Budget: \$79,000

Spent to Date: \$0

Project Description: This project includes a water interconnect between the County's Southern Feeder Pattern Elementary School and the neighboring Galaxie Farm subdivision for redundancy and water quality purposes. Project Length = 290 LF.

2/11/2025: Timmons Group initiated field survey efforts for the interconnect the week of February 3, 2025, which will form the basis for their design and plat preparation.

13. Exclusion Meters Replacement (Account Code 1759):

Consultant: ACSA Engineering

Project Status: Construction

Percent Complete: 72%

Contractor: ACSA and Irrigation Contractors

Construction Start: September 2019

Completion: 2025
Total Budget: \$527,500
Spent to Date: \$364,978.34

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

3/11/2025: ACSA staff continues to work closely with several irrigation contractors to upgrade private exclusion meters to be compatible with our AMI system with the ACSA covering these costs. ACSA Maintenance has recently completed several switchovers as well. There are currently 140 private irrigation exclusion meters remaining in our system.

Sewer System CIP Projects

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

Consultant: Whitman, Requardt & Associates, Inc. (WRA)

Project Status: Construction

Percent Complete: 85%

Contractor: Anderson Construction, Inc. (ACI)

Construction Start: October 2022
Completion: April 2025
Total Budget: \$1,940,000
Spent to Date: \$1,681,040.61

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

3/11/2025: Dominion Energy has reestablished permanent electrical service to the station. ACI is targeting the first week of April for function testing.





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

Consultant: Michael Baker International, Inc. (Baker)

Project Status: Design Percent Complete: 90%

Contractor: Undetermined

Construction Start: 2026 Completion: 2028

Total Budget: \$6,683,800 Spent to Date: \$361,123.35

Project Description: With the continued growth in the Hollymead Town Center area, the existing sewer collector serving the airport and the area west of Route

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

3/11/2025: Easement acquisition efforts continue with all property owners having been contacted where easements are needed. Two property owners executed easements in February 2025. To date, 13 of 24 easements have been acquired. One property owner has expressed an unwillingness to grant an easement, so ACSA staff is working to obtain pricing to have an independent appraisal performed.

16. <u>Buckingham Circle Sewer (Account Code 1802):</u>

Consultant: Dewberry Engineers, Inc. (Dewberry)

Project Status: Design Percent Complete: 0%

Contractor: Undetermined

Construction Start: 2028 Completion: 2029

Total Budget: \$2,175,000 Spent to Date: \$21,285.00

Project Description: Over the past few years, numerous residents of the Buckingham Circle Subdivision have contacted the ACSA expressing interest in connecting to public sanitary sewer service. To gauge community interest for such a project, ACSA staff mailed out a survey to the residents seeking feedback on their interest. Based on initial feedback received, more than 70% of the property owners have expressed interest in connecting to public sewer if it was made available.

3/11/2025: An informational meeting with the community was held the evening of February 10, 2025, at Trinity Presbyterian Church to share the conceptual layout, which includes sections of shared low-pressure force mains. ACSA staff are working with Dewberry on the design scope and fee proposal, which may require some additional field survey efforts.



17. Bellair - Liberty Hills Sewer (Account Code 1829):

Consultant: Michael Baker International, Inc. (Baker)

Project Status: Design Percent Complete: 50%

Contractor: Undetermined

Construction Start: 2025 Completion: 2026 Total Budget: \$6,893,715 Spent to Date: \$293,090.92

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

3/11/2025: ACSA staff is working closely with Baker to coordinate additional field survey efforts needed to complete sewer design.

18. Crozet Phase 3 SSES (Account Code 1803):

Consultant: OBG, A Ramboll Company (Ramboll)

Project Status: Study
Percent Complete: 0%
Construction Start: 2025
Completion: 2026
Total Budget: \$342,640

Spent to Date: \$0

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

3/11/2025: The kick-off meeting with Ramboll was held on January 23, 2025. Notification letters for manhole inspections have been mailed out to residents within the project area and Ramboll has begun manhole inspections. ACSA Maintenance crews have been working to clear sanitary sewer easements to improve access for Ramboll to perform the necessary inspections.





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

Consultant: OBG, A Ramboll Company (Ramboll)

Project Status: Construction
Percent Complete: Underway

Contractor: Prism Contractors & Engineers, Inc. (Prism)

Construction Start: June 2024
Completion: June 2025
Total Budget: \$500,000
Spent to Date: \$226,082.88

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

2/11/2025: Prism has installed more than 4,000 LF of CIPP liner in the Woodbrook subdivision that was issued under Work Order No. 1.

Non-Utility and Facility CIP Projects

20. Energy Audit (Account Code 1625):

Consultant: OBG, A Ramboll Company (Ramboll)

Project Status: Construction

Percent Complete: 40%

Contractor: ACSA Facilities Group

Construction Start: July 2023
Completion: May 2025
Total Budget: \$390,000
Spent to Date: \$304,156.05

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

2/11/2025: The Service Disconnect Switchboard arrived February 6, 2025. Our Facilities Group is working to update their schedule for installation with the switchboard arriving ahead of schedule.

21. Avon Operations Center (Account Code 1622):

Consultant: Dewberry Engineers, Inc. (Dewberry)

Project Status: Construction

Percent Complete: 5%

Contractor: Daniel & Company, Inc. (DCI)

Construction Start: January 2025
Completion: October 2026
Total Budget: \$18,000,000
Spent to Date: \$1,416,925.81

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

3/11/2025: Product submittal reviews between DCI and Dewberry continue. The site has been cleared and erosion and sediment control measures are being inspected weekly. DCI is currently in the process of grading areas of the site to install the permanent sediment basins.









22. ACSA Operations Center Improvements (Account Code 1626):

Consultant: ACSA Maintenance

Project Status: Construction

Percent Complete: 10%

Construction Start: March 2025
Completion: July 2025
Total Budget: \$50,000
Spent to Date: \$6,848.15

Project Description: This overall project is comprised of several tasks related to improvements needed at the 168 Spotnap Road location. Those tasks include installation of a hard deck on the underside of the truss system in the warehouse for improved climate control, resolution of a settlement issue at the main entrance, and installation of a back-up generator for the Maintenance house (171 Spotnap Road).

3/11/2025: ACSA staff are in the process of installing the hard decking in the warehouse. The Request for Quotation (RFQ) has been issued for pricing to address the settlement issue at the main entrance. The generator and automatic transfer switch have been received, and ACSA staff are working to pour a generator pad.





23. Facility Condition Assessment (Account Code 1613):

Consultant: Whitman, Requardt & Associates, Inc. (WRA)

Project Status: Study Percent Complete: 5%

Construction Start: January 2025
Completion: May 2025
Total Budget: \$73,691
Spent to Date: \$0

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

3/11/2025: The kick-off meeting with WRA was held on January 28, 2025, and site visits were completed on February 18, 2025.





24. Risk and Resilience Assessment Update (Account Code 1603):

Consultant: Launch! Consulting (Launch!)

Project Status: Study
Percent Complete: 0%

Construction Start: January 2025 Completion: November 2025

Total Budget: \$154,160

Spent to Date: \$0

Project Description: To comply with the America's Water Infrastructure Act (AWIA) of 2018, ACSA must complete its revised Risk and Resilience Assessment (RRA) every five years. Launch! Consulting, which facilitated our original RRA in 2017, will perform an updated assessment.

3/11/2025: The kick-off meeting with Launch! was held on February 10, 2025. ACSA staff are pulling together various documents to share with Launch! ahead of our first workshop, which is scheduled for April 16, 2025.

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

- 1. <u>664 West Rio Road (Rio)</u>: Water main extension to serve an 88-unit apartment building, as well as a self-storage facility. This site is located east of the intersection of West Rio Road and Berkmar Drive, across from the Daily Progress.
- Archer North Phase 1 (Rivanna): Water and sewer main extensions to serve 78 residential units. This development will replace the Ridgewood Mobile Home Park, located at the corner of Seminole Trail and Ashwood Blvd.
- 3. <u>Berkmar Self-Storage/Hotel (Rio)</u>: Water main extension and sewer laterals to serve 92-room hotel and commercial self-storage, located along Berkmar Drive across from Berkmar Overlook and next to Better Living.
- **4.** <u>Bird Street Subdivision (Scottsville)</u>: Water and sewer main extensions to serve 36 single family homes at the end of Bird Street in the Town of Scottsville.
- 5. Brookhill Block 18 (Rivanna): Water and sewer main extensions to serve 194 single family homes in the Brookhill subdivision, located along the eastern side of Halsey Avenue and north of the Montgomery Ridge Subdivision.
- **6.** <u>C'Ville Rio Road Apartments (Rio)</u>: Water and sewer main extensions to serve 250 apartment units. The site is located along Rio Road West, north of Charlottesville Health and Rehab.
- 7. <u>Discount Tire (Rio)</u>: Water main extension for new hydrant and large meter service for a new commercial building. The site is located at the former Wendy's on the *ON* ramp to Route 29 South from Rio Road West.
- **8.** <u>Dunlora Village Phase 1 (Rio)</u>: Water and sewer main extensions to serve 64 single family homes. This site is located off the southern ends of Fowler Street and Miranda Crossing behind Belvedere.
- **9.** Glenbrook at Foothills Phase 4 (White Hall): Water and sewer main extensions to serve 16 townhome units. This site is located along the western end of Park Ridge Drive just south of the railroad tracks.

- **10.** Home Depot (Rio): Water and sewer main extensions to serve the redevelopment of the former Sears building site at the Fashion Square Mall.
- **11.** Old Ivy Residences (Jack Jouett): Water and sewer main extensions to serve 525 residential units. This site is located along Ivy Road just east of the Route 29/250 Bypass.
- **12.** <u>Premier Circle Phase 1 (Rio)</u>: Water main extension to serve 80 Special Needs Housing Units. This site is located at the former Red Carpet Inn off Route 29.
- **13.** Rio Point (Rio): Water and sewer main extensions to serve 328 multifamily units. This project is located at the intersection of Rio Road East and John Warner Parkway.
- **14.** 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.
- **15.** Rothwell Lane Utility Extension (White Hall): Water and sewer main extensions to serve 4 new subdivided lots. This project is located at the end of Rothwell Lane off Jarmans Gap Road.
- **16.** Sentara Martha Jefferson Hospital Early Learning Center (Scottsville): Water main extension to serve a nearly 13,000 square foot childcare facility at the intersection of Martha Jefferson Drive and Worrell Drive.
- 17. Southwood Redevelopment Village 3 (Scottsville): Water and sewer main extensions to serve 127 single family units and 10 condominium units. This project is located along the eastern side of Horizon Road, south of Hickory Street.
- **18.** Woolen Mills Light Industrial (Scottsville): Water and sewer main extensions to serve multiple industrial buildings, totaling 117,000 square feet. The site is located at the corner of Moores Creek Lane and Franklin Street.

AGENDA ITEM EXECUTIVE SUMMARY

AGENDA TITLE: FY 2025 Monthly

Maintenance Update Report

STAFF CONTACT(S)/PREPARER:

Alexander J. Morrison, P.E., Director of

Operations

AGENDA DATE: March 20, 2025

CONSENT AGENDA:

ACTION: ■ INFORMATION: ■

ATTACHMENTS: No

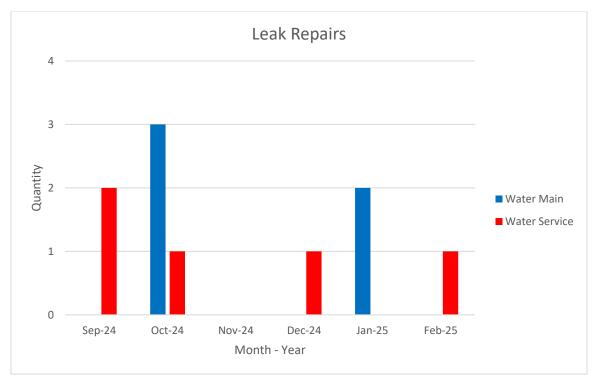
BACKGROUND:

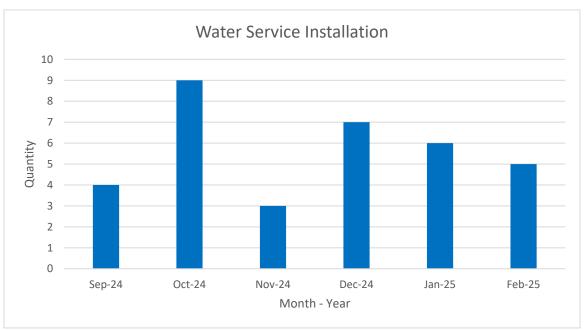
Current total years of service in the Maintenance Department: 341 years
Current average years of service in the Maintenance Department: 10.7 years
Current number of employees in the Maintenance Department: 32

Below are 4 graphs depicting various routine monthly Maintenance Department activities for the previous 6-month period, based on completed Cityworks work orders and inspections.

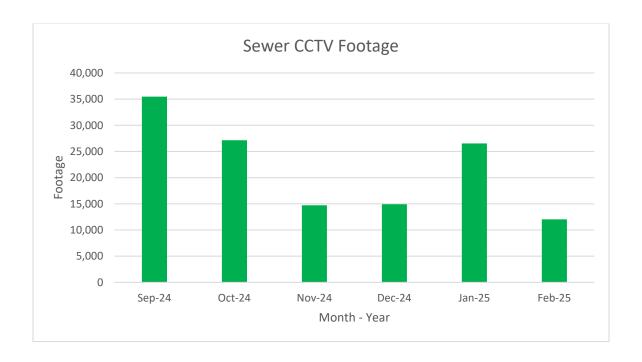


AGENDA ITEM EXECUTIVE SUMMARY





AGENDA ITEM EXECUTIVE SUMMARY



DISCUSSION:

- Routine Monthly Maintenance Activities
 - Inspections: Hydrant inspections increased slightly in February compared to January. However, valve inspections continued to be lower than normal. This decrease was due to staff being reassigned to other tasks as well as winter weather impacts, which made access to the travel-way—where most valves are located—unsafe for the valve technician. Manhole inspections were also reduced in February. Contributing factors included winter weather impacts, one of our CCTV vans being out of service for nearly two weeks for a generator repair, and a vacation taken by one of our CCTV technicians.
 - Leak Repairs: There was one water service line repair in February.
 This occurred on Thicket Run Place, where a fitting failure resulted in a leak at the connection between the water service line and the water meter setter.
 - Water Service Installation: Water service installations remained consistent in February. This included three new irrigation service installations, one exclusion meter conversion, and one new domestic water service installation.

AGENDA ITEM EXECUTIVE SUMMARY

- Sewer CCTV Footage: Sanitary sewer CCTV inspections decreased in February, aligning with the reduction in manhole inspections. The decrease was primarily due to winter weather impacts, the downtime of one CCTV van for generator repairs, and a CCTV technician being on vacation.
- Facilities Inspections: We will begin trending facilities inspection activities in future reports as additional data becomes available. In February, completed inspections included:
 - 127 Generator Inspections
 - 294 Pump Inspections
 - 71 Sewer PS Inspections
 - 63 Water PS Inspections
 - 8 Fire System Inspections
 - 1 UST Inspection
- Facilities Preventative Maintenance: Similar to inspections, we will begin trending facilities preventative maintenance (PM) activities in future reports as additional data becomes available. In February, completed PM work orders included:
 - 10 Generator PMs
 - 1 Water Tank PM
- Miscellaneous Maintenance Activities
 - Myrtle Street Water Main Replacement Project: The Myrtle Street Water Main Replacement Project, detailed in the CIP memo from Engineering, is currently underway. Our dedicated CIP maintenance crew has initiated the installation of the new water main along Myrtle Street. During this process, they identified significant deterioration in the existing storm culvert pipes crossing Myrtle Street, with failures observed in multiple locations. We are actively coordinating with the Virginia Department of Transportation (VDOT) to facilitate the timely replacement of these culvert pipes in the coming weeks. This proactive approach aims to prevent potential road impacts from culvert failures and aligns with VDOT's scheduled repaving project along Myrtle Street, slated for May of this year.
 - Maintenance Building Ceiling Project: As outlined in the CIP memo from Engineering, the Maintenance Building Ceiling Project is progressing with the collaborative efforts of multiple crews. The

AGENDA ITEM EXECUTIVE SUMMARY

scope includes installing a ½-inch wood ceiling and insulation in previously unconditioned sections of the maintenance building. Upon completion, we plan to install area heaters, utilizing the existing gas service, along with area fans to establish a controlled environment within the newly developed thermal envelope. This enhancement will provide additional workspaces during extreme weather conditions and offer protected storage for materials and equipment susceptible to damage from freezing temperatures.

- Maintenance House Generator Project: The Maintenance House Generator Project, also featured in the CIP memo from Engineering, has selected the proposed generator pad location. Our staff is currently collaborating with Charlottesville Gas to schedule the installation of the gas service. Subsequently, the generator pad and associated underground conduit will be installed as staff availability and weather permits.
- Water Storage Tank Inspections: In collaboration with the Engineering Department, we have scheduled cleanings and inspections for three water storage tanks: Ashcroft Middle, Ashcroft Upper, and Northfield. Ashcroft Middle and Northfield are slated for the week of March 17th, followed by Ashcroft Upper during the week of March 24th. Notably, both Ashcroft Middle and Ashcroft Upper will require the use of a portable water storage tank to facilitate their cleanings and inspections. According to the American Water Works Association (AWWA) standards, tanks should be washed out and inspected at least once every three years to maintain water quality and extend the lifespan of the infrastructure.
- AWWA Webinar: On February 5th, I had the privilege of serving as a panel expert for the AWWA Webinar titled "AWIA Update Lessons Learned from your 2025 Risk and Resilience Assessment (RRA) & Emergency Response Plan (ERP) Update." The panel comprised representatives from AWWA, Arcadis, Launch! Consulting, and the ACSA. My presentation focused on "Implementing Resilience from RRA Results," covering various resilience improvements identified in our previous RRA and our strategic approach to their implementation. I also shared insights on prioritization, alternative approaches under funding constraints, and emphasized power resiliency. This platform allowed ACSA to share our success stories with other utility providers nationwide. The webinar attracted 296 live attendees and, as of February 24th, had an additional 136 on-demand views, receiving positive feedback in the post-webinar attendee survey.

ALBEMARLE COUNTY SERVICE AUTHORITY AGENDA ITEM EXECUTIVE SUMMARY

BUDGET IMPACT: None.

RECOMMENDATIONS: None.

BOARD ACTION REQUESTED: Approval of the Consent Agenda.

ATTACHMENTS: None

AGENDA ITEM EXECUTIVE SUMMARY

AGENDA TITLE: Monthly Information

Technology Department Update

STAFF CONTACT(S)/PREPARER:

April Walker, Director of Information

Technology

AGENDA DATE: March 20, 2025

ACTION: INFORMATION:

ATTACHMENTS: No

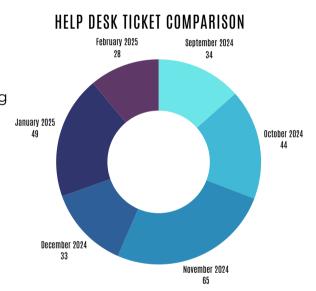
Information Technology

Background:

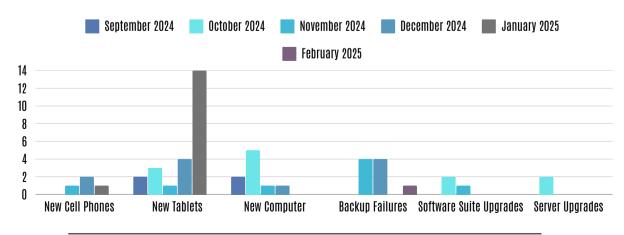
Primarily, our Systems Engineer and Systems Analyst are responsible for handling the Information Technology responsibilities. These responsibilities include all Help Desk tickets, employee onboarding/offboarding, intranet and website administration, server and software administration.

Last month, they:

- Resolved 28 Help Desk Tickets
- Onboarded 1 employee



INFRASTRUCTURE COMPARISONS



I.T. DEPARTMENT'S MONTHLY ROUTINES

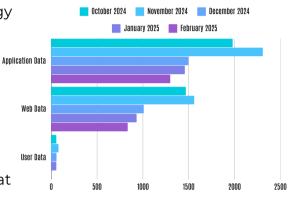
Digital & Physical Security

Background:

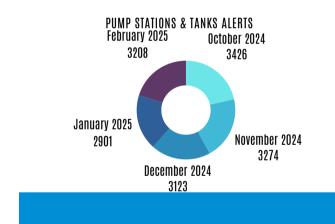
Our ISO/Systems Engineer handles all of our digital security and our Information Technology Technician handles all of our physical security.

Last month, they:

- Secured 1,298.26 GB of application data
- Secured 833.89 GB of web data
- Secured 30.82 GB of user data
- Investigated 282 physical security alerts at the Operations Center
- Investigated 3,208 physical security alerts at water storage tanks and pump stations
- Implemented 329 firewall pattern updates



DIGITAL SECURITY COMPARISON



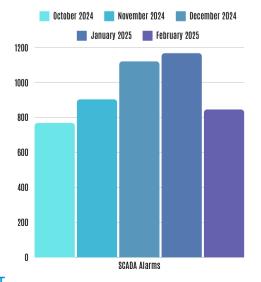


SCADA & AMI

Background:

Our SCADA system and AMI base stations are handled by our SCADA Technician and our Information Technology Technician. Last month, they:

- Completed 3 SCADA Work Orders
- Investigated 846 SCADA alarms
- Investigated 202 Cell Modem alarms
- Investigated 41 AMI Base Station Alarms



ACSA INFORMATION TECHNOLOGY DEPARTMENT MONTHLY UPDATE

I.T. DEPARTMENT'S MONTHLY ROUTINES

Geographic Information Systems (GIS)

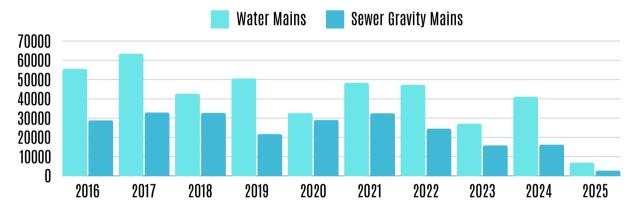
Background:

Our GIS is handled by our GIS & CMMS Coordinator and our GIS Technician. Our XY Locate Inspections are handled by our I.T. Technician.

Last month, they:

- Digitized 28 sewer lateral lines (Total 20,353).
- Digitized 965 ft sewer gravity mains (Total 1,718,330.2 ft).
- Digitized **2,533.9 ft** water mains (Total 2,016,086.6 ft).
- Digitized 177.8 ft water service lines (Total 500,655.2 ft).
- Conducted 27 XY Locate Inspections.
- Fulfilled 2 external map requests.

FOOTAGE OF WATER AND SEWER GRAVITY MAINS GIS DIGITIZATION



UAS FLIGHT OF AVON OPERATIONS CENTER PROPERTY- MARCH 2025



AGENDA ITEM EXECUTIVE SUMMARY

I.T. DEPARTMENT'S LARGE PROJECT PARTICIPATION



UTILITY NETWORK

We are pleased to note that we have accounted for all high priority water and sewer data errors! 2,081 low priority sewer data errors remain. 1,566 low priority water data errors remain.



WEB SERVER

Our development web server and production SFTP (file sharing) server have been upgraded and are now live!



MOBILE ACCOUNT MIGRATION

We have worked with our mobile carrier to migrate all of our mobile accounts into one account. This proved to be cumbersome while migrating our SCADA assets and required emergency field visits to most of our sites to address communication failures. Now that those issues appear to be resolved, we are scheduling to migrate our AMI devices next.



WEBSITE REPLACEMENT PROJECT

The new website is LIVE! We have completed our first admin training on maintenance of the site. We have begun marketing our new website to our customers.



ELECTRIC VAN

Our new van has arrived! We have been procuring the necessary tools, bins and shelving needed to setup the van to be the most efficient. We are currently waiting on the Facilities Group to install the electric charger for the van. In the meantime, we are alternating using the one charger that is currently in the parking lot. We have the installation of decals and lighting scheduled this month.

AGENDA ITEM EXECUTIVE SUMMARY

SCADA SYSTEM ASSESSMENT

All priority updates have been completed for the water stations. We are now working on the list of priority updates needed for the wastewater stations.



PHONE SYSTEM REPLACEMENT PROJECT

The new phone system is anticipated to by deployed at the end of the month. A network probe was deployed to ensure that our network will withstand the new phone system and the results were successful. We are now in the testing phase of the system and have been testing features as administrators. We are continuing to work with the Director of Engineering to configure the new system. We have ordered headset options for our staff members to choose from.



CYBERSECURITY UPGRADES

We are continuously enhancing the security of ACSA's data. Based on the latest CISA checklist, we have fully implemented 25 out of 37 security measures, with nine currently in progress. Additionally, we are testing upcoming cybersecurity enhancements that will impact users and developing several new policies. One of our next initiatives includes evaluating the implications of restricting USB device connections to ACSA computers.



CITYWORKS

Cityworks has been upgraded to a new version to address a security concern. Email automation is now being routed through another channel to address a functionality issue as well as security concern. Field validation has been improved. Improvements to enable work scheduling have been implemented. Four Respond trainings have occurred within the past month.



CUSTOMER INFORMATION SYSTEM (CIS)

This project is going to kick off shortly! Our Systems Engineer will be the I.T. lead for this project and our GIS & CMMS Coordinator will assist with the integrations of this system with other enterprise softwares.

AGENDA ITEM EXECUTIVE SUMMARY



NEW HELP DESK & L.T. INVENTORY SOFTWARE

We have rolled out the new Help Desk ticketing and integrated inventory software to a pilot group for testing. Full deployment across ACSA is scheduled for April 1st.



SHAREPOINT RE-DESIGN

Revisions to all departmental SharePoint pages have been implemented. We have temporarily updated the current SharePoint site for staff to utilize while we work on the redesign of the new site to the latest version. The new SharePoint site is anticipated to go live by July 1st!



FACILITIES CONDITION ASSESSMENT

Our SCADA Technician recently attended site visits with the contractor of this project. We are awaiting the results of the assessment to prioritize next steps.



RISK & RESILIENCE ASSESSMENT

We are coordinating with the Risk & Resilience Vendor to provide the requested items for their review. Additionally, we have scheduled team members to assist with site tours.

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

BOARD ACTION REQUESTED: Informational

ATTACHMENTS: None

AGENDA TITLE: Rivanna Water & Sewer

Authority (RWSA) Monthly Update

STAFF CONTACT(S)/PREPARER:

Quin Lunsford, Executive Director

AGENDA DATE: March 20, 2025

CONSENT AGENDA: Informational

ATTACHMENTS: No

BACKGROUND: This report continues the monthly updates on the Rivanna Water & Sewer Authority (RWSA) projects and Board meetings. Below are updates on RWSA major projects and issues, including updates from the February 25th RWSA Board Meeting and other communications:

- on February 20th to review the FY 2026 RWSA CIP/Operating budget, and the proposed budget was introduced to the RWSA Board on February 25th. Major projects related to the community water supply plan are a significant theme in the FY 26 budget. Engineering estimates for these projects have increased considerably based on current market conditions and recently received bids. The proposed budget incorporates an expected increase to the ACSA of approximately 21%. These proposals are being incorporated into the ACSA's rate model to analyze impacts on ACSA rates and reserve utilization.
- <u>Five-Year Capital Improvement Program</u>: The RWSA Board reviewed the proposed CIP and background attachments are enclosed. To summarize the CIP proposal:
 - o 76 projects in the Five-Year (FY 26-30) period;
 - Total \$561 million; an increase of \$190 million over last year's CIP proposal.
 - Of the total \$561 million:
 - Urban Water -- \$322 million
 - Urban Wastewater \$130 million
 - Non-Urban and Shared \$109 million
- <u>Sugar Hollow Water Line Repair</u>: Repairs to the Sugar Hollow water line, which was damaged during Hurricane Helene have been completed and transfers from Sugar Hollow to Ragged Mountain Reservoir has resumed.



- <u>Central Water Line Project Update</u>: The ACSA, RWSA, and City continue to work on design specifications in advance of bids this spring. This project is a critical component of the Community Water Supply plan to improve hydraulic connectivity for the ACSA in the southern and eastern portions of the service area. The project consists of approximately 5 miles of new 24" and 30" water lines through the City to connect the Observatory Water Treatment Plant to an existing RWSA transmission main to ensure the increased hydraulic capacity of 10 MGD from the water treatment plant upgrades can be utilized.
- Contract Approvals for the Moores Creek Advanced Wastewater Facility:
 The RWSA Board approved authorization requests for structural/concrete rehabilitation, building upfits, and gravity thickener improvements. The structural and concrete rehabilitation projects will include repairs throughout the Moores Creek facility and include the holding ponds, equalization basins, primary clarifiers, digesters, and compost shed roof and drainage. The building upfit/gravity thickener improvements include renovation of the maintenance and operations offices and improvements to gravity thickeners. These projects are scheduled to be completed by the end of 2027.
- Contract Approval for the Administration Building Renovation and Addition Project: The RWSA Board approved authorization to construct the Administration Building renovation and addition project. RWSA currently has two administrative facilities at their Moores Creek facility (two-story administration building constructed in the early 1980's and four trailers that house the engineering department). Based on the condition of these facilities and growth, the new facility will increase available square footage and also modernize the laboratory, meeting spaces, offices, IT server workrooms, and also provide space for an educational exhibit for additional community outreach. Construction is expected to begin this June and be completed by December 2027.

AGENDA ITEM EXECUTIVE SUMMARY

Summary:

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

MCAWRRF 5kV Electrical System Upgrades

Design Engineer: Hazen and Sawyer (Hazen)
Construction Contractor: Pyramid Electrical Contractors

Construction Start: May 2022
Percent Complete: 92%

Completion Date: June 2025 Budget: \$6,200,000

Current Status:

5kV cable and transformer replacement at both the Sludge Pumping and Grit Buildings is complete. The new motor control center in the Grit Building was also successfully started up this month. Once the motor control center work at the Grit Building is fully completed, the Contractor will demolish the 1970s vintage knife gear in the Blower Building. This is the last remaining work item to be completed on the project.

History:

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

Rivanna Pump Station Restoration

Design Engineer: Hazen/SEH

Construction Contractor: MEB
Project Start: July 2024

Project Status: Design & Material Acquisition &

Construction

Completion: October 2025 Budget: \$22,000,000

Current Status:

Contractor continues installation of rebuilt pumps and new motors and all of the associated electrical wiring and improvements. Control upgrades have begun along with the first stages of the startup and commissioning program. Bypass pumping system should be completely removed by April 2025 with full pump station restoration completed by October 2025.

AGENDA ITEM EXECUTIVE SUMMARY

History:

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

• Red Hill Water Treatment Plant Upgrades

Design Engineer: Short Elliot Hendrickson (SEH)
Construction Contractor: Anderson Construction (Lynchburg)

Construction Start: January 2025

Percent Complete: 5%

Completion: June 2026 Budget: \$2,050,000

Current Status:

A temporary pressure tank has been placed in service while the existing pressure tank is being inspected and painted. This project received partial grant funding from Albemarle County.

History:

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

• South Fork Rivanna River Crossing

Design Engineer: Michael Baker International (Baker)

Construction Contractor: Faulconer (Charlottesville)

Construction Start: December 2024

Percent Complete: 7%

Completion: January 2027 Budget: \$5,900,000

Current Status:

The contractor began a survey of the easement limits, and will begin E&S installation, and tree clearing this month.

History:

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

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

Design Engineer: Kimley-Horn

Design Contractor: Thalle Construction Co., Inc. (NC)

Construction Start: January 2025

Percent Complete: 5%

Completion: June 2029 Current Project Estimate: \$61,490,000

Current Status:

The Contractor will mobilize as soon as the WPO and Site Plan are approved. Initial activities will include tree clearing, as well as the establishment of a construction entrance at the pump station site.

History:

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

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

Crozet Pump Stations Rehabilitation

Design Engineer: Wiley | Wilson Construction Contractor: Waco, Inc. Project Start: April 2025

Percent Complete: 0%

Completion: September 2027 Budget: \$12,350,000

Current Status:

Contract documents are being executed this month. A Pre-Construction Meeting was held on February 14th and the Notice to Proceed will follow.

History:

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

• MCAWRRF Building Upfits and Gravity Thickener Improvements

Design Engineer: Short Elliott Hendrickson (SEH)

Construction Contractor: English (Lynchburg, VA)

Project Start: March 2023

Project Status: Award

Project Status: Award
Construction Start: May 2025
Completion: May 2027
Current Project Estimate: \$11,800,000

Current Status:

Bids were opened on December 19, 2024. Two bids were received which were over budget. RWSA is in discussions with the apparent low, responsive, and responsible bidder to identify opportunities for cost savings, and an award was approved by the RWSA Board in February.

History:

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

MCAWRRF Structural and Concrete Rehabilitation

Design Engineer: Hazen and Sawyer (Hazen)
Construction Contractor: WM Schlosser (Hyattsville, MD)

Project Start: April 2023
Project Status: Award
Construction Start: May 2025
Completion: May 2027
Current Project Estimate: \$15,500,000

Current Status:

Bids were opened on December 18, 2024. Two bids were received which were over budget. RWSA is in discussions with the apparent low, responsive, and responsible bidder to identify opportunities for cost savings, and an award was approved by the RWSA Board in February.

History:

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

• Moores Creek Administration Building Renovation and Addition

Design Engineer: SHE

Construction Contractor: Martin Horn (Charlottesville)

Project Start: October 2022

Project Status:

Construction Start:

Completion:

Budget:

Award

June 2025

December 2027

\$27,600,000

Current Status:

Project was advertised on December 20, 2024, and three bids were opened on February 13, 2025. The RWSA Board approved the award to Martin Horn in February.

History:

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

Central Water Line Project

Design Engineer: Michael Baker International (Baker)

Project Start: July 2021

Project Status: Bidding (Phase I)

Construction Start:

Completion:

Budget:

June 2025

March 2029

\$67,000,000

Current Status:

Phase 1 Contract (west end): All private easements have been acquired and the easements with UVA along Hereford Drive have been recorded. The bid opening date has been postponed until at least March 2025 to address City comments. **Phase 2 Contract (east end):** Redesign efforts in the E. High Street area are in process and survey work is complete. An additional private easement will be required with the redesign as well as new easements on two City parcels. Phase 2 design will be completed in summer 2025.

History:

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

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

AGENDA ITEM EXECUTIVE SUMMARY

Crozet GAC Expansion – Phase I

Design Engineer:

Project Start:

Project Status:

Construction Start:

Completion:

Budget:

SEH

July 2023

100% Design

August 2025

March 2027

\$10,000,000

Current Status:

100% design documents have been completed and will be advertised for bidding in March 2025. \$7.24 million in grant funds from VDH have been awarded for this project.

History:

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

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

Design Engineer: Hazen and Sawyer (Hazen)

Project Start:

Project Status:

Construction Start:

June 2023

75% Design

June 2025

Completion: September 2026 Budget: \$3,600,000

Current Status:

Staff is making decisions on current septage receiving equipment and billing software, and Hazen is completing a flood resiliency evaluation, as well as working on the 90% design submittal.

History:

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

South Rivanna Water Treatment Plant – PAC Upgrades

Design Engineer: SEH

Project Start:

Project Status:

Construction Start:

Completion:

Current Project Estimate:

November 2023

100% design

October 2025

February 2027

\$1,100,000

Current Status:

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

• Ragged Mountain Reservoir Pool Raise

Design Engineer:

Project Start:

Project Status:

Construction Start:

Completion:

Current Project Estimate:

Schnabel

April 2024

55% design

September 2025

September 2025

\$6,000,000

Current Status:

The Design Engineer is continuing to advance clearing plans around the reservoir, and is working to permit the project with multiple agencies.

• South Rivanna Reservoir to Ragged Mountain Reservoir Pipeline, Intake and Facilities

Design Engineer: Kimley Horn/SEH

Project Start: July 2023
Design Status: 65%

Construction Start: February 2026
Completion: December 2030
Current Project Estimate: \$117,000,000

Current Status:

90% plans for the pipeline are due in this month. A kickoff meeting for final design of the new intake and pump station was also held earlier in the month.

AGENDA ITEM EXECUTIVE SUMMARY

History:

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

• Beaver Creek Dam, Pump Station, and Piping Improvements

Design Engineer: Schnabel Engineering (Dam)

Design Engineer: Hazen and Sawyer (Pump Station)

Project Start: February 2018
Project Status: 70% Design
Construction Start: May 2026
Completion: January 2030
Budget: \$62,000,000

Current Status:

Hazen is proceeding with 60% design of the pump station. Final design by Schnabel Engineering for the dam spillway upgrades, temporary detour, and spillway bridge is ongoing. Discussions with the County have been initiated for acquisition or lease of property for the Pump Station. A significant construction grant from the NRCS is anticipated.

History:

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

Upper Schenks Branch Interceptor, Phase II

Design Engineer: CHA Consulting

Project Start: July 2021
Project Status: Design
Construction Start: 2026
Completion: 2027

Budget: \$11 – 15 Million

Current Status:

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

History:

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

Planning and Studies

• MCAWRRF Biogas Upgrades

Design Engineer: SEH

Project Start: October 2021

Project Status: Preliminary Engineering/Study (99%)

Completion: December 2024
Budget: \$2,145,000

Current Status:

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

Flood Protection Resiliency Study

Design Engineer: TBD

Project Start: August 2024

Project Status: Preliminary Engineering/Study

Completion: July 2025 Budget: \$278,500

Current Status:

This project will identify individualized flood mitigation measures for various facilities to increase their resiliency from a 1% to a 0.2% flooding event. Facilities anticipated to be included in the study are as follows: Moores Creek AWRRF, Scottsville WWRRF, and Crozet FET. Consultants are being selected to perform this study and the specific scope of the evaluation is being confirmed. This project received \$198,930 in grant funding from FEMA and VDEM.

Other Significant Projects

Urgent and Emergency Repairs

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

Project No.	Project Description	Approx. Cost
2023-01	Finished Water System ARV Repairs	\$150,000
2024-08	Sugar Hollow Raw Waterline Break	\$350,000
	@ Mechums River	
2024-09	Stillhouse Waterline Erosion @ Ivy Creek	\$200,000

<u>RWSA Finished Water ARV Repairs</u>: RWSA Engineering staff recently met with Maintenance staff to identify a list of Air Release Valves (ARVs) that need to be repaired, replaced, or abandoned. Several of these locations will require assistance from RWSA On-Call Maintenance Contractors, due to the complexity of the sites (proximity to roadways, depth, etc.). The initial round will include seven (7) sites, all along the South Rivanna Waterline. Three replacements have been completed at this time, with a fourth site in progress. This in progress site included abandonment of an existing manual ARV located in the middle of the Route 29-Hydraulic intersection, which has been completed, and was a major coordination effort with VDOT, as they intend to pave this area in the coming weeks. The Contractor is working with VDOT on permits for the final sites. The remaining replacements will likely be scheduled starting in Spring 2025.

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

- Sugar Hollow Raw Waterline Break at Mechums River: On October 8th, it was discovered that the Sugar Hollow Raw Waterline had failed at its aerial crossing of the Mechums River, due to the impacts associated with Hurricane Helene. RWSA will be utilizing its On-Call Maintenance Contractor, Faulconer Construction, along with its Design Engineer, SEH, to help design and construct the repairs to the aerial crossing. Mobilization occurred on November 5th to address concerns with the existing access road to the site initially. Repairs were substantially completed on January 31st, and the transfer line was put into service on February 3rd. Funding opportunities are being pursued through FEMA/VDEM.
- Stillhouse Waterline Erosion at Ivy Creek: In November 2024, it was discovered that the banks of Ivy Creek had experienced significant erosion during some of the heavy rainstorms earlier in the Fall, and that the erosion was now intruding on RWSA's 12" Stillhouse Waterline. The area was temporarily armored with sandbags in December, to protect the waterline from further erosion in the interim. Staff are working with the USACOE to permit a permanent bank stabilization project, which will include placement of large rip-rap along the streambank. Given continued region-wide disaster relief efforts associated with Hurricane Helene, it is anticipated that permits may not be received until Spring 2025. RWSA intends to utilize its On-Call Maintenance Contractor, Faulconer Construction Company, for completion of this work and is seeking funding/reimbursement opportunities through FEMA.

• Security Enhancements

Design Engineer: Hazen & Sawyer

Construction Contractor: Security 101 (Richmond, VA)

Construction Start: March 2020
Percent Complete: 90% (WA9)

Based Construction Contract +

Change Orders to Date = Current Value: \$718,428 (WA1) + \$834,742

(WA2-10)

Completion: June 2024 (WA9), August 2024

(WA10)

Budget: \$2,980,000

Current Status:

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

AGENDA ITEM EXECUTIVE SUMMARY

discussions are ongoing, staff have submitted appropriate permitting documents to Albemarle County.

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Summary

FY 26 – 30 RWSA Capital Improvement Program - Proposed

76 Projects, \$561 M

Urban Water	Urban Wastewater	Non-Urban Projects & Shared	Total
\$322 M	\$130 M	\$109 M	\$561 M

Charges

	FY 26	FY 27	FY 28	FY 29	FY 30
City Utilities	13.2	13.4	12.0	11.8	10.4
ACSA	20.8	16.1	14.0	13.1	11.5
RWSA Overall	17.8	15.1	13.3	12.6	11.1

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ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

AGENDA TITLE: Fix a Leak Week-

March 17th – 23rd

STAFF CONTACT(S)/PREPARER:

Emily Roach, Director of Human Resources & Administration

AGENDA DATE: March 20, 2025

ATTACHMENTS: Yes

BACKGROUND: Household leaks such as dripping faucets and running toilets can collectively add up to nearly 1 trillion gallons of wasted water per year nationwide. The U.S. Environmental Protection Agency (EPA) WaterSense program sponsors a national campaign annually, Fix a Leak Week, to help educate the public on how to identify and fix those leaks. Family fun runs, leak detection contests, and other events are held across the country to promote the campaign and bring awareness to this issue.

DISCUSSION: This year's Fix a Leak Week campaign will be held March 17th – 23rd. The ACSA, City of Charlottesville, and the Rivanna Water & Sewer Authority (RWSA), are hosting a home scavenger hunt to encourage customers to find and fix leaks. Scavenger hunt forms are due by April 14th and can be submitted electronically, by mail, or in person. All participants will be entered to win a \$50 gift card from a local gardening business. There was also a tabling event at Martin's Hardware to promote conservation and the ACSA's updated toilet rebate program.

BOARD ACTION REQUESTED: None; Informational.

ATTACHMENTS: Fix a Leak Home Scavenger Hunt Sheet

Did you know that easy-to-fix water leaks account for nearly 1 trillion gallons of water wasted each year in U.S. homes? Put on your detective hat and help us find and fix leaks in your home by going on your own home scavenger hunt.

Complete this worksheet (FRONT AND BACK) and submit your answers by April 14th to be entered to win special PRIZES!

NAME:		
EMAIL:	PHONE NUMI	BER:
WHERE DO YOU LIVE:	CITY OF CHARLOTTESVILLE	ALBEMARLE COUNTY

DID YOU <u>FIND AND FIX</u> A WATER LEAK WITH THE HELP OF THE FIX A LEAK HOME SCAVENGER HUNT?

YES / NO

Submit your responses by April 14TH:

- By Drop Box: Include with your utility bill to the City or ACSA
- Online: Charlottesville.gov/FixALeak
- By Mail: Water Conservation
 PO Box 911, Charlottesville, VA 22902







Fix a Leak Prizes

Participants that have submitted a FULLY COMPLETED WORKSHEET will be entered to win one of several \$50 gift card from a local gardening business. Winners will be announced April 22nd.

Check your Utility Bill

Get to know your utility bill to help identify a potential water leak. Check out your water usage from January or February as a good gauge of a "typical" month of water usage for your home. Also look for a huge increase in water usage compared to your previous month's usage. (An average customer in Charlottesville uses about 400 cubic feet or 3,000 gallons of water per month).

If you do not receive a water bill or do not have access to this information, you can still get an estimation on your water usage by using the **Home Water Works Calculator (home-water-works.org)**.

Got a Water Leak?

Some leaks are a simple fix- a worn toilet flapper, loose pipe connection, or showerhead with stray spray. But you may want to consult a licensed plumber to stop your running toilet, broken sprinkler, water heater drips, or malfunctioning water supply lines. Don't wait to fix your leak- Charlottesville.gov/FixALeak.

Charlottesville.gov/FixALeak

Put on your detective hat and FIND and FIX water leaks! Complete the entire worksheet and return by <u>April 14th</u> to be entered to win a special prize!

In the Bathroom

- Is your bathroom faucet dripping?
- Is your showerhead dripping?
- Take the Toilet Test! Is your toilet running?
 - Add a few drops of food coloring or a dye tablet to the TOP TANK of your toilet.
 - Wait 10 to 15 minutes.
 - If you see the food coloring or dye show up in the **BOWL** of the toilet, you have a leak!

WaterSense

Take the 10-Minute Leak Challenge

Drop food coloring in the tank and replace the flapper if color shows in the bowl. YES / NO

YES / NO

YES / NO

In the Kitchen

• Is your kitchen faucet dripping? YES / NO

Is your dishwasher not full when you run it (full dishwasher is the most water efficient!)YES / NO

• Do your appliances (dishwasher and refrigerators with ice makers) have pooling water? YES / NO

In the Laundry Room and Basement

• Is your washing machine not full when you run it (full loads are the most water efficient!) YES / NO

• Do your appliances (clothes washer and water heater) have pooling water? YES / NO

Outside

• Is your hose bib and spigot dripping? YES / NO

• Is your sprinkler system (if you have one) leaking or broken? YES / NO

Who is the water wholesaler that CLEANS and TREATS the drinking water for the City of Charlottesville and Albemarle County Service Authority (ACSA)?

Water Saving Reminders

(hint: rivanna.org)

- If your fixtures need replacing, remember to look for the **WaterSense label** when purchasing plumbing products. You can pick up WaterSense labeled faucet aerators and showerheads in the **FREE water conservation kits** from your water utility.
- If your toilet is running, consider replacing it with a new WaterSense labeled toilet and check out the UPDATED City of Charlottesville and ACSA **\$150 toilet rebate**!
- Skip watering when it rains and catch that rain with a rain barrel to use later. Check out the City of Charlottesville and ACSA **\$30 rain barrel rebate**!



If you want more help walking through your home looking for leaks, check out the Arizona Municipal Water Users Association Smart Home Water Guide: **smarthomewaterguide.org**. Also, City of Charlottesville residents can request a **Practical Plumbing Handbook**!

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

AGENDA TITLE: Proposed FY 2026 Capital Improvement Program (CIP)

STAFF CONTACT(S)/PREPARER:

Jeremy M. Lynn, P.E., Director of

Engineering

AGENDA DATE: March 20, 2025

ACTION: ■ INFORMATION: ■

ATTACHMENTS: YES

BACKGROUND: ACSA staff have prepared the proposed FY 2026 Capital Improvement Program (CIP) Budget consisting of 23 projects, six of which are non-utility projects. The water projects primarily address infrastructure replacement and upgrades. The wastewater projects address infrastructure rehabilitation and replacement, and extension of public sewer to existing subdivisions. The six non-utility projects address operational improvements, such as: IT and Finance system improvements; development of the Avon Operations Center; and updates to our ArcFlash Hazard Assessment and Emergency Response Plan (ERP).

DISCUSSION:

- Most projects include funding information broken down into Previous Budgets, FY 2026 Budget, and Total Project Budget amounts.
- Construction funds for the following water main replacement projects are included in the FY 2026 Rate Model: Scottsville Phase 4, Ragged Mountain Phase 1, Briarwood, Barracks West, Townwood, Albemarle High School, and Annual Water Repair and Rehabilitation.
- The Northfields Water Main Replacement Project does not contribute to the FY 2026 Rate Model because the design budget amount has already been incorporated, and construction is not anticipated to begin until FY 2027.
- The Raintree and Fieldbrook PVC Water Main Replacement Project does not contribute to the FY 2026 Rate Model because the design budget amount was already incorporated, and construction is not anticipated to begin until FY 2028.
- The Airport Trunk Sewer Upgrade Project does not contribute to the FY 2026 Rate Model because the design budget amount has been previously incorporated into the Rate Model and construction is not anticipated to begin until FY 2027.
- The Northfields Phase 5 Sewer Project does not contribute to the FY 2026 Rate Model because the design budget amount has been previously incorporated into the Rate Model and construction is not anticipated to begin until FY 2028-FY 2029.
- Construction funds for wastewater projects in the FY 2026 Rate Model are included for Buckingham Circle, Bellair – Liberty Hills, and Miscellaneous Sewer Rehabilitation.

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

- Customer Information System (CIS) Replacement funding is incorporated in the FY 2026 Rate Model to include consulting services to assist with procurement of a new billing system.
- ESRI Utility Network Implementation, Cloud Migration and SQL Server is an expanded project from the IT Department and is included in the FY 2026 Rate Model.
- Avon Operations Center includes \$7,100,000 in the FY 2026 Rate Model, which is nearly 40% of the total CIP Budget. These funds are split equally between water and wastewater.
- ArcFlash Hazard Assessment and Emergency Response Plan updates have been added to the FY 2026 Rate Model, split equally between water and wastewater.
- Water expenditures (66%); Sewer expenditures (34%).
- Existing projects (98%); New projects (2%).
- Questions about proposed CIP Projects.

BUDGET IMPACT: The FY 2026 CIP Budget will be used to establish user rates and connection fees.

RECOMMENDATIONS: Authorize ACSA staff to proceed with a public hearing on the FY 2026 CIP Budget.

BOARD ACTION REQUESTED: Authorize the advertisement for a public hearing to address the FY 2026 CIP at the April Board meeting on April 17, 2024.

ATTACHMENTS:

- Detailed memo summarizing the proposed FY 2026 CIP Projects and their anticipated funding.
- Powerpoint Presentation Capital Improvement Program FY 2026 Introduction



MEMORANDUM

To: Board of Directors

From: Jeremy M. Lynn, P.E., Director of Engineering

Date: March 20, 2025

Re: FY 2026 Capital Improvement Program (CIP)

cc: Michael E. Derdeyn

Projects included in the Albemarle County Service Authority's (ACSA) 10-year Capital Improvement Program (CIP) from FY 2026 to FY 2035 will appear in the Proposed FY 2026 Budget document. The estimates developed for these projects have been entered into *Schedule 6: Capital Improvement Projects* of the Rate Model. The following is a summary of the estimated project costs to be undertaken in FY 2026:

 Water Projects:
 \$ 12,260,000

 Wastewater Projects:
 \$ 6,217,500

 Total:
 \$ 18,477,500

Overall, nearly 40% of the funds budgeted for FY 2026 will be directed towards four water main replacement projects (Scottsville Phase 4, Ragged Mountain Phase 1, Briarwood, and Townwood). Construction of the Avon Operations Center is underway and includes \$7,100,000 in funding for FY 2026. Of the total \$18,477,500 budgeted, existing projects account for \$18,117,500 or 98%, while new projects are estimated at \$360,000.

The new projects identified in the upcoming FY 2026 CIP include construction of replacement water mains at Albemarle High School, updates to ArcFlash Hazard Assessment for our water and wastewater pump stations, and an update to our Emergency Response Plan. A summary of the proposed CIP projects with their anticipated funding in FY 2026 follows:

WATER SYSTEM IMPROVEMENTS

 Scottsville Phase 4 Water Main Replacement: This project continues our systematic program to replace undersized and deteriorating asbestoscement and cast-iron water mains throughout our water systems. The water mains along James River Road, Warren Street, and several streets in Downtown Scottsville will be upgraded. Design efforts are nearing completion and easement acquisition efforts are underway. The amount budgeted will allow construction activities to begin in late FY 2026 with additional funds required in future fiscal years.

- Previous Budgets \$554,900,
- FY 2026 Budget \$1,000,000
- Total Project Budget \$7,654,900
- 2. Ragged Mountain Phase 1 Water Main Replacement: This project will replace the oldest active water main remaining in our system. This cast iron pipe is over 90 years old and is severely tuberculated, which greatly reduces the flow capacity in this section. With multiple unsuccessful bids on VDOT's Morey Creek Bridge Replacement Project, additional design efforts have been completed for a revised water connection to Fontaine Research Park. Construction activities are scheduled to begin in FY 2026 in conjunction with RWSA's Ragged Mountain Reservoir to Observatory WTP 36" Raw WL Project.
 - Previous Budgets \$876,400
 - FY 2026 Budget \$1,000,000
 - Total Project Budget \$2,576,400
- 3. Northfields Water Main Replacement: This project continues our systematic program to replace undersized and deteriorating asbestoscement water mains. These existing water mains were installed in the 1960's as a private well system and have reached the end of their useful life. The project is currently under design with funds previously budgeted and easement acquisition efforts are underway. It is anticipated that construction will occur in the FY 2027 FY 2029 timeframe. Additional funding will be required based on ultimate construction schedule.
 - Previous Budgets \$530,000
 - FY 2026 Budget \$0
 - Total Project Budget \$7,930,000
- 4. <u>Briarwood Water Main Replacement</u>: This project continues our systematic program to replace PVC water mains that have been in service since the early 1980's and have recently experienced several breaks causing water service disruptions. The design phase is complete, and construction bids will be opened in April 2025. Construction activities are anticipated to be completed in FY 2026.
 - Previous Budgets \$1,730,000
 - FY 2026 Budget \$2,370,000
 - Total Project Budget \$4,100,000
- 5. <u>Barracks West Water Main Replacement</u>: 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 also provides for an opportunity to improve fire protection to these multi-

family apartments. The design phase is nearing completion with funds previously appropriated, and construction is anticipated to occur in FY 2026. The amount budgeted combined with funds previously appropriated should cover construction costs anticipated for this project.

- Previous Budgets \$3,402,500
- FY 2026 Budget \$97,500
- Total Project Budget \$3,500,000
- 6. Townwood Water Main Replacement: This project continues our systematic program to replace PVC water mains that have been in service since the early 1980's and have recently experienced several breaks causing water service disruptions. The design phase is nearing completion and construction is expected to take place in the FY 2026 FY 2027 timeframe.
 - Previous Budgets \$200,000
 - FY 2026 Budget \$3,000,000
 - Total Project Budget \$3,200,000
- 7. Broadway Street Water Main Replacement: This project will replace the cast 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. The Notice to Proceed was established as March 10, 2025, and construction activities are expected to begin this spring.
 - Previous Budgets \$1,667,800
 - FY 2026 Budget \$0
 - Total Project Budget \$1,667,800
- 8. Raintree and Fieldbrook PVC Water Main Replacement: This project continues our systematic program to replace the PVC water mains that have been in service since the 1980's. The design phase is currently underway and will carry over into FY 2026 with funds previously appropriated. Construction is expected to take place in the FY 2028 FY 2029 timeframe with additional funds required.
 - Previous Budgets \$432,300
 - FY 2026 Budget \$0
 - Total Project Budget \$8,032,300
- 9. Albemarle High School AC Water Main Replacement (New): This project will replace the remaining asbestos cement water mains at Albemarle High School, in conjunction with the County's AHS Center II construction project. Construction is expected to take place in FY 2026 with the funds budgeted.
 - FY 2026 Budget \$200,000
 - Total Project Budget \$200,000

- 10. Exclusion Meters Replacement: 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 for irrigation purposes. Private meters were installed behind their ACSA domestic meter to record this volume of water and it was "excluded" from the calculation of their sewer charges and these became known as exclusion meters. In 2006 the ACSA Rules and Regulations were modified to disallow private exclusion meters and required all future irrigation meters be tapped separately off our water mains, to be owned and controlled by the ACSA. ACSA staff continues to coordinate with various irrigation contractors to upgrade existing private exclusions meters to ACSA-owned exclusion meters.
 - Previous Budgets \$527,500
 - FY 2026 Budget \$0
 - Total Project Budget \$527,500
- 11. <u>Annual Water Repair and Replacement</u>: This project will utilize a publicly bid water repair and replacement contract that is renewable on an annual basis to make improvements and interconnections in our water distribution system. FY 2026 Budget \$300,000 (Annually)

SEWER SYSTEM IMPROVEMENTS

- 12. Airport Trunk Sewer Upgrade: With the continued growth in the Hollymead Town Center area, the existing sewer collector serving the airport and the area west of Route 29 needs 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. Design is ongoing and easement acquisition is underway with funds previously budgeted. It is anticipated that construction will begin in FY 2027, with additional funding required.
 - Previous Budgets \$483,800
 - FY 2026 Budget \$0
 - Total Project Budget \$8,983,800
- 13. Northfields Phase 5 Sewer: During the design of the Northfields Water Main Replacement Project, ACSA staff identified several sections of sanitary sewer that could be installed along the roadway in coordination with the water main replacement work. These efforts will provide sanitary sewer service to existing neighborhood properties currently served by private septic fields. The project is currently under design with funds previously budgeted. It is anticipated that construction could occur in the FY 2028 FY 2029 timeframe with additional funding required.
 - Previous Budgets \$70,000

- FY 2026 Budget \$0
- Total Project Budget \$1,000,000
- 14. <u>Buckingham Circle Sewer</u>: In 2012, the ACSA completed the Buckingham Circle Water Main Replacement Project. At that time, the feasibility of installing a sanitary sewer system was explored but there was insufficient interest from the neighborhood. Recent communications with the community indicate a strong interest in extending public sewer into the neighborhood. ACSA staff is beginning the design process and is hopeful that construction activities could begin in late in FY 2026 with additional funding required in FY 2027.
 - Previous Budgets \$175,000
 - FY 2026 Budget \$525,000
 - Total Project Budget \$3,100,000
- 15. <u>Bellair Liberty Hills Sewer</u>: This project extends public sewer into the Bellair and Liberty Hills neighborhoods as most residents are currently served by private septic fields. Design efforts are underway with funds previously appropriated. It is anticipated that construction could begin in late FY 2026, with additional funding required in FY 2027 and FY 2028.
 - Previous Budgets \$393,715
 - FY 2026 Budget \$1,000,000
 - Total Project Budget \$8,493,715
- 16. Crozet Phase 3 Drainage Basin SSES: This project includes a Sanitary Sewer Evaluation Survey (SSES) of the Crozet Phase 3 Drainage Basin utilizing manhole inspections, flow metering, smoke testing, closed circuit television (CCTV) inspections, night flow isolation and flooded dye testing to identify sources of infiltration and inflow (I/I). This drainage basin includes approximately 250 manholes and 45,000 linear feet of sanitary sewer main.
 - Previous Budgets \$400,000
 - FY 2026 Budget \$0
 - Total Project Budget \$400,000
- 17. Miscellaneous Sewer Rehabilitation: This project continues our "find and fix" program of sanitary sewer rehabilitation to reduce I&I in our system during the fiscal year. These efforts will utilize publicly bid miscellaneous sewer rehabilitation contracts that are renewable on an annual basis up to two times after the initial contract. It will be used to make repairs and rehabilitate defects in our system found with systematic CCTV inspection by ACSA crews and the subcontractor.
 - FY 2026 Budget \$400,000 (Annually)

NON-UTILITY AND FACILITY IMPROVEMENTS

- 18. Customer Information System (CIS) Replacement: This project includes the updating of our website, replacement of the existing telephone system and implementation of a new Customer Information System. These initiatives fall under the Customer Experience pillar of the ACSA's Strategic Plan. The ACSA's website has been updated, and implementation of the new telephone system should be completed in FY 2025. The Request for Proposals (RFP) for the CIS system is forthcoming and our consultant will assist in the procurement process and subsequently during development to ensure a stable transition for our customers and ACSA staff. These efforts will also include integration with other systems, specifically the Advanced Metering Infrastructure, Enterprise Resource Planning System, website, and phone system. The amount budgeted is to begin implementation for a replacement Customer Information System. These funds are divided equally between water and wastewater projects. Additional funding is anticipated in FY 2027 for full development.
 - Previous Budgets \$1,000,000
 - FY 2026 Budget \$1,000,000
 - Total Project Budget \$2,800,000
- 19. ESRI Utility Network Implementation, Cloud Migration and SQL Server: This project consists of consulting services to develop a plan and fully implement a cloud migration of ArcGIS Enterprise and SQL Server, as well as the ArcGIS Utility Network. A consultant has completed an assessment of the GIS's current state in preparation for the Utility Network and corrections have been largely completed. The cloud migrations would prefer the use of Infrastructure as a Service, but other options will be considered. The SQL Server portion will migrate databases for the GIS as well as other production software suites including but not limited to Cityworks and GraniteNet. These funds are divided equally between water and wastewater projects.
 - Previous Budgets \$200,000
 - FY 2026 Budget \$225,000
 - Total Project Budget \$425,000
- 20. Avon Operations Center: The Avon Street Extended property has long been held as a future location to build additional facilities as the ACSA continues to grow. The current Maintenance Yard at our Spotnap Road location is becoming overcrowded, and our leased space at the Crozet Water Treatment Facility will be eliminated with the upcoming Granular Activated Carbon (GAC) Expansion. This project will develop the Avon Street property into a larger vehicle and materials storage facility, including a training area for our equipment operators. This project is currently under construction with completion anticipated in FY 2027. These funds are divided equally between water and wastewater projects.

- Previous Budgets \$10,900,000
- FY 2026 Budget \$7,100,000
- Total Project Budget \$18,000,000
- 21. ArcFlash Hazard Assessment Update (New): This ArcFlash Hazard Assessment will evaluate the electrical hazards and ensure appropriate safety measures are in place. Industry standards, including NFPA guidelines, recommend updates to these studies every five years or when system changes occur. This project will bring our previous assessments up to date, reflecting any modifications in our electrical systems and ensuring compliance with the latest safety standards. Regular updates enhance worker safety, reduce liability risks, and provide accurate data for maintaining a safe operating environment. These funds are divided equally between water and wastewater projects.
 - FY 2026 Budget \$80,000
- 22. Emergency Response Plan Update (New): The America's Water Infrastructure Act (AWIA) requires water utilities to update their Emergency Response Plans (ERPs) to address risks from natural hazards and malevolent acts. This project will ensure compliance by reviewing and updating the ACSA's ERP to reflect current risks, operational changes, and best practices. Keeping the ERP up to date strengthens our ability to respond to emergencies, minimizes service disruptions, and protects public health while demonstrating our commitment to preparedness and regulatory compliance. The amount budgeted will be used to update the ACSA's ERP in FY 2026. These funds are divided equally between water and wastewater projects.
 - FY 2026 Budget \$80,000
- 23. <u>Developer Participation</u>: Each year funds are set aside to participate in oversizing utilities constructed to serve new development. The Rate Model includes \$100,000 divided equally between water and wastewater projects as a contingency to ensure new pipes are sized to meet the ACSA's long-range needs.
 - FY 2026 Budget \$100,000 (Annually)

We propose to schedule a Public Hearing to present the FY 2026 CIP at the April meeting of the ACSA Board of Directors.

Board Action

We request that the Board of Directors authorize the advertisement for a Public Hearing to address the FY 2026 CIP at 9:00 a.m. on Thursday, April 17, 2025.

CAPITAL IMPROVEMENT PROGRAM

PROPOSED FY 2026 BUDGET INTRODUCTION

ACSA Board Meeting – March 20, 2025





PRESENTATION OUTLINE



HIGHLIGHTS -PROPOSED FY 2026 CIP BUDGET



NEW PROJECTS TO FY 2026 CIP BUDGET



CONSTRUCTION IN FY 2026

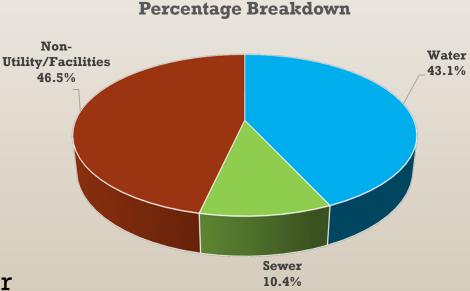


QUESTIONS AND NEXT STEPS



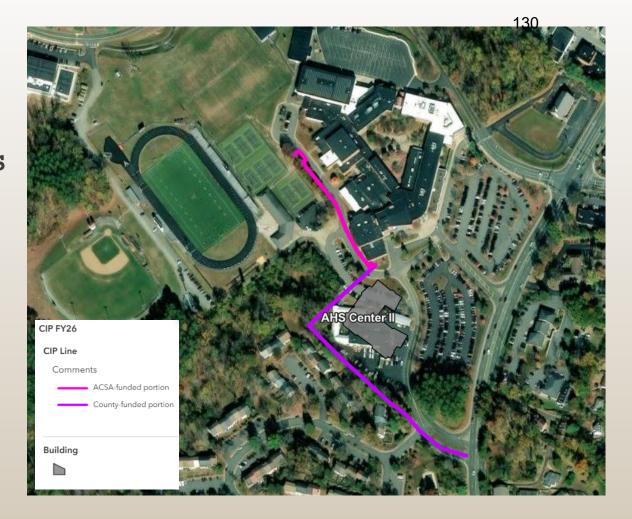
HIGHLIGHTS — PROPOSED FY 2026 CIP BUDGET

- Total FY 2025 CIP Budget -\$18,477,500
 - Water \$7,967,500
 - Sewer \$ 1,925,000
 - Non-Utility/Facility \$8,585,000
- New Projects \$360,000 (Approx. 2%)
 - Albemarle High School AC Water Replacement
 - ArcFlash Hazard Assessment Update
 - Emergency Response Plan (ERP) Update





- Coordination with AHS Center II
 Construction
- Joint effort replaces
 1,300 feet of AC
 water mains
- Construction anticipated in FY 2026
- FY 2026 \$200,000

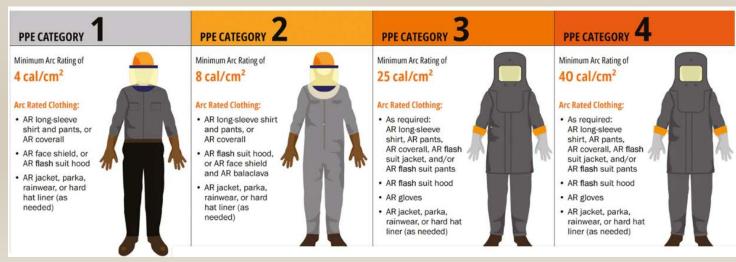


ALBEMARLE HIGH SCHOOL AC WATER WAIN REPLACEMENT



ARCFLASH HAZARD ASSESSMENT UPDATE

- Evaluate electrical hazards at ACSA Facilities (8 water stations, 4 tanks, and 9 sewer stations)
- Study will provide arc flash protection boundaries and incident energy levels to determine the correct work procedures, PPE, and labeling requirements.
- FY 2026 \$80,000



Source: Skanwear website



EMERGENCY RESPONSE PLAN (ERP) UPDATE

 America's Water Infrastructure Act (AWIA) requires community water systems to develop or update emergency response plans.

•	Gc	als

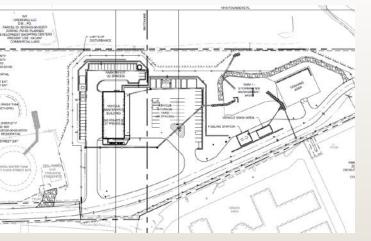
- Improved response to emergencies
- Minimize serve disruptions
- Protect public health
- Regulatory compliance
- FY 2026 \$80,000

Population Served	Previous ERP Deadline*	Next 5-Year Submission Cycle ERP Deadline*		
≥100,000	September 30, 2020	September 30, 2025		
50,000-99,999	June 30, 2021	June 30, 2026		
3,301-49,999	December 31, 2021	December 31, 2026		

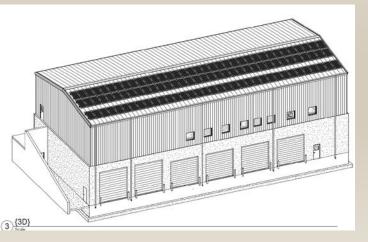
Source: US EPA website



Source: VHA Office of Emergency Management







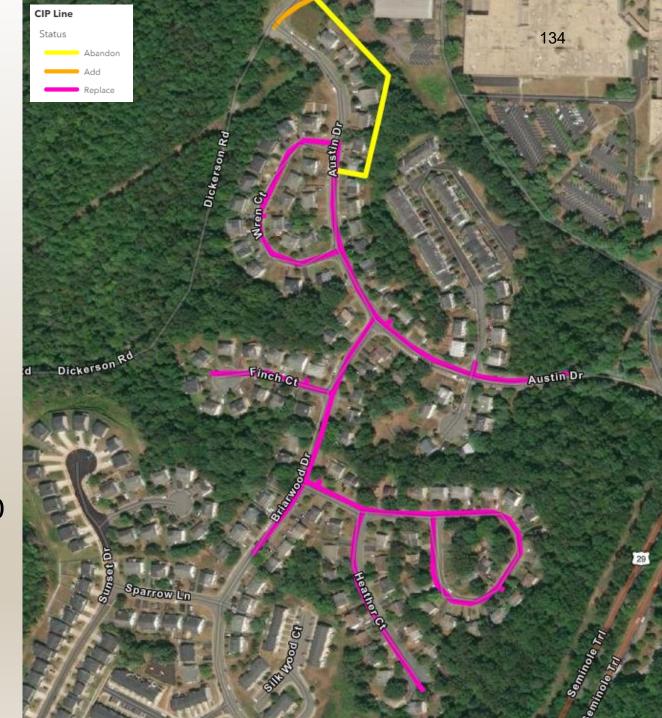
AVON OPERATIONS CENTER

- Strategic Plan Business Resilience
- Additional Maintenance and Storage Facilities to accommodate continued growth
- Training area for equipment operators
- Construction in FY 2025-2027
- FY 2026 \$7,100,000
- Total Budget \$18,000,000

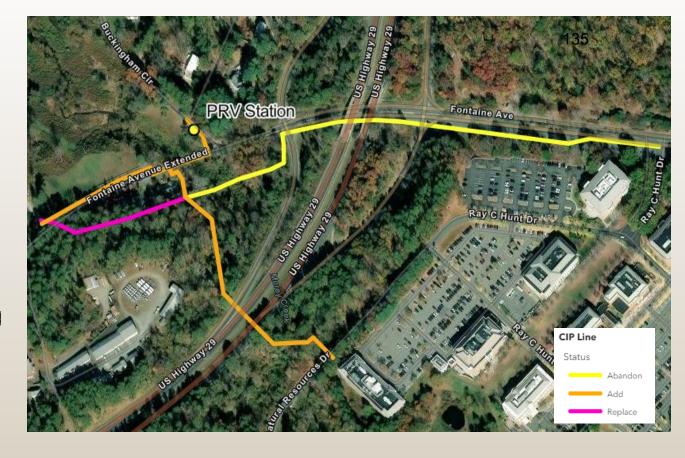


BRIARWOOD WATER MAIN REPLACEMENT

- Strategic Plan –
 Business Resilience
 and Customer
 Experience
- Replaces older PVC water mains
- Construction in FY 2026
- FY 2026 \$2,370,000
- Total Budget \$4,100,000



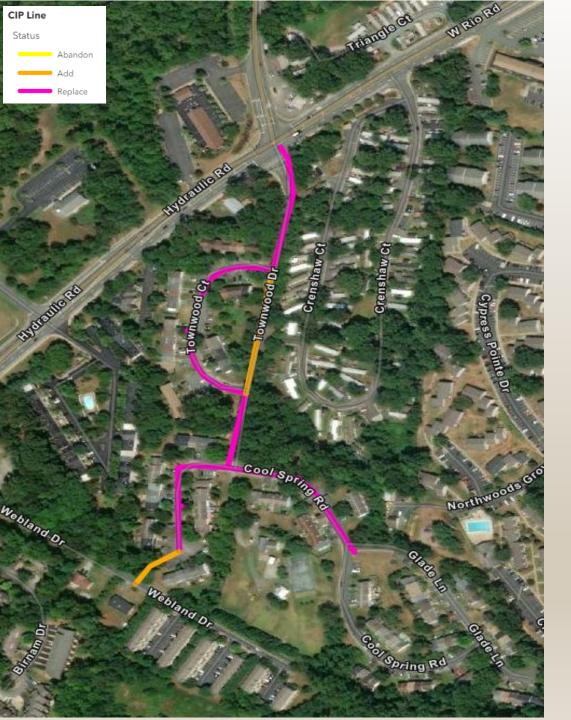
RAGGED MOUNTAIN PHASE 1 WATER MAIN REPLACEMENT



- Strategic Plan Business Resilience and Customer Experience
- Coordination with RWSA's
 Ragged Mountain Reservoir to
 Observatory WTP WL and
 VDOT's Morey Creek Bridge
 Replacement projects

- Replace 90+ year-old Cast Iron water main
- Construction FY 2026-2027
- FY 2026 \$1,000,000
- Total Budget \$2,576,400





TOWNWOOD WATER MAIN REPLACEMENT

- Strategic Plan –
 Business Resilience and Customer Experience
- Replaces older PVC water mains
- Easement acquisition underway
- FY 2026 \$3,000,000
- Total Budget \$3,200,000



BARRACKS WEST WATER MAIN REPLACEMENT

- Strategic Plan –
 Business Resilience
 and Customer
 Experience
- Replaces Cast Iron and Galvanized water mains
- Improve fire protection
- Construction FY 2026
- FY 2026 \$97,500
- Total Budget \$3,500,000



QUESTIONS AND NEXT STEPS

- Board Action Today Authorize Advertisement for a Public Hearing to address the FY 2026 CIP
- April 17, 2025 Public Hearing on Proposed FY 2026 CIP, which will include a presentation on all CIP Projects
- May 15, 2025 Proposed FY 2026 Budget and Rates Workshop
- June 19, 2025 Public Hearing and Adoption of FY 2026 Budget, Rates, and CIP







Agenda

- Old Program
- Why The Change?
- New Program
- Customer Communication



OLD TOILET REBATE PROGRAM

Customers eligible for up to \$100 per toilet, for a maximum of three toilets per property

Home/property must have been built before 1992 and/or the toilets being replaced must use more than 1.6 gpf

Customers must provide
ACSA with an itemized
receipt showing the
purchase of the new 1.6
gpf or lower toilet
(any brand)

Approved customers
must schedule a pickup of their old toilet for
inspection and disposal
by ACSA staff





Customers eligible for a rebate of up to \$150 per toilet, for a maximum of 3 toilets per property

Eligible toilets must have been purchased after January 1, 2025 and must be WaterSense labeled toilets that use 1.28 gpf or lower

Customers must submit
the new toilet rebate
application, along with an
itemized receipt and proof
that the new toilet is a
WaterSense labeled toilet

ACSA will no longer be picking up the old toilets;
Customers will need to dispose of properly

GUIDELINES

Albemarle County Service Authority Toilet Rebate Program

Multi-Family Homes / Non-Residential Properties Toilet Rebate Program Details:

 Rebate of up to \$100
 New toilets must be W (LINK).

 There is a limit of 3 to properties.

Important Informa

- Must be a utility cust:
- . Must be replacing at
- Must be installing a n Check WaterSense toil
- Eligible toilets for the Any toilets purchased I requirements.
- To receive a rebate, ye itemized purchase received.
- Rebates will be delivered utility account or property.
- The toilet rebate properties feel free to contavailable.
- As part of the new p dispose of them.

Submit the complete Albemarle County Sei (434) 977-4511 • servi

Albemarle County Service Authority Toilet Rebate Program

Single-Family Reference Sheet:

Toilet rebate eligibility checklist: (you must check ALL to be eligible)

- □ I am a utility customer of the ACSA.
- ☐ I am replacing a toilet that uses 1.6 gallons per flush or more.
- □ I am installing a new WaterSense labeled toilet (uses 1.28 gallons per flush or less). Check WaterSense toilets on the EPA's website (LINK).
- ☐ This property has not used the rebate program previously more than 3 times.

Important Information around Toilet Rebate Program:

- The Toilet Rebate Program is a rebate of up to \$150 per toilet.
- Eligible toilets for the \$150 rebate (original rebate was \$100) must have been purchased after January 1, 2025.
- Any toilets purchased before January 1, 2025, must meet the old toilet rebate program requirements (replacing toilet used 3+ gpf).
- The toilet rebate program is based on funding and may be discontinued at any time.
 Please feel free to contact us before submitting your application to find out if funding is still available.
- We will rebate up to a maximum of 3 toilets per property <u>including</u> any rebate requests of the old toilet rebate program.
- To receive a rebate, you must send in a completed, signed application along with the itemized purchase receipt for the new WaterSense toilet.
- Rebates will be delivered through a check that will be issued to the name listed under the utility account or property owner.
- As part of the new program updates, we will no longer be picking up old toilets to dispose of them.

Submit the completed application with the receipt to: (by email, mail or drop it off)

Albemarle County Service Authority • 168 Spotnap Road Charlottesville, VA 22911 • (434) 977-4511 • serviceauthority.org

APPLICATION



Albemarle County Service Authority Toilet Rebate Form

Submit completed and signed application with itemized receipts (by email, mail or drop it off) to Albemarle County Service Authority • 168 Spotnap Road Charlottesville, VA 22911 • (434) 977- 4511 • toiletrebate@serviceauthority.org

Name:	ACSA Account Number:						
Installation Addr	ess:						
Mailing Address	(if different):						
Preferred metho	d of Contact:						
☐ Phone Numbe	r:	□ Em	nail:				
New Toilet Brand, Make, and Model:							
New Toilet Cost:		Numbe	er of To	oilets I	being re	eplaced:	
Is this a WaterSe	ense labeled toilet?		Insta	allation	n Date_		
Property Type: Single-Family Multi-Family Commercial							
A copy of your purchase receipt for the new WaterSense toilet must accompany this form.							
I certify that I have replaced a 1.6 gallons per flush (gpf) or higher toilet with a WaterSense labeled toilet at my property located at the address above.							
Signature				Dat	e		
For ACSA Use O	nly:						
Application #		ved: Yes	No		Appr	oved by:	
Date approved:	Denia	al Reason:					



Communication and Resources

ACSA Website

www.serviceauthority.org

Social Media

Facebook, Instagram, X (formerly Twitter)

Phone/ In-Person

168 Spotnap Road, Charlottesville, VA 22911 (434) 977–4511 ext. 3

WHY THE CHANGE?



Better align with our community partners

• New program guidelines are consistent with what the City of Charlottesville is doing

• Incentivize further conservation

• Most homes already have lower-flow toilets (at least 1.6 gpf)

• Eliminate costs

• Save on disposal costs and staff time needed to pick-up, inspect, and dispose of toilets

Additional Facts

- We will still honor toilet pick-up for those customers that applied to the program and purchased their toilet before January 1, 2025
- The Multi-Family Homes/Non-Residential property rebate is still \$100 per toilet or urinal
- Customers that received the maximum number of rebates under the old program will not be eligible for the new program





QUESTIONS??

AGENDA ITEM EXECUTIVE SUMMARY

AGENDA TITLE: ACSA Financial Plan and

Study Overview

STAFF CONTACT(S)/PREPARER: Quin Lunsford, Executive Director Tanya Johnson, Director of Finance

AGENDA DATE: March 20, 2025

ACTION: Informational

ATTACHMENTS: No

BACKGROUND: The Fiscal Year 2025 budget includes funds for a financial study related to the ACSA's current reserves and future operating/capital needs. This study will evaluate the current financial position of the ACSA, anticipated operating and capital expenses for FY 2026 and beyond.

DISCUSSION: Staff has initiated conversations with Davenport & Company to perform a thorough financial analysis and assist the ACSA in determining whether the funding of current major ACSA capital projects through a debt issuance is necessary.

The ACSA's financial position remains strong. Financial reserves are at an adequate level for current needs however with several major CIP projects ongoing and scheduled to begin in the next three fiscal years, we believe this analysis will provide direction on the most financially responsible path forward.

The presentation today will outline the ACSA's current financial position, review CIP projects that are in progress, and financial sustainability as we continue to pursue strategic initiatives.

BOARD ACTION REQUESTED: Informational only.

ATTACHMENTS: PowerPoint – Financial Plan and Study Overview

ACSA Long-Term Financial Plan and Analysis

March 20, 2025



Agenda

- Overview of the ACSA's Financial Policies
- ACSA Financial Reserve Review
- Current and Past ACSA Construction Projects/Spent-Unspent
- Proposed Long-Term Financial Plan and Analysis



ACSA Financial Policy – Objectives

- Policies ensure that the ACSA is financially capable to meet its immediate and longterm objectives
- Accountability to ACSA customers
- Resources are sensibly managed to ensure adequate funding for current and future services and infrastructure requirements
- Designed to safeguard fiscal stability and sustainability
- Foundation for sound financial management

ALBEMARLE COUNTY SERVICE AUTHORITY CHARLOTTESVILLE, VIRGINIA FINANCIAL MANAGEMENT POLICY

Adopted: October 16, 2014

Revised: June 21, 2018

Revised March 21, 2019

Revised December 19, 2019

Revised March 17, 2022

FINANCIAL MANAGEMENT POLICY | ALBEMARLE COUNTY SERVICE AUTHORITY

ACSA Financial Policy – Key Sections

Operating Budget Policies

Capital Budget Policies

Debt Policies

Reserve Policies

Revenue Policies

Expenditure Policies



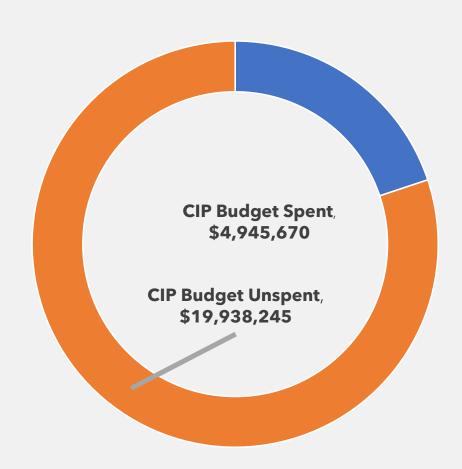
ACSA Financial Reserve Review

	February 28, 2025	Allocated to offset
Growth Related Reserves - ACSA	\$17,574,181	ACSA growth-related CIP projects
Growth Related Reserves - RWSA	\$19,324,860	RWSA growth-related DS
Non-Growth and Operating Reserves	\$14,090,516	ACSA non-growth-related CIP

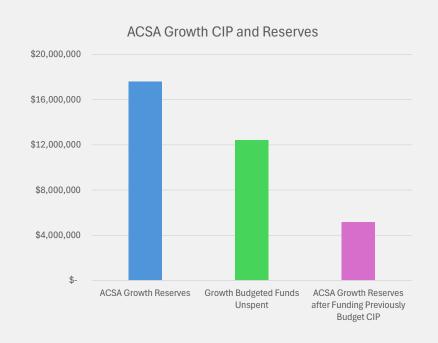


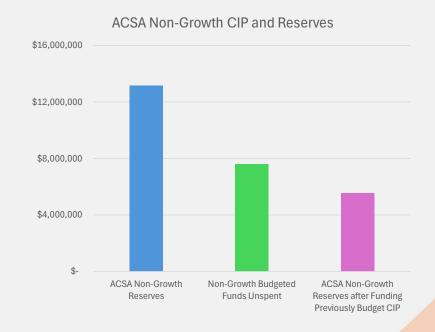


Current and Past ACSA CIP Project Budgets – Spent/Unspent



Prior CIP Budgets and Reserve Consumption





ACSA Long-Term Financial Analysis



Analyze the ACSA's overall financial health and sustainability



Perform an in-depth financial review and a plan to finance future capital needs.



Consideration of funding future ACSA CIP projects through debt issuance



Utilize in conjunction with formal rate study in FY 2026



Questions?



MOTION:	MEETING DATE: March 20, 2025
SECOND:	
RES	OLUTION
	of Directors of the Albemarle County Service ato a second Executive Session to consider the
 Pursuant to Va. Code §2.2-3717 the Executive Director's Perform 	1 A (1) to discuss a personnel matter concerning mance Review.
VOTE:	
AYES:	
NAYS:	
(For each nay vote, the substance of the debe described).	eparture from the requirements of the Act should
ABSENT DURING VOTE:	
ABSENT DURING EXECUTIVE MEETING	G :
-	Quin Lunsford, Secretary-Treasurer

MOTION:	MEETING DATE: March 20, 2025	
SECOND:		
CERTIFICATION C	F EXECUTIVE MEETING	
convened a second executive meeting on	s of the Albemarle County Service Authority has this date pursuant to an affirmative recorded vote the Virginia Freedom of Information Act; and	
WHEREAS, §2.2-3711 A (1) of the Board that such executive meeting was co	e Code of Virginia requires a certification by this onducted in conformity with Virginia law;	
best of each member's knowledge, (i) only open meeting requirements by Virginia lawhich this certification resolution applies, a	PLVED that the Board hereby certifies that, to the public business matters lawfully exempted from aw were discussed in the executive meeting to and (ii) only such public business matters as were executive meeting were heard, discussed or	
VOTE:		
AYES:		
NAYS:		
(For each nay vote, the substance of the departure from the requirements of the Act should be described).		
ABSENT DURING VOTE:		
ABSENT DURING EXECUTIVE MEETIN	G:	
	Quin Lunsford, Secretary-Treasurer	