



BOARD OF DIRECTORS' MEETING

June 19, 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.	2. Recognitions – David Hensley – 40 years of service
9:10 a.m.	3. Approve Minutes of May 15, 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. Capital Improvement Program (CIP) Project Close-Outs
	d. Monthly Maintenance Update
	e. IT Monthly Update
	f. Rivanna Water and Sewer Authority (RWSA) Monthly Update
	g. ACSA Board Policy Issues Agenda 2025
	h. Water and Wastewater Professionals Appreciation Day
9:50 a.m.	7. Public Hearing for Comments on Proposed FY 2026 Budget and Rates
10:05 a.m.	8. Adoption of Proposed FY 2026 Budget, Rates, and CIP
10:15 a.m.	9. Adoption of Proposed Amendments to Personnel Management Plan
10:30 a.m.	10. Items Not on the Agenda
	11. Adjourn



ALBEMARLE COUNTY SERVICE AUTHORITY

STATEMENT OF CHAIR TO OPEN THE JUNE 19, 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.

R E S O L U T I O N

WHEREAS David R. Hensley began his career on June 1, 1980, and has served the Albemarle County Service Authority for

40 Y E A R S; and

WHEREAS his faithful and diligent service to the Albemarle County Service Authority and its customers has helped to ensure the safety, quality, and reliability of our water infrastructure; and

WHEREAS he has played an essential role in overseeing countless construction projects, ensuring compliance with codes and standards, and safeguarding public health through thorough inspections and attention to detail; and

WHEREAS his knowledge, leadership, and mentorship have been instrumental in training a new generation of inspectors, contributing to the long-term success of the organization; and

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Albemarle County Service Authority expresses its sincere gratitude to David R. Hensley for his service to the customers of the Albemarle County Service Authority.

I hereby certify the foregoing to be a true and exact copy of a resolution adopted by the Board of Directors of the Albemarle County Service Authority in a regularly scheduled meeting held June 19, 2025, by a vote of __to__.

Quin Lunsford, Secretary-Treasurer

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1 The Board of Directors of the Albemarle County Service Authority (ACSA)
2 met in a regular session on May 15, 2025, at 9:00 a.m. at the Administration
3 and Operations Center at 168 Spotnap Road in Charlottesville, Virginia.

4 **Members Present:** Mr. Richard Armstrong; Ms. Lizbeth Palmer; Mr. John
5 Parcels; Mr. Clarence Roberts; Mr. Charles Tolbert; Ms. Kimberly Swanson.

6 **Members Absent:** None.

7 **Staff Present:** Tim Brown, Mike Derdeyn (virtual), Tanya Johnson, Elise
8 Kiewra, Terri Knight, Quin Lunsford, Jeremy Lynn, Alex Morrison, Emily
9 Roach, Sabrina Seay, Danielle Trent, April Walker.

10 **Staff Absent:** None.

11 **Public Present:** Marianne Oyaas, The Archer Company.

12
13 1. Call to Order and Establish a Quorum – Statement of Board Chair

14 Richard Armstrong, ACSA Board Chair asked for a moment of
15 silence for the 12-year-old boy that perished in the recent flood event in the
16 community. The Chair then called the meeting to order. He read the opening
17 Board Chair statement (Attached as Page _____), and a quorum was
18 established.

19
20 2. Approve Minutes of April 17, 2025

21 Mr. Parcels stated that he had a couple of corrections beginning with
22 page 11 of the Board packet, line 19. He stated that the word “plan” should
23 be “plant.” He stated that he had a question about the discussion on page
24 20 about Buckingham Circle and Bellair-Liberty Hills sewer. He asked if the
25 ACSA let the residents know how much it would cost for them to hook up to
26 sewer, which he assumes is more than the actual connection fee that the
27 ACSA charges. Mr. Lynn replied that there are a couple of different cost
28 components. He noted that there is a connection fee that is paid directly to
29 the ACSA, as well as a physical construction cost to make the connection
30 from the stub-out the ACSA provides to their dwelling. He mentioned that the
31 ACSA has provided them with ballpark costs, as well as an indication of what

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1 the cost would be for those residents that will require a pump. Mr. Parcels
2 asked if the ACSA is still seeing a favorable desire from residents to hook
3 up to the sewer. Mr. Lynn replied yes. Mr. Parcels inquired about possible
4 grants from the County. Mr. Lynn replied that the ACSA received a
5 Community Development Block Grant a couple of years ago for both phases
6 of the Oak Hill subdivision project, but it had an income component. He
7 mentioned that the ACSA did not qualify for a grant for Buckingham Circle
8 because they did not meet the low to moderate income requirement.

9 Ms. Palmer stated that with the County's grant, it is individual. She
10 asked if they were people in Buckingham Circle that would meet the criteria.
11 Mr. Lynn stated that they could apply for the Septic to Sewer Program, which
12 is decided on an individual basis, but there is an income component to it as
13 well. He stated that they have seen a few of those applications. He
14 mentioned that they just had one resident in Jefferson Village that is
15 applying, and it looks as if Albemarle Housing Improvement (AHIP) will help
16 them connect to public sewer. Ms. Palmer asked if the money was going
17 through AHIP. Mr. Lynn replied yes. She asked if all of the residents in
18 Buckingham Circle know that this is an option. Mr. Lynn stated that the ACSA
19 did share possible financing opportunities with them. He mentioned that
20 during those meetings, there is usually a question asked about financing
21 options or payment plans. He stated that the ACSA does not permit that, but
22 they do try to direct them to other resources. Ms. Palmer asked if everyone
23 in Buckingham Circle has agreed to hook up to public sewer. Mr. Lynn
24 replied that it is not 100%, but a large majority of the property owners are
25 very interested.

26 Mr. Parcels stated that on page 22 of the packet, line 19, there is a
27 remark about alternate funding for the Avon Operations Center project. He
28 stated that it was indicated that there might be an update on that this month
29 and asked if there was one. Mr. Lunsford stated that they have seen a draft
30 of Davenport's proposal, but there is still work to be done. He stated that
31 there would be more information provided around June or July.

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Mr. Parcels stated that he had a suggestion about the wording on page 24, line 22. He stated that he would change it to say "...along with \$17 million from reserves." He stated that he also had a correction and suggestion about the wording on page 24, line 25. He stated that March 2026 should be March 2025, and the sentence should end after "3R reserves." He stated that a new sentence should then begin that reads "She stated that as of March 2025, there is \$36 million in growth-related reserves, and use of \$10.2 million of those reserves is intended to offset the need." He went on to offer a suggested rephrasing of page 28, line 15. He stated that it should read "...how is 59% of the CIP growth-related." He added that on the same page, line 22, he stated that he thinks it should say "the ACSA pays out of the operations reserves."

Ms. Palmer stated there was a typo on page 11 of the minutes, line 26. She stated that it should say 1980's instead of 1908.

Mr. Parcels moved to approve the minutes of April 17, 2025; seconded by Mr. Tolbert. All members voted aye.

3. Matters from the Public

There were no matters from the public.

4. Response to Public Comment

There was no response to public comment.

5. Consent Agenda

a. Monthly Financial Reports –

b. Monthly Capital Improvement Program (CIP) Report – Mr. Parcels referenced the Crozet SSES and Miscellaneous Sewer Rehab on page 77. He stated that the ACSA is partly done with the Inflow & Infiltration (I&I) evaluation and asked if there was any information about the I&I sources, and what was experienced with this past rainstorm. Mr. Lynn replied that the ACSA has only completed manhole inspections thus far, but

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1 they have identified a number of defects that are allowing I&I into the
2 system. He mentioned that a few of those have been given to the ACSA's
3 on-call contractor so they will be handled through the CIP. He noted that
4 other items such as replacement of manhole covers are handled by the
5 ACSA's in-house maintenance crews. He stated that sewer flow meters
6 were installed just before this last rain event, so that was perfect timing. He
7 added that they have not seen the data from those meters yet but when it
8 does, they will be able to identify areas where additional evaluations are
9 needed. Mr. Parcels asked if the 50 lateral liners for the Stonehenge
10 subdivision are related to fixing leaks and inflow problems. Mr. Lynn replied
11 that they can. He stated that they seal the connection between the main line
12 and the sewer lateral from the property. He noted that sometimes they are
13 different materials or installed at different times, so the connection may not
14 be tight. He added that the t-liners will seal that connection. Mr. Parcels
15 asked how it was determined that the Stonehenge area had that issue. Mr.
16 Lynn stated that Stonehenge had some older mains that had been relined
17 but they were still seeing inflow from the lateral connections. Mr. Parcels
18 asked about similar types of problems elsewhere. Mr. Lynn replied that it
19 usually depends on the material. He stated that all clay pipes are good
20 candidates for sealing the connection. He stated that this type of repair is
21 not cheap, so they try to do the mains first.

22 ***c. Monthly Maintenance Update*** – Mr. Parcels stated that there was a
23 large number of missed inspections. He stated that he assumes those
24 components have to be inspected weekly or monthly and was curious
25 about that. He also asked if the preventative maintenance for the pumps
26 was a monthly inspection. Mr. Morrison replied that weekly checks are
27 performed on Mondays and Fridays. He stated that there is a large number
28 because the assets in Cityworks are broken down by components and
29 there are a number of different inspections that will be captured in a single
30 visit. He stated that in terms of preventative maintenance, that is done
31 based on the manufacturer's recommendation.

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1 **d. IT Monthly Update** – Mr. Parcels stated that there were only 18 alarms
2 noted for AMI. He asked if this means that customers are responding
3 more quickly. Ms. Walker replied no. She stated that the AMI alerts on
4 the IT side are for the collectors or cell modems that are on the antennas.
5 Mr. Parcels asked about leaks in the system that the ACSA has been
6 able to identify. Mr. Morrison replied that customer service and meter
7 reading would receive those alerts. He noted that they have just created
8 a new door hanger to place on customer's doors with additional
9 information and links to the ACSA's website on how to check for and
10 identify leaks. Mr. Lunsford stated that the customer service team
11 probably analyzes about 50-100 leak alerts a day and contacts those
12 customers if necessary.

13 Mr. Parcels stated that security alerts continue to be high. He asked
14 if there was any way to reduce those. Ms. Walker replied that they are
15 looking at a different alarm system to eliminate some of the nuisance
16 alarms. She noted that they met with their security vendor yesterday.
17 She noted that they may remove glass break sensors and add motions
18 sensors, which will reduce a lot of the alarms as well. Mr. Parcels stated
19 that it seems like a lot of labor on her part to deal with those alarms.
20 Ms. Walker replied that she has a great team who deals with most of
21 them, and they rarely even make it to her.

22 **e. Rivanna Water and Sewer Authority (RWSA) Monthly Update** – Ms.
23 Swanson stated that it is nice to see the costs for the Rivanna Pump Station
24 restoration were maybe lower than expected. She asked if there was any
25 update on the reimbursement from insurance on the work they are doing.
26 Mr. Lunsford stated that as of the last RWSA Board meeting, they are still
27 working with the insurance company. He noted that the reimbursement will
28 only be available for replacements and not upgrades. He stated that they
29 are still evaluating what is reimbursable and what is not. He added that he
30 suspects they should know something in the next few months.

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1 Ms. Palmer stated that last month she asked for the definition of the
2 upper and lower Sugar Hollow pipeline. She stated that she was happy to
3 hear that the upper Sugar Hollow pipeline goes all the way from Ragged
4 Mountain to Sugar Hollow. She mentioned that her concern, and the reason
5 why she asked the question, is the Mechums Pump Station and when the
6 evaluation of the future Crozet Water Supply Plan would be brought forth to
7 the public. She stated that staff at RWSA told her it would be in their May
8 discussion of the CIP, and that was some months ago. She stated that she
9 feels it is incredibly important for the ACSA Board to know if there is going
10 to be a water supply expansion for Crozet in the next 20 years. She noted
11 that her other issue is the dam on the Mechums River with a small slew,
12 which has been there since the 1950s and is an environmental issue. She
13 stated that several years ago, RWSA had it in their CIP to remove. She noted
14 that it was taken out of the CIP because of the question about how RWSA
15 was going to do the future water supply plan for Crozet. She stated that she
16 hopes the Mechums River will be removed from the list of alternatives for the
17 water supply plan. Mr. Lunsford stated that he will follow up and get back to
18 the Board.

19 Ms. Swanson stated that in terms of water supply planning for the
20 Crozet area, it seems that the Albemarle County Board of Supervisors is also
21 thinking about growth area boundaries. She stated that Crozet is its own
22 contained water system and the discussion about growth is important.

23 ***f. ACSA Board Policy Future Issues Agenda 2025***

24 ***g. Annual Water Quality Report –***

25 ***Mr. Parcels moved to approve the consent agenda, seconded***
26 ***by Ms. Palmer. All members voted aye.***

27
28 **6. Operational Presentation – IT – Water and Sewer Dashboards**

29 Mr. Lunsford stated that Elise Kiewra, GIS Technician, would be
30 providing an overview (Attached as Pages_____) of some dashboards

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1 that have been created through an incredible amount of work by the IT
2 department and various users of the GIS system.

3 Ms. Kiewra stated that the idea with the dashboards is to have a
4 quick way to present aggregated information and find gaps in data. She
5 stated that they also help staff make more informed decisions. She stated
6 that they have dashboards for water, sewer, and GIS editing.

7 Ms. Kiewra moved to the first slide showing the sewer dashboard.
8 She stated that for both water and sewer, the dashboards show in-service
9 ACSA owned assets. She noted that there are tabs at the bottom of the
10 dashboard as well for various things. She stated that the next slide shows
11 a screenshot example of one of the tabs. She noted that in the upper right
12 corner, it shows how many feet of the clay pipe has been relined. She
13 mentioned that the dashboards are interactive, so you can click on any of
14 the bars in the graphs and it will give you more detailed information.

15 Mr. Parcels asked if she is saying that there are 82,000 feet of
16 vitrified clay sewer lines. Ms. Kiewra stated that there are 82,000 feet of clay
17 sewer lines that have been relined thus far.

18 Ms. Kiewra stated that the next slide shows a screenshot of the
19 sewer force mains dashboard. She stated that once again, it is interactive,
20 and they have the ability to click on the different years for more information.
21 She stated that the next slide is the manhole dashboard. She noted that
22 they have gotten rid of all the bolted and inner cover manhole lids and now
23 have solid, gasketed, and vented lids, which is shown on the pie graph to
24 the right.

25 Ms. Kiewra moved to the next slide showing the water dashboard.
26 She stated that it shows an overview of the ACSA's water assets with
27 various tabs at the bottom. She stated that it is interactive as shown on the
28 next slide. She stated that as they click on the various years or materials,
29 the information will change.

30 Mr. Parcels asked to back up to the previous slide. He asked if the
31 1.45 million gallons referred to the calculated value of all the piping. Mr.

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1 Lynn stated that it was the storage tank volume. Mr. Parcels stated that it
2 seems like a relatively small number for the area. Mr. Lynn replied that the
3 1.45 million is only for the ACSA-owned tanks. He mentioned that RWSA
4 has probably 8-10 million gallons of storage that is not included in that
5 number. He noted that the Pantops storage tank alone is around 5 million
6 gallons.

7 Ms. Kiewra stated that the next slide shows the various materials,
8 diameters, and dates. Mr. Parcels stated that all of the ductile iron pipe
9 being installed lately has a life span of around 50-80 years. Mr. Lynn stated
10 that the literature would probably say about 75-100 years if it is installed
11 properly and protected from corrosion. Mr. Parcels asked, in terms of the
12 number of feet installed per year, if there was a way to project for the future
13 based on earlier years. Ms. Kiewra stated that it will not necessarily show
14 what has been replaced, but it will show there is less and less of a certain
15 material. She noted that as replacements are made, the bar will disappear.
16 Mr. Lynn stated that it is a great sign that there are so many short bars in
17 earlier years on the graph.

18 Ms. Kiewra stated that the next two dashboards show the ACSA
19 hydrants. She noted that there are nulls and unknowns on the graph. Ms.
20 Palmer asked if null was the same thing as unknown. Ms. Kiewra replied
21 yes and no. She stated that null means that the information was not put in
22 the system. She mentioned that unknown means that they have looked at
23 it but cannot find any information on it. Mr. Parcels asked why the first slide
24 shows 3,146 active hydrants and the second slide shows 87. Ms. Kiewra
25 replied that the second slide that shows 87 active hydrants is a snapshot of
26 just one year on the graph. She stated that it was meant to show the
27 interactive nature of the graph. Mr. Morrison added that as the user dives
28 into the data, this snapshot shows the active hydrants that were installed in
29 that particular year, thus there were 87 hydrants installed in that year.

30 Ms. Kiewra moved to the GIS dashboard on the next slide. She
31 stated that it is used to track her work, as well as the inspectors. She stated

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1 that it is interactive as well and allows them to see how much has been
2 added and edited over the years. She mentioned that the next slide shows
3 the Crozet CIP water project, which is an example of how lines get added
4 over time. She stated that the last GIS editing dashboard shows information
5 on sewer assets such as how many assets were entered or edited by the
6 various inspectors.

7 Mr. Parcels asked how maintenance, engineering, and IT work
8 together to maintain the data in the GIS. Mr. Morrison stated that the
9 Cityworks system is what really connects the departments. He stated that
10 maintenance can send a request in Cityworks to update GIS information.
11 He mentioned that there are also monthly meetings for both GIS and
12 Cityworks, where all departments get together to look at how the software
13 is being used and if there are any changes that need to be made or special
14 projects that are going on. Mr. Lynn added that Justin Ray and Elise Kiewra
15 are the heroes in all of this. He stated that the construction inspectors will
16 GPS locate the new assets, and Ms. Kiewra is responsible for drawing
17 everything in.

18 Ms. Kiewra stated that she would second Mr. Morrison's earlier
19 comment about Cityworks playing an integral role. She stated that she will
20 get requests through her Cityworks dashboard to make edits in the GIS.
21 She mentioned that there is also a lot of direct work with inspectors as well.
22 Mr. Parcels asked how the software has performed in talking to each other
23 and if there have been any glitches. Ms. Kiewra replied that she thinks it
24 has been fine. Ms. Walker added that they have a development site with
25 development servers, so they can test any updates or patches before they
26 are released.

27 Ms. Palmer stated that when she began her first stint on the ACSA
28 Board in 2006, there was a new executive director that railed because the
29 organization did not have an asset management system. She stated that it
30 is amazing to see the asset management plan that the ACSA has now.

31

Albemarle County Service Authority Board of Directors7. Proposed FY 2026 Budget and Rates Workshop

Ms. Johnson stated that her presentation today would be on the proposed FY 2026 budget and rates (Attached as Pages_____). She stated that she would begin her presentation with an overview of the ACSA, followed by an FY 2025 update and forecasts. She stated that she would go over the water and sewer rate analysis, FY 2026 budget highlights and summary, customer bill comparisons, the proposed FY 2026 CIP, and budget next steps.

Ms. Johnson stated that the ACSA's vision is to serve and conserve for today, sustain for tomorrow, and protect our resources forever. She stated that the mission is to serve our customers by providing clean, safe water, exemplary wastewater services and fire protection infrastructure.

Ms. Johnson moved to the next slide to give an overview of the ACSA. She stated that the organization was founded in 1964 and serves more than 89,000 customers. She stated that there are more than 23,000 water accounts and that number is still growing. She noted that the ACSA has over 80 dedicated employees, 377 miles of water lines and 318 miles of sanitary sewer lines. She stated that there are 18 pump stations, 7 water storage tanks, and 3,142 fire hydrants.

Ms. Johnson stated that in FY 2025, water revenues are exceeding budgeted expectations by 1.7%, or \$288,000 and sewer revenues are exceeding expectations by 3.1%, or \$408,000. She mentioned that water expenses are also above budgeted expectations by \$639,100 while sewer expenses are below budgeted expectations by 9.9%. She noted that departmental expenses have been below expectations by 13.7%.

Ms. Johnson stated that forecasts for the remainder of FY 2025 show water revenues exceeding budgeted amounts by 1.3% and sewer revenues exceeding expectations by 2.3%.

Ms. Johnson moved to the next slide outlining the ACSA's Strategic Plan for 2023-2027. She noted that the plan focuses on four themes – data optimization, business resilience, customer experience, and employee

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1 experience. She stated that the ACSA wants to ensure they are providing
2 best-in-class service to its customers, as well as recruiting and retaining
3 highly skilled people while providing them with resources and opportunities
4 for professional growth.

5 Ms. Johnson stated that she would now give an overview of the water
6 and sewer rate analysis. She stated that the ACSA's most significant
7 expenses to date are the wholesale water and sewer treatment services
8 provided by the RWSA. She stated that the expenses are nearly 65% of the
9 ACSA's total operating budget. She mentioned that the expected average
10 increase in expenses from FY 2026-FY 2030 for water and sewer is 15%
11 year over year.

12 Ms. Johnson stated that the first recommendation from the rate
13 update and analysis is an 8.9% increase in water and sewer charges to
14 customers in FY 2026. She mentioned that this follows a 7% increase in FY
15 2025, an 8.9% increase in FY 2024, and a 4.6% increase in customer rates
16 in FY 2023. She mentioned that there is also a recommendation to increase
17 system development/capacity charges for FY 2026 from \$14,430 to
18 \$15,000. She noted that the last increase in these charges was approved
19 in FY 2024. She added that the use of reserves will smooth customer rate
20 increases over time, and the FY 2026 budget includes \$7.3 million in rate
21 stabilization reserves and \$10.2 million in growth reserves.

22 Mr. Parcels asked how the ACSA compares to other utilities in terms
23 of connection fees. Ms. Johnson stated that she would need to look into that
24 and get back to the Board with an answer.

25 Ms. Johnson stated that for the FY 2026 budget development, there
26 will be an increase of \$6.19 per month for an average single-family
27 customer. She stated that there is an anticipated increase of 18.9% in
28 RWSA treatment and debt service costs to the ACSA.

29 Ms. Johnson stated that the pie chart on the next slide shows where
30 the dollars are coming from, and the budgeted expenses and capital costs
31 are illustrated in the graph following that one. She moved to the next slide

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1 showing a chart of the cost of water and sewer treatment from FY 2001 to
2 FY 2024, what is estimated for FY 2025, and the projected costs for FY
3 2026-FY 2030. She stated that the next slide shows a table of the proposed
4 water and sewer rates for FY 2026. She noted that the service charge for
5 FY 2026 will be \$12.24.

6 Ms. Johnson stated that the recommendation to increase
7 development and capacity charges in FY 2026 is due to a large growth in
8 capacity-related projects that are upcoming or underway. She mentioned
9 that there are significant increases in construction/capital costs for growth-
10 related projects. She noted that the last increase in system connection
11 charges was in FY 2024.

12 Ms. Palmer asked if Ms. Johnson could comment on how much of
13 these increases is related to inflation. She stated that they were expecting
14 increases but not of this magnitude. Ms. Johnson stated that some of it is
15 definitely related to inflation, but she does not know what the specific
16 percentage would be. She stated that she could look into it. Mr. Lunsford
17 asked if Ms. Palmer was referring to the increases project by project. Ms.
18 Palmer replied no, just in general. She stated that months ago, the Board
19 asked about increases in construction costs and what percentage was
20 related to inflation. She stated that she does not remember what the answer
21 was. Mr. Lunsford stated that specific to the ACSA, the Avon Operations
22 Center is a wonderful example of what they are going to be seeing more
23 broadly. He stated that they thought the project would cost about \$12 million
24 a few years back, but it is now significantly over that amount. He mentioned
25 that RWSA is dealing with similar challenges in their generational water
26 projects, which were already costly. He added that it is difficult to give a
27 specific percentage that is related to inflation.

28 Ms. Johnson stated that the proposed increase in water and sewer
29 rates for FY 2026 is attributed to the increase in RWSA's treatment and
30 capital cost increases of 18.9% for water and sewer. She mentioned that
31 the total ACSA departmental operating budget increase of 7% is due to

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1 merit and market adjustments. She mentioned that there are four new
2 positions and costs for employee benefits, operating supplies, software
3 subscriptions, and other items.

4 Mr. Parcels asked if the \$370,000 in the budget for the merit/market
5 adjustments included the \$259,201 for the four new positions. Mr. Lunsford
6 replied that the \$370,000 is the change in the current amount and the
7 \$259,201 is an additional amount for the new positions and the equipment
8 related to those positions. Mr. Parcels stated that then there is \$885,000
9 for the sum of everyone's benefits packages. Mr. Lunsford stated that it is
10 not just for benefits, but also for operating supplies, subscription fees, etc.
11 Mr. Parcels asked how the total operating budget increase by \$1 million
12 because those numbers do not total \$1 million. Mr. Lunsford stated that they
13 would reconcile those numbers and get back to him.

14 Ms. Johnson moved to the next slide outlining the use of reserves
15 and projections. She stated that the proposed budget includes \$7.3 million
16 from rate stabilization reserves to fund the ACSA's non-growth-related CIP.
17 She mentioned that there is \$10.2 million from growth reserves to fund
18 ACSA's growth-related CIP and RWSA's debt service for growth-related
19 projects. She noted that the use of reserves is proposed to mitigate the rate
20 increase to customers in the upcoming fiscal year. She added that a sound
21 financial management and growing system provides the opportunity to
22 smoothly increase customer rates over time.

23 Ms. Johnson stated that the next slide shows growth reserves
24 calculations for FY 2026. She stated that ACSA system development
25 charge revenue is \$3.3 million, and RWSA's capacity charge revenue is \$6
26 million, with a total system connection charge revenue budget of \$9.4 million
27 for FY 2026. She added that \$2.8 million in RWSA growth reserves is
28 expected to be used in FY 2026.

29 Mr. Parcels stated that since the last conversation they had about
30 this and he was concerned about what was budgeted for connection
31 charges in FY 2025, it looks like the ACSA is better in line at the end of this

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1 month and should be right on target by the end of the fiscal year. Mr.
2 Lunsford stated that it is difficult to anticipate when that revenue will be
3 recognized as there could be delays in construction, which delays the actual
4 recognition of that revenue in this fiscal year. He stated, however, that it
5 should be very close.

6 Ms. Johnson moved to the next slide which showed a sample of a
7 monthly combined water and sewer bill for a single-family customer,
8 depending on usage. She stated that it also shows a sample bill for a multi-
9 family/non-residential customer, depending upon the size of the meter.

10 Ms. Johnson stated that she liked the next slide because it shows
11 that a penny can purchase almost two gallons of ACSA water. She stated
12 that the following slide shows an ACSA monthly bill comparison to
13 comparable utilities from surrounding areas. She noted that the next slide
14 shows a comparison of an ACSA customer monthly bill to that of the City of
15 Charlottesville. She stated that an ACSA customer's bill at the proposed FY
16 2026 rate would be 17% lower than a comparable from the City of
17 Charlottesville. She added that the City also imposes a 10% utility tax in
18 addition to the monthly bill on consumption. She stated that this tax is not
19 reflected in the chart.

20 Ms. Johnson moved to the next slide illustrating the operating
21 expenses by type and department. She stated that the administration
22 department's key initiatives for FY 2026, most of which stem from the
23 ACSA's Strategic Plan. She mentioned that they included hiring a safety
24 supervisor, continued customer communications through a variety of media,
25 customer education and outreach, promoting water conservation, and
26 enhancing the customer experience. She stated that some of engineering's
27 key initiatives for FY 2026 include replacing aging and deteriorating
28 undersized water mains, increasing wastewater capacity to accommodate
29 continued growth, and continued construction of the Avon Operations
30 Center.

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1 Mr. Parcels asked what the rock situation is like with the Avon
2 Operations Center project. Mr. Morrison replied that they are currently
3 waiting on the first calculation of quantities. He stated that blasting is
4 underway, and Dewberry is reviewing the blaster's drilling logs. He
5 mentioned that the ACSA expects to see an invoice for the first batch of
6 rock on the next pay application, so he should be able to give an indication
7 on that next month.

8 Ms. Johnson stated that the IT department's key initiatives for FY
9 2026 include ongoing IT support to ACSA staff and facilitating the
10 implementation of various projects, completing the federally mandated 5-
11 Year Vulnerability Risk Assessment, continuing to evaluate, enhance, and
12 optimize IT infrastructure to support organizational needs, and improving
13 business continuity and operational resilience by beginning the migration of
14 servers and software applications to the cloud.

15 Mr. Parcels stated that replacing aging servers seems to be an item
16 that comes up every year. He asked how many servers there are in total
17 and what the life span is of those servers. Ms. Walker replied that servers
18 are replaced every five years, and the ACSA currently has 29. She
19 mentioned that they are beginning to move more applications to the cloud.
20 Mr. Parcels asked about the expense related to the cloud versus servers.
21 Ms. Walker replied that the cloud will initially cost more than the purchase
22 of a server. She mentioned, however, if you consider the cost of
23 maintenance and man hours, the cloud will be considerably less over time.
24 She added that they will also gain redundancy with the cloud.

25 Mr. Parcels asked if she envisions completely switching to the cloud
26 and getting rid of all the servers. Ms. Walker replied no. She stated that
27 SCADA will need to stay on premises, but it will be made redundant at the
28 Avon Operations Center as well. She stated that most of the servers will go,
29 and the first one they will try to switch to the cloud is the file server. She
30 added that they are also looking at moving some of the GIS to the cloud for
31 increased speed.

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1 Mr. Parcels stated that the communication with the cloud is through
2 satellite and asked if there would be protection against loss of
3 communication. Ms. Walker replied that the ACSA is doing everything it can
4 to prevent that, including adding a second internet provider. She added that
5 it is also being added in the support contracts that data centers will provide
6 a redundancy as well.

7 Ms. Swanson asked what cloud service the ACSA uses. Ms. Walker
8 replied that currently the ACSA uses Crimp, but they are demoing and
9 working with the Microsoft Azure cloud service.

10 Ms. Johnson stated that in terms of key initiatives for the
11 maintenance department, they are planning to promote optimization of
12 resources through continued development of a resource use plan for the
13 Avon Operations Center. She stated that maintenance will continue with an
14 increased emphasis on training and education programs for leadership,
15 safety, and advancement, as well as succession plan training for senior
16 staff. She added that there will also be a continued focus on converting the
17 remaining exclusion meters throughout the service area.

18 Ms. Johnson stated that finance's key initiatives include focused
19 training for staff and data analysis including AML, ERP, and CMMS. She
20 stated that they will also focus on implementation of the customer
21 experience vision statement and continue to analyze customer engagement
22 opportunities. She added that they will also be reviewing business continuity
23 from an operational and financial perspective.

24 Ms. Johnson stated that there are several planned new capital
25 equipment purchases for FY 2026. She stated that the administration
26 department will need a new vehicle for the safety supervisor and the IT
27 department will need five new iPads and cell phones, three new computers,
28 and four GPS units. She mentioned that the maintenance department will
29 need a brush mower, asphalt cutting wheel, two 20' Connex boxes, one F-
30 150 truck, a Smart Shore system, and a sewer pipeline repair trailer and
31 equipment.

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1 Ms. Swanson asked if the F-150 was a lightning vehicle. Mr. Morrison
2 replied that the Fi-150 will be the on-call standby truck replacement and
3 there are currently no plans to purchase an EV. He stated that if they were
4 to get into a prolonged emergency situation, they do not want to rely on the
5 charge. Ms. Swanson asked if the truck would use gas fuel or diesel. Mr.
6 Morrison replied that it would use gas.

7 Ms. Johnson stated that there were also several replacement capital
8 equipment purchases planned for FY 2026 as well. She stated that they
9 included 12 PCs, servers, iPads, phones, cell modems, some office
10 furniture, vehicle replacements, and other items. She stated that the CIP
11 program was presented by Mr. Lynn at the last meeting and would consist
12 of water, sewer, and non-utility/facility projects totaling \$18.5 million.

13 Ms. Johnson stated that in terms of budget next steps, an insert will
14 be sent out with the customer bills this month. She stated that June 19th,
15 2025 will be the public hearing, a second budget workshop, and adoption
16 of the budget and rates. She stated that the development of the FY 2026
17 budget proposal was a collaborative effort. She mentioned that it was
18 successful due to the ACSA Lead Team, as well as the input from all
19 departments.

20 Ms. Swanson stated that the one data point she tends to focus on
21 every year during the budget process is the percentage of the ACSA's
22 budget that goes to RWSA's charges. She mentioned that it has crept up
23 considerably, as it used to be around 60% but is now 65%. She asked if
24 that 5% is really being driven by inflation. Ms. Johnson replied that her
25 thought would be yes, the increase is due to the fact that RWSA is also
26 seeing increases in CIP projects due to inflation.

27 Mr. Lunsford stated that there was a slide earlier in the presentation
28 on page 163 that illustrates exactly what Ms. Swanson is speaking about.
29 He stated that it shows the increase from RWSA to the ACSA is double or
30 triple what the ACSA's rate increases are to its customers. He mentioned
31 that over time, it is going to compound. He stated that they have been

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1 directed to be as smooth as possible with rate increases to customers so
2 that is what they are attempting to do. He noted that as the expenses from
3 RWSA continue to increase, the ACSA may need to compensate with larger
4 increases. He added that within the proposed FY 2026 budget, there are
5 funds allocated for a formal rate study. He stated that this is done every five
6 years, and they will be looking at those increases both from the current
7 water and sewer customer's perspective, as well as from a connection
8 charge perspective. He mentioned that the connection charges have not
9 increased at the same percentage level as the customer water and sewer
10 bills. He stated that with the increases in growth-related project costs, the
11 ACSA needs to ensure that they are recouping what they need from new
12 connections.

13 Ms. Palmer stated that there is a graph that RWSA puts out which
14 shows their debt service. She stated that it is directly related to RWSA's
15 major projects, and it shows a general decrease in their debt service after
16 some time. She stated that this should be reflected in the amount that the
17 ACSA ends up paying them. Mr. Lunsford replied that this is true, with one
18 caveat. He stated that it is difficult to project costs the further away they are
19 from the current year, and it is difficult to project some of the necessary
20 projects that RWSA may not know about right now. He mentioned that the
21 graph may show debt service going down after four or five years when, in
22 fact, it could increase. He stated that because of this, the ACSA needs to
23 remain financially viable and able to absorb some of the immediate
24 increases to its customers over a long period of time.

25 Mr. Tolbert asked if it is true that some of RWSA's projects will be
26 solely the ACSA's responsibility, as opposed to being shared with the City
27 of Charlottesville. Mr. Lunsford replied yes. He stated that anything that
28 happens in Crozet will be 100% the ACSA's responsibility. He stated that
29 there is a cost allocation agreement for the Urban area, so the ACSA and
30 the City pay different proportions depending on where the project is located.

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1 Ms. Roberts stated that granular activated carbon (GAC) created an
2 expense as well. He asked how many millions per year the GAC cost. Mr.
3 Lunsford stated that it costs around \$2 million per year to recharge the GAC.
4 Ms. Palmer stated that the comparison of monthly bills to other localities on
5 page 175 shows Blacksburg at the bottom on the lower end. She stated that
6 she thinks they still use chloramines. Ms. Swanson asked if they have
7 reservoirs. Ms. Palmer stated that they have a reservoir.

8 Mr. Roberts stated that he wanted to note that the ACSA's water
9 connection fees are cheaper than the cost to drill a well and the connection
10 fee for sewer is less than the cost to put in a septic system. Ms. Palmer
11 stated that she has heard of people paying \$17,000-\$19,000 just to dig a
12 well. Mr. Parcels added that it is a good marketing point.

13 Mr. Lunsford stated that he wanted to emphasize that the
14 comparison of ACSA charges on water and sewer bills to other utilities is
15 quantitative and there is no qualitative analysis in those comparisons. He
16 stated that the ACSA believes the quality of its water and service exceeds
17 any of the utilities listed and there is a cost for that.

18 Mr. Roberts stated that he heard on the news that the Environmental
19 Protection Agency (EPA) is going to increase the water quality requirements
20 for PFAS. He asked how that will impact what the ACSA has been doing.
21 Ms. Palmer stated that it would be beneficial for customers to be reminded
22 that the ACSA does not have any PFAS in its water.

23

24 8. **Compensation and Classification Study Update**

25 Ms. Roach stated that Marianne Oyaas with The Archer Company
26 would be presenting their findings from the Classification and
27 Compensation Study.

28 Ms. Oyaas stated that she would begin by briefly touching on the
29 study objectives and key findings and how they conducted the study. She
30 stated that she would speak about the two components of fair pay which
31 are internal equity and market equity. She stated that internal equity means

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1 that when comparing jobs, those that are more difficult or complex should
2 be paid more. She stated that market equity means that pay ranges and
3 rates at the ACSA are comparable with its peer organizations. She stated
4 that she would discuss the pay study they performed and the surveys that
5 went along with that, in addition to the ACSA's new pay structure. She
6 mentioned that she would also go over the how the new pay structure will
7 be implemented as well as recommendations for maintaining the integrity
8 of the pay plan over time. She added that the ACSA's pay levels were found
9 to be competitive and that is due to the work that has been done over the
10 past several years. She stated that they only needed to fine tune a few areas
11 of concern.

12 Ms. Oyaas moved to the next slide to review the objectives of the
13 study. She stated that Archer looked at every job title to ensure they
14 understood what folks were doing before they did anything else. She stated
15 that they met with each department head individually to receive feedback
16 on the pay plan such as what is working and what concerns they had. She
17 mentioned that each job was evaluated and there was comprehensive
18 market study, which she would provide details for later in the presentation.
19 She stated that from all of that information, they made recommendations
20 about the pay structure and discussed how to implement them with the
21 project team. She added that throughout the process, they were always
22 thinking about equitable pay while staying within the budget parameters of
23 the organization.

24 Ms. Oyaas stated that in terms of the study methodology, it is fairly
25 turnkey. She stated that the process began by learning about the jobs
26 through questionnaires completed by employees. She noted that the
27 questionnaires were reviewed by management and there were several
28 working sessions with the project team to learn about the ACSA's pay
29 system and policies. She mentioned that the job evaluation process
30 involved measuring each one of the jobs. She stated that once they

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1 determined the market value of each job and the internal ranking, they were
2 able to develop some structure recommendations.

3 Ms. Oyaas stated that in terms of the job analysis and evaluation
4 process, Archer looked at every job at the ACSA. She stated that the
5 department heads were very thorough in their review of the employee
6 questionnaires. She stated that the meetings with the department heads
7 were very helpful and the level of concern amongst them about pay was
8 fairly low. She mentioned that this was another indication that the ACSA
9 had done a good job of maintaining equitable pay. She stated that the
10 internal evaluation process happened next, which she would share more
11 about in a moment. She noted that once they had recommendations for pay
12 grades and ranges, they were reviewed by the project team and each
13 department head to ensure they made sense.

14 Ms. Oyaas stated that when talking about point factor evaluation for
15 jobs, the idea is to ensure that jobs are placed in pay grades based on true
16 differences such as knowledge, skills, and responsibilities. She stated that
17 the measuring factors Archer looked at when evaluating the ACSA's jobs
18 were education required, experience required, supervisory responsibilities,
19 decision-making, and business impact. She stated that each job was scored
20 on these factors and jobs that were similar in terms of their total point score
21 were placed in the same pay grade and range. She stated that this is a
22 basic, fundamental compensation practice. She added that all of the
23 ACSA's jobs were placed into 15 pay grades from entry-level to department
24 head.

25 Ms. Oyaas stated that the custom market survey was going on at the
26 same time as the job evaluations. She stated that Archer worked with the
27 ACSA project team to finalize what they refer to as the market strategy and
28 determine who the ACSA is competing with and what jobs to survey. She
29 mentioned that they surveyed every job and were able to gather data on
30 almost all of them. She noted that the ACSA's market was primarily local
31 utilities, so they focused on those utilities within commuting distance. She

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1 stated that most people are willing to commute about 45 minutes to an hour,
2 and there were a number of utilities within that geographic area. She stated
3 that the survey was customized with all of the ACSA's job titles and a
4 number of pay practice questions and worked with the utilities to get them
5 to complete the survey. She noted that the survey covered 92% of the
6 ACSA's job titles which is higher than they typically get.

7 Ms. Oyaas stated that the list of utilities on the next slide were the
8 ACSA's competitors, or talent peers as Archer calls them. She stated that
9 there are a couple of them that are not local such as Loudon and Prince
10 William County. She mentioned that for some jobs, like the mid to high level
11 positions, the ACSA is probably competing a bit farther than the local area.
12 She noted that they received data from all of the talent peers except for
13 Rapidan Service Authority and Virginia Department of Transportation
14 (DOT), as they chose not to participate. She added that 18 surveys out of
15 20 is very good from their standpoint.

16 Ms. Oyaas moved to the benchmark survey results on the next slide.
17 She noted that, overall, the ACSA's current pay ranges are competitive in
18 the market on all key comparisons. She stated that the ACSA's current pay
19 range minimums are, on average, about 7% above market. She stated that
20 it is a healthy percentage as the market is moving quickly and it is good to
21 be a few percentage points above market. She stated that the pay range
22 midpoints are around 9% above market and maximums are about 10%
23 above market.

24 Ms. Palmer asked if cost of living was considered in the different
25 areas. Ms. Oyaas replied yes. She stated that for each of the utilities,
26 whether it was local or farther away, they looked at the cost of labor which
27 is a little different than the cost of living. She stated that the cost of labor
28 looks at the employer's salary and benefit expenses. She mentioned that a
29 few of the utilities had quite a higher cost of labor. She noted that in those
30 cases, the cost of labor was adjusted down to the ACSA's cost of labor.

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1 Ms. Oyaas stated that the idea, with the study recommendations, is
2 for the ACSA to maintain its current market position. She stated that there
3 were some jobs that were paid a bit low, so part of the recommendations
4 will adjust those salaries. She mentioned that in terms of pay practices, they
5 found that the ACSA's longevity and referral bonus programs are
6 competitive. She noted that most of the ACSA's competitors have what are
7 called "open ranges," and a few have a step plan where employees move
8 up in pay range in a designated month every year. She stated that the step
9 plan is unusual in the ACSA's market, and they do not recommend that the
10 ACSA adopt that type of plan. She added that the ACSA's pay increases
11 have been competitive and a little above market in the last few years. She
12 stated that the policy of receiving a one-time bonus in lieu of a yearly raise
13 once employees hit their pay maximum is generous and recommended.
14 She stated that those employees have invested a lot of time in the company
15 and vice versa, and it is nice for them to still receive a payment once a year.
16 She stated that the on-call or stand-by duty pay policy is flexible and
17 something that most of the ACSA's peers do not have.

18 Ms. Oyaas stated that there were adjustments made to the ACSA's
19 pay structure to try and get every job within the competitive range of 5%-
20 10% above market. She stated that each pay grade has been assigned an
21 open range with a minimum, market reference point, and a maximum. She
22 noted that the market reference point is based on the average midpoints of
23 the jobs in the market, which links to average pay from the ACSA's
24 competitors. She stated that each pay range is now 70% wide from the
25 minimum to the maximum, which is a 10-percentage point increase
26 compared to the old range. She mentioned that this allows for more room
27 at the top of the range as a way to help retain highly seasoned and effective
28 employees. She stated that the ranges associated with each grade should
29 be competitive for every job in that grade.

30 Ms. Oyaas stated that in terms of implementation, the goal is to be
31 equitable. She stated that, assuming the recommendations are adopted, all

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1 ACSA employees will receive a 2% general increase on July 1, 2025. She
2 stated that, secondly, each employee will be placed into their new pay grade
3 and range based on their years of service in their position. She stated that
4 this is called a compression adjustment. She stated that each employee will
5 also receive their 3% pay pool increase based on performance, which is not
6 a change from what has been done in the past. She stated that these three
7 steps will have a budgetary impact of \$370,000 in base pay for FY 2026,
8 which is about a 5.6% increase for payroll. She added that they usually see
9 increases of 10% or more, so 5.6% was another indication that what the
10 ACSA has done in the past has been working.

11 Ms. Palmer asked what percentage of employees are receiving the
12 3% pay pool increase. She stated that she recalls Ms. Johnson saying in an
13 email that most employees are receiving the 3%. Ms. Johnson confirmed
14 that this was correct.

15 Mr. Parcels asked if it would make sense, or better for the bottom
16 line, for the merit increase be a bonus as opposed to a salary adjustment.
17 He stated that he was surprised to see how the ACSA varied from 7%-10%
18 above market on some of the pay scales. He stated that if there is a 5%
19 increase for everyone, that keeps the ACSA at that high level. He asked
20 what would happen if all employees get the 2% market adjustment and the
21 merit increase was a bonus instead of a pay adjustment. He stated that, in
22 his opinion, it would lower that 7%-10%. Ms. Johnson stated that she thinks
23 the ACSA being so competitive in the market is part of why they have been
24 able to retain the people that they have for so long.

25 Ms. Roach stated that the Board should keep in mind that those data
26 points were from surveys conducted last year. She stated that the ACSA's
27 competitors are also changing their scales and their pay. She stated that in
28 terms of giving employees bonuses instead of salary increases, it would be
29 impactful to their Virginia Retirement System (VRS) pension. Mr. Parcels
30 stated that he was just looking for a way to save a few bucks, considering
31 how high above market the ACSA has been. He stated that initially he told

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1 Ms. Johnson he was thinking around a 2.5% increase across the Board, but
2 he had not thought about the 3% merit increase. He stated that it looks like
3 everyone will receive that, more or less. Ms. Johnson stated that the 3%
4 merit increase is based on performance. Ms. Roach stated that they have
5 a performance pool which means that everyone is evaluated and then
6 compared within their department to their peers. She stated that higher
7 performers pull more out of the pool than a low performer. She noted that it
8 is designed to reward higher performers, instead of just giving increases
9 across the board.

10 Ms. Palmer stated that she wanted to clarify the 5.6% increase in the
11 base pay roll. She asked if that means that it is just an increase in the base
12 payroll cost and not that everyone's salary is increasing 5%. Ms. Oyaas
13 replied yes. Ms. Palmer stated that all the other utilities are probably
14 increasing as well. Ms. Oyaas replied that those 18 or so utilities are
15 projected on average, to increase their pay about 4%.

16 Mr. Armstrong stated that Virginia is going to take a hard hit in terms
17 of unemployment because of what is going on in Washington, D.C. and all
18 the people that live in Northern Virginia. He stated that this probably means
19 that a lot of places are not going to feel much pressure to give salary
20 increases to remain competitive in the market. He asked if Archer has
21 looked at how that impacts, or should impact, their projections. Ms. Oyaas
22 replied that they are just beginning to get that data from government
23 sources, so she does not have that data for Virginia. She stated that she
24 has national data from employers across the U.S. on what they expect to
25 spend in pay increase for 2025. She noted that what they predicted was
26 about 0.5% higher than the actual increases. She stated that it is still early,
27 but she thinks they will be in a better position to understand how it is
28 impacting employer decisions in about six months.

29 Ms. Roach stated that another thing to keep in mind is that the
30 ACSA's local competitors are unionizing. She stated that all of the data is

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1 not available to review, but their upfront salaries they advertise is appealing
2 and the ACSA wants to be able to retain its employees.

3 Mr. Parcells stated that one of his concerns with unions is the
4 narrowing of classification and constraint, but one of the benefits is the
5 ability to do well for its members. He stated that the ACSA is an organization
6 where everyone works together so collaboratively, and he assumes that the
7 employees do not desire to be part of a union that could be more
8 constraining. He stated that part of the overall salary issue is to maintain
9 that happy, family environment where people want to come to work. He
10 stated that in that sense, he has no issue with how the salary and pay raises
11 are structured.

12 Ms. Palmer asked if Ms. Oyaas could speak to the positions that
13 were found to be underpaid. Ms. Oyaas stated that the Utility Worker I
14 positions, and at least one Utility Worker II position, are moving up. She
15 stated that they have been seeing entry-level jobs getting hit harder in the
16 economy, so it is common among clients to have entry-level jobs that need
17 to move up.

18 Ms. Oyaas mentioned that there were also a few jobs where they
19 found a disconnect between how long the person had been in the position
20 and where they were in the salary range. She noted that this is called
21 compression, which they adjusted for as shown in the chart on the next
22 slide. She stated that the idea was to set a target salary for everyone based
23 on how long they have been in their position. She stated that the longer they
24 have been in the position, the higher the salary. She mentioned that the
25 adjustments affected very few employees, but there were a couple of
26 increases that were on the large side. She stated, however, that if they are
27 going to honor length of service through salary adjustments, it has to be
28 done for everyone.

29 Ms. Oyaas moved to the last slide to discuss pay plan maintenance
30 for the ACSA. She stated that one recommendation is to use the job
31 evaluation process as jobs are created or significantly changed. She stated

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1 that they also recommend that the ACSA conduct a comprehensive market
2 analysis no less than every 3-4 years. She stated that the ACSA should also
3 be looking at the market data every year to determine pay increases and
4 ensure they are not overshooting the market. She stated that the last
5 recommendation is for the ACSA to help employees understand the value
6 of their total benefit package. She mentioned that this is important from a
7 recruitment standpoint, as well as from a retention perspective.

8 Mr. Roberts asked if the 3% performance pay pool is an average. He
9 asked if there were employees that were receiving less than 3%, or if
10 everyone was receiving 3%. Ms. Roach replied that employees are
11 competing against their peers in the performance pool. She stated that an
12 employee who is average may receive 3%, while an employee who is
13 exceeding expectations may receive 3.25%, and an underperformer may
14 receive 2.75%.

15 Mr. Lunsford stated that the recommendations from the pay study
16 are in line with the ACSA's extremely local peers. He noted that RWSA is
17 proposing a 5% increase for their employees. He stated that, historically,
18 there were considerable investments made in the employee compensation
19 package to get the ACSA where it is today. He stated that he hopes the
20 Board will consider allowing the ACSA to remain competitive in relation to
21 its peers.

22 Ms. Palmer asked if the 10% above market is just the salary or the
23 salary plus the benefits package. Ms. Oyaas stated that the 10% refers the
24 pay range maximum, which does not include the benefit costs.

25 Mr. Parcels stated that rewarding employees is the most important
26 thing, especially to keep the quality of employees that the ACSA has. He
27 stated that the ACSA Lead Team is a credit to their teams as well in terms
28 of how they feel their employees should be rewarded. He stated that the
29 feedback they provided is a testament to the quality of the team and the
30 organization.

31

Mr. Lunsford stated that there is a tour of the South Rivanna Water Treatment Plant scheduled for Monday at 10 am. He stated that there was still room available if any of the Board members were interested. He stated that Ms. Swanson and a few ACSA staff members would be joining. He stated that the other item was the ACSA's annual employee appreciation picnic at Darden Towe Park. He stated that it would be held Friday, May 23rd at 12pm, and would love to have the Board join if they are able to.

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

May 15, 2025
Page 28

AGENDA TITLE: Monthly Financial Reports STAFF CONTACT/PREPARER: Tanya Johnson, Director of Finance	AGENDA DATE: June 19, 2025 ACTION: Informational ATTACHMENTS: Yes
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BACKGROUND: Water and sewer financial reports and check registers for the month of May are attached for your review.

DISCUSSION:

- Water consumption for the month of April increased 1.7% compared to March. Water consumption for the month of April 2025 compared to April 2024 increased 3.6%.
- RWSA's invoice of \$2,547,552 for the month of April was paid on May 9th, 2025.
- Unearned water and sewer connection charges totaled \$1,743,187 at month end.
- System connection charges are slightly ahead of budgeted expectations with \$1,454,335 recognized in May.
- Water and Wastewater revenues for FY 2025 are above budgeted expectations by 1.7%. Please see the water/wastewater trend analysis included illustrating that when adjustment for expected variations in seasonal consumption are considered, revenues are 2.26% higher than budgeted expectations.
- Investment update: LGIP's effective monthly yield stands at 4.5%, while PFM's yield to maturity at market is 4.26%, reflecting current market conditions and portfolio performance.
- ACSA advertised the RFP for the new CIS system June 3rd.

BUDGET IMPACT: Informational only.

RECOMMENDATIONS: None

BOARD ACTION REQUESTED: None; informational item only.

ATTACHMENTS:

1. Statement of Net Position
2. Year-to-Date Budget to Actual Comparison/Commentary
3. Investment Summary
4. Capacity/System Development Reserves
5. Connection Charges/ERC Analysis
6. Monthly Water 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

May 31, 2025

ASSETS

Cash and cash equivalents	\$ 7,142,894
Accounts receivable	5,847,173
Investments	51,652,648
Capital assets: (net of accumulated depreciation)	190,740,988
Inventory	655,115
Prepays	290,918
Cash and cash equivalents, restricted	640,785
	<hr/>
Total assets	256,970,521
	<hr/>

DEFERRED OUTFLOWS OF RESOURCES

Combined deferred outflows of resources	1,156,042
	<hr/>

LIABILITIES

Accounts payable	3,138,923
Accrued liabilities	465,974
Compensated absences	836,469
Net pension liability	3,030,688
Other post-employment benefits	1,088,723
Unearned connection fees	1,743,187
Long-term debt	3,662,648
	<hr/>
Total liabilities	13,966,612
	<hr/>

DEFERRED INFLOWS OF RESOURCES

Combined deferred inflows of resources	799,130
	<hr/>

NET POSITION

243,360,821

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

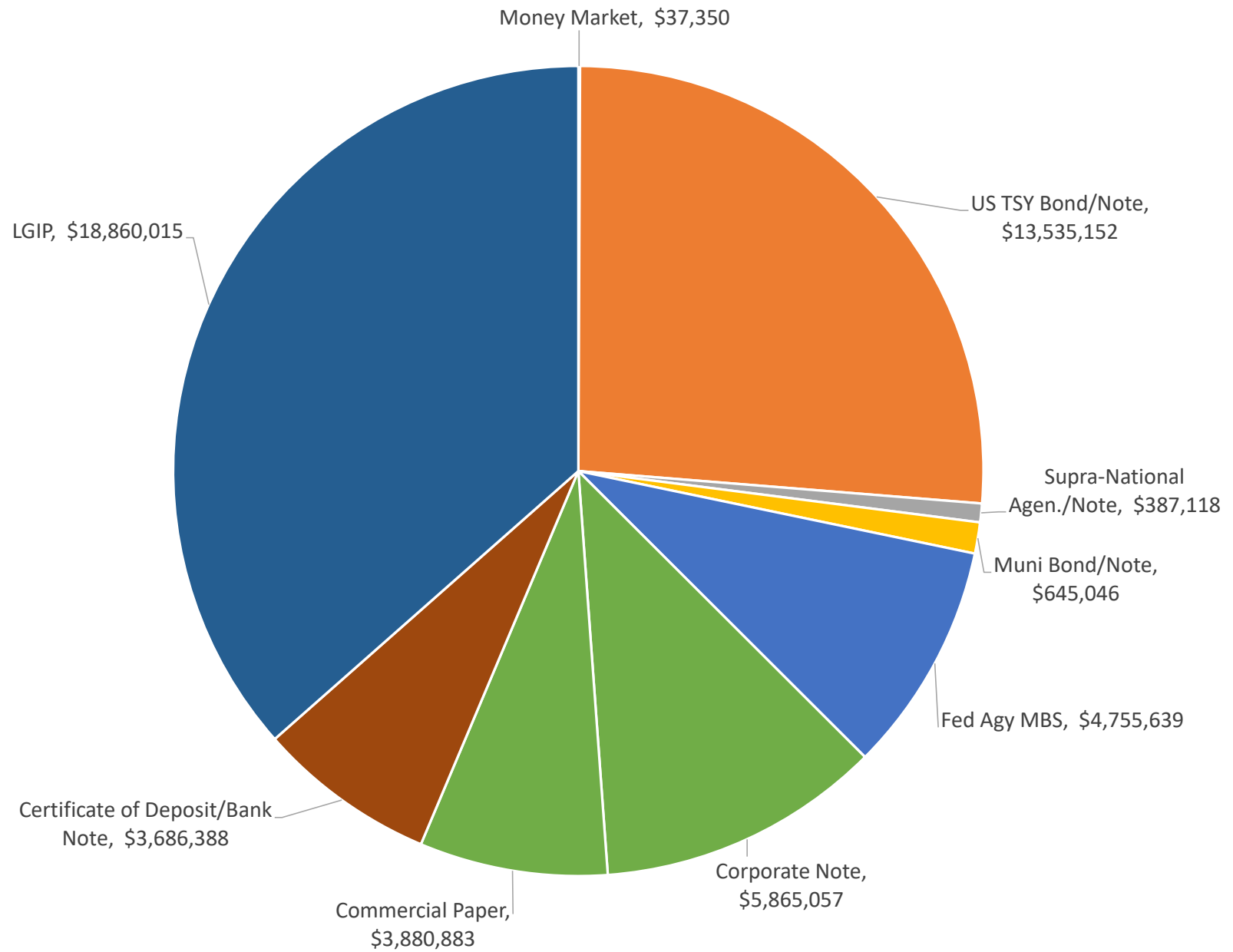
- A.** Water and sewer revenues were more than budgeted amounts by 1.7%. Consumption through May (gallons) appears reasonable considering the ACSA's normal seasonal consumption pattern. Further information related to seasonal revenue expectations can be found later in the Board packet.
- B.** Expenses related to purchases of bulk water and sewer treatment from the RWSA are less than budgeted amounts by 1.7%. Monthly billings prepared by the RWSA allocate total water/wastewater flows to the ACSA/City based on the consumption of each for the quarter immediately preceding.
- C.** Departmental operating budgets through the current month remain below budgeted expectations for the fiscal year. Departmental expenses will continue to be monitored throughout the fiscal year and are expected to align with the budget.
- D.** System connection charges are higher than the budgeted amount. Connection charges are often difficult to project and can fluctuate from year to year. These charges are dependent upon new customers connecting to the system.
- E.** Investment income, which includes both interest income and adjustments to fair market value are recorded in these accounts. Investment earnings are ahead of budgeted expectations through the current month.
- F.** Miscellaneous revenues consist of multiple lines and include inspection fees, plan review, reconnections/initial bill fees, invoiced water usage, and gains associated with sales of capital assets retired from service.
- G.** The budgeted amount includes expected outlays for capital equipment and 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.

ALBEMARLE COUNTY SERVICE AUTHORITY
For the One Month Ending May 31, 2025

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	Budget FY 2025	Budget Year-to-Date 2025	May Actual Year-to-Date	Actual vs. Budget	Variance Percentage
Revenues					
Water Sales	22,650,000	20,762,500	20,976,020	213,520	1.03%
Sewer Service	17,850,000	16,362,500	16,781,619	419,119	2.56%
Total operating revenues	40,500,000	37,125,000	37,757,639	632,639	1.70% A
Operating Expenses					
Purchase of bulk water	(18,148,000)	(16,635,667)	(17,414,232)	(778,565)	4.68% B
Purchase of sewer treatment	(13,782,000)	(12,633,500)	(11,356,892)	1,276,608	(10.10%) B
Administration	(1,585,600)	(1,453,467)	(1,146,649)	306,818	(21.11%) C
Finance	(3,283,100)	(3,009,508)	(2,464,022)	545,486	(18.13%) C
Information Technology	(2,143,000)	(1,964,417)	(1,657,084)	307,333	(15.64%) C
Engineering	(2,631,400)	(2,412,117)	(2,269,889)	142,228	(5.90%) C
Maintenance	(5,092,000)	(4,667,667)	(4,001,341)	666,326	(14.28%) C
Total operating expenses	(46,665,100)	(42,776,342)	(40,310,109)	2,466,233	(5.77%)
Operating gain(loss)	(6,165,100)	(5,651,342)	(2,552,470)	3,098,872	(54.83%)
Nonoperating Revenues					
System connection charges	8,000,000	7,333,333	7,896,785	563,452	7.68% D
Investment/Interest Income	2,000,000	1,833,333	2,614,497	781,164	42.61% E
Rental income	16,000	14,667	17,857	3,190	21.75%
Miscellaneous revenues	761,000	697,583	587,606	(109,977)	(15.77%) F
Total nonoperating revenues (expenses)	10,777,000	9,878,917	11,116,745	1,237,828	12.53%
Nonoperating Expenses					
Miscellaneous expenses	(890,300)	(816,108)	(645)	815,463	(99.92%) G
Bond interest charges	(183,859)	(168,537)	(163,103)	5,434	(3.22%) H
Depreciation	-	-	(4,313,797)	(4,313,797)	0.00% I
Total nonoperating revenues (expenses)	(1,074,159)	(984,646)	(4,477,545)	(3,492,899)	354.74%
Capital contributions	-	-	1,463,272	1,463,272	
Change in Net Position	3,537,741	3,242,929	5,550,002	2,307,073	71.14%

Allocation of Investments by Type



Portfolio Summary and Statistics

For the Month Ending **May 31, 2025**

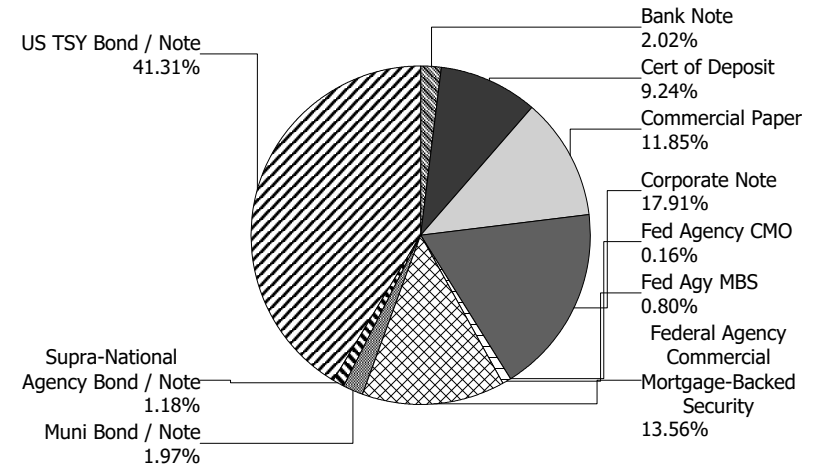
ACSA OPERATING FUNDS - 03100100

Account Summary

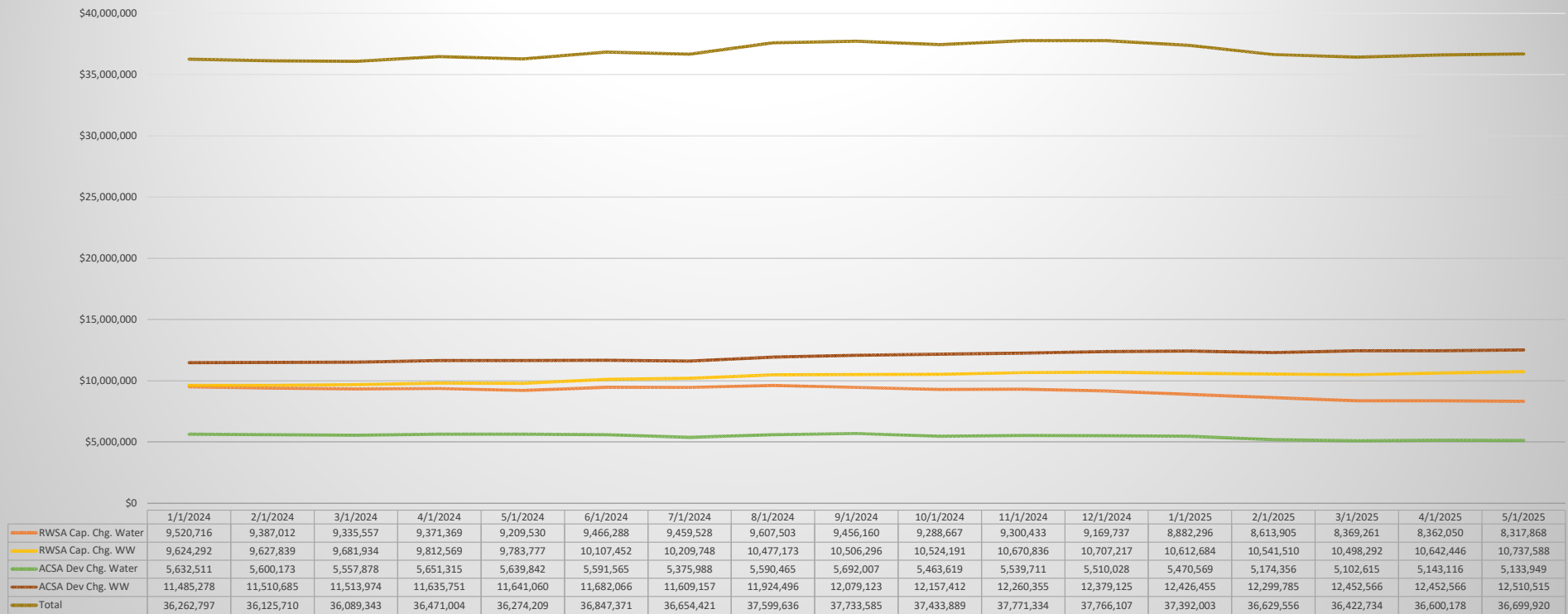
Description	Par Value	Market Value	Percent
U.S. Treasury Bond / Note	13,500,000.00	13,535,152.19	41.31
Supra-National Agency Bond / Note	385,000.00	387,117.78	1.18
Municipal Bond / Note	640,000.00	645,045.72	1.97
Federal Agency Mortgage-Backed Security	271,973.41	261,479.23	0.80
Federal Agency Commercial Mortgage-Backed Security	4,537,657.22	4,440,306.24	13.56
Federal Agency Collateralized Mortgage Obligation	58,830.73	53,854.06	0.16
Corporate Note	5,855,000.00	5,865,056.89	17.91
Commercial Paper	3,950,000.00	3,880,883.40	11.85
Certificate of Deposit	3,025,000.00	3,025,748.90	9.24
Bank Note	655,000.00	660,639.31	2.02
Managed Account Sub-Total	32,878,461.36	32,755,283.72	100.00%
Accrued Interest		272,563.42	
Total Portfolio	32,878,461.36	33,027,847.14	

Unsettled Trades	325,000.00	325,404.30
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Sector Allocation



Capacity/System Development Reserves



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

Albemarle County Service Authority
Connection Fee Analysis
April 2025

Area	April 2025 Monthly Connection Fees	April 2024 Monthly Connection Fees	\$ Change	% Change
Crozet	\$ 151,430	\$ 81,780	\$ 69,650	85%
Urban	619,590	619,590	-	0%
Scottsville	-	-	-	0
Total Connection fees	\$ 771,020	\$ 701,370	\$ 69,650	10%
Through April				
Area	YTD FY 2025 Connection Fees	YTD FY 2024 Connection Fees	\$ Change	% Change
Crozet	\$ 1,363,720	\$ 2,279,335	\$ (915,615)	-40%
Urban	5,078,730	4,773,495	305,235	6%
Scottsville	-	300	(300)	-
Total Connection fees	\$ 6,442,450	\$ 7,053,130	\$ (610,680)	-9%

Area	April 2025 ERC's	April 2024 ERC's	Change	% Change
Crozet	11	6	5	83%
Urban	43	28	15	54%
Scottsville	-	-	-	-
Total ERC's	54	34	20	59%
Through April				
Area	YTD FY 2025 ERC's	YTD FY 2024 ERC's	Change	% Change
Crozet	95	158	(63)	-40%
Urban	350	330	20	6%
Scottsville	-	-	-	-
Total ERC's - YTD	445	488	(43)	-9%

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
April 2025**

Area	April 2025 ERC's	April 2024 ERC's	April 2023 ERC's
Crozet	11	6	12
Urban	43	28	226
Scottsville	-	-	-
Total ERC's	54	34	238

Through April			
Area	YTD 2025 ERC's	YTD 2024 ERC's	Apr-23 ERC's
Crozet	95	158	94
Urban	350	330	660
Scottsville	-	-	-
Total ERC's - YTD	445	488	754

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

	FY 2025 Consumption	FY 2024 Consumption		Monthly Precipitation (In.)	
				FY 2025	FY 2024
July	178,898,841	154,300,020	15.94%	2.97	6.42
August	167,569,158	170,746,002	-1.86%	4.56	4.10
September	168,622,791	176,070,325	-4.23%	11.90	2.79
October	154,505,280	165,947,566	-6.90%	1.89	2.24
November	157,629,026	154,337,781	2.13%	1.41	4.52
December	142,576,100	145,323,150	-1.89%	3.15	4.60
January	135,634,117	137,727,440	-1.52%	6.58	2.32
February	140,077,622	135,574,438	3.32%	4.51	2.87
March	133,246,908	137,885,342	-3.36%	0.89	1.36
April	141,119,829	136,213,084	3.60%	2.11	4.67
May		153,343,279	-100.00%	8.89	2.31
June		162,940,773	-100.00%		4.81
	1,519,879,672	1,830,409,200		48.86	43.01
YTD	1,519,879,672	1,514,125,148	0.38%	48.86	38.20

Note: Consumption through April 2025 is 0.38% 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	Increase	
	RWSA Charges	RWSA Charges	(Decrease)	
July	\$ 2,622,835	\$ 2,352,971	\$ 269,864	297.00%
August	2,648,222	2,352,440	295,782	456.00%
September	2,718,386	2,286,484	431,902	1190.00%
October	2,733,598	2,277,041	456,557	189.00%
November	2,540,444	2,204,989	335,455	141.00%
December	2,510,685	2,249,566	261,119	315.00%
January	2,576,967	2,356,246	220,721	658.00%
February	2,638,650	2,269,378	369,272	451.00%
March	2,569,796	2,342,273	227,523	9.71%
April	2,547,552	2,265,591	281,961	211.00%
May		2,313,334		889.00%
June		2,283,431		
	\$ 26,107,135	\$ 27,553,744		
YTD	\$ 26,107,135	\$ 22,956,979	# \$ 3,150,156	13.72%

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



Water and Sewer Report

(Volumes in Gallons)

April 2025

Metered by Area:	Water	Sewer
Crozet	15,813,628	14,931,568
Scottsville	989,217	839,475
Urban	124,268,765	109,370,817
Red Hill	48,219	0
Total	141,119,829	125,141,860

Number of Installed Meters:	
Urban	20
Crozet	7
Scottsville	0
Total	27

Wastewater Flows by Sewer Plant:	
Total Urban and Crozet	124,302,385
less Glenmore WRRF	(3,665,085)
Moores Creek AWWRF	120,637,300
Scottsville WRRF	839,475
Total	121,476,775

Hydrant Meter Consumption (billed by invoice):	
Urban	407,000
Crozet	452
Scottsville	0
Total	407,452

Estimated Water Loss:		
410 Cranberry Ln-04/11/25	Crozet	100,000
989 Laurel Glen-04/23/25	Urban	1,000
5741 Myrtle St-04/23/25	Crozet	1,000
2775 Hydraulic Rd-04/23/25	Urban	3000
	Total	105,000

Billed Consumption for Selected Customers					
	Water	Sewer		Water	Sewer
Virginia Land Holding	377,502	377,502	Boar's Head Inn	325,912	321,439
Southwood Mobile Homes	1,900,720	2,000,000	Farmington Inc.	773,346	350,072
Turtle Creek Apartments	1,885,603	1,881,163	Westgate Apartments	1,210,461	1,209,522
Barracks West Apartments	1,225,414	1,225,414	PR Charger C'ville Holdings-		
Monroe Health & Rehab.	876,162	876,162	Cobalt Ridge Apartments	2,286,253	2,286,253
Sunrise Senior "Colonnades"	893,390	747,783	Four Seasons Apts and Condos	2,172,568	2,172,568
ACRJ	812,480	763,480	Ch'ville/Alb Airport	171,197	177,115
Westminster Canterbury	1,287,450	1,285,450	State Farm Insurance-Pantops	279,870	183,776
SEMF Charleston -			Hyatt Place at Stonefield	365,576	365,576
Commonwealth/Peyton Dr.	1,590,469	1,590,469	Doubletree by Hilton Hotel	673,295	673,295
Martha Jefferson Hospital	1,982,520	1,455,318	Arden Place Apartments	476,042	476,042
Crozet Mobile Home Village	232,300	232,300	Hilton Garden Inn	259,705	259,705
The Home Depot	225,873	225,873	The Blake at Charlottesville	246,006	246,006
County of Albemarle	1,492,435	1,089,863	The Lodge at Old Trail	232,548	232,548
University of Virginia	1,560,374	1,553,794	Gov't-Defense Complex	608,962	608,962
Wegmans	327,958	327,958	Harris Teeter Stores (2)	157,187	157,187



April 2025

WATER

Class Type	Number of Connections by Area			<u>Total</u>
	<u>Urban</u>	<u>Crozet</u>	<u>Scottsville</u>	
Single-Family Residential	16,505	4,090	195	20,790
Multi-Family Residential	587	56	3	646
Commercial (Offices)	201	12	5	218
Commercial (Other)	941	77	54	1,072
Industrial	39	12	4	55
Institutional	174	32	12	218
Total Water Connections	18,447	4,279	273	22,999
Plus Multiple Units	14,275	854	89	15,218
Total Water Units	32,722	5,133	362	38,217

SEWER

Class Type	Number of Connections by Area			<u>Total</u>
	<u>Urban</u>	<u>Crozet</u>	<u>Scottsville</u>	
Single-Family Residential	14,196	3,818	157	18,171
Multi-Family Residential	556	54	4	614
Commercial (Offices)	186	12	5	203
Commercial (Other)	731	52	46	829
Industrial	16	5	1	22
Institutional	136	25	10	171
Total Sewer Connections	15,821	3,966	223	20,010
Plus Multiple Units	13,850	850	56	14,756
Total Sewer Units	29,671	4,816	279	34,766

POPULATION SERVED

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

	<u>Urban</u>	<u>Crozet</u>	<u>Scottsville</u>	<u>Total</u>
Total Water Customers	76,950	12,360	710	90,020
Total Sewer Customers	70,115	11,670	533	82,319

**Albemarle County Service Authority
Major Customer Analysis
April 2025 and March 2025**

	April 2025		March 2025		Increase(Decrease)	Increase(Decrease)
	Water*	Sewer*	Water*	Sewer*	Water Consumption	Sewer Usage
State Farm	279,870	183,776	39,830	39,830	602.66%	361.40%
University of Virginia	1,560,374	1,553,794	1,151,086	1,146,450	35.56%	35.53%
Westmisnster Canterbury	1,287,450	1,285,450	1,012,590	1,012,590	27.14%	26.95%
County of Albemarle	1,492,435	1,089,863	1,186,183	1,031,992	25.82%	5.61%
PR Charger C'ville Holdings	2,286,253	2,286,253	1,857,741	1,857,741	23.07%	23.07%
Turtle Creek Apts.	1,885,603	1,881,163	1,633,095	1,628,795	15.46%	15.49%
SEMF Charleston	1,590,469	1,590,469	1,403,727	1,403,727	13.30%	13.30%
ACRJ	812,480	763,480	724,600	709,600	12.13%	7.59%
Martha Jefferson Hospital	1,982,520	1,455,318	1,783,749	1,422,871	11.14%	2.28%
Westgate Apts.	1,210,461	1,209,522	1,118,079	1,118,079	8.26%	8.18%
Southwood Mobile Homes	1,900,720	2,000,000	1,772,290	2,000,000	7.25%	0.00%
Four Seasons Apts.	2,172,568	2,172,568	2,226,751	2,226,751	-2.43%	-2.43%
Barracks West Apartments	1,225,414	1,225,414	1,318,827	1,318,827	-7.08%	-7.08%

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
April 2025 and April 2024**

	April 2025		April 2024		Increase(Decrease)	Increase(Decrease)
	Water*	Sewer*	Water*	Sewer*	Water Consumption	Sewer Usage
Four Seasons Apts.	2,172,568	2,172,568	1,430,293	1,430,293	51.90%	51.90%
Turtle Creek Apts.	1,885,603	1,881,163	1,389,251	1,382,006	35.73%	36.12%
Southwood Mobile Homes	1,900,720	2,000,000	1,476,450	1,920,000	28.74%	4.17%
PR Charger C'ville Holdings	2,286,253	2,286,253	1,891,792	1,891,792	20.85%	20.85%
Martha Jefferson Hospital	1,982,520	1,455,318	1,697,948	2,102,018	16.76%	-30.77%
County of Albemarle	1,492,435	1,089,863	1,282,487	1,129,650	16.37%	-3.52%
SEMF Charleston	1,590,469	1,590,469	1,367,614	1,367,614	16.30%	16.30%
Westmisnster Canterbury	1,287,450	1,285,450	1,124,890	1,124,890	14.45%	14.27%
University of Virginia	1,560,374	1,553,794	1,614,281	1,603,476	-3.34%	-3.10%
ACRJ	812,480	763,480	849,770	801,770	-4.39%	-4.78%
Westgate Apts.	1,210,461	1,209,522	1,286,202	1,284,902	-5.89%	-5.87%
Barracks West Apartments	1,225,414	1,225,414	1,389,088	1,389,088	-11.78%	-11.78%
State Farm	279,870	183,776	2,051,950	2,019,321	-86.36%	-90.90%

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

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

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

	YTD FY 2025		YTD FY 2024		Increase(Decrease)	Increase(Decrease)
	Water*	Sewer*	Water*	Sewer*	Water Consumption	Sewer Usage
Turtle Creek Apts.	16,364,245	16,316,668	14,265,673	14,211,555	14.71%	14.81%
Four Seasons Apts.	17,592,514	17,592,514	15,467,619	15,467,619	13.74%	13.74%
County of Albemarle	17,191,858	10,469,119	15,835,646	11,167,610	8.56%	-6.25%
University of Virginia	20,491,313	20,425,743	18,894,209	18,849,804	8.45%	8.36%
Martha Jefferson Hospital	21,987,662	14,080,693	20,388,857	13,996,175	7.84%	0.60%
Southwood Mobile Homes	18,108,600	19,500,000	17,183,760	20,910,000	5.38%	-6.74%
PR Charger C'ville Holdings	20,988,933	20,988,933	20,201,585	20,201,585	3.90%	3.90%
Westgate Apts.	11,913,878	11,905,339	12,034,805	12,026,805	-1.00%	-1.01%
Westmisnster Canterbury	14,349,870	13,727,870	14,656,250	14,077,250	-2.09%	-2.48%
ACRJ	9,401,840	8,403,840	9,610,770	8,611,770	-2.17%	-2.41%
SEMF Charleston	14,466,398	14,466,398	15,462,064	15,462,064	-6.44%	-6.44%
Barracks West Apartments	14,937,132	14,837,132	17,213,443	17,213,443	-13.22%	-13.80%
State Farm	3,548,650	2,572,306	17,915,180	17,160,443	-80.19%	-85.01%

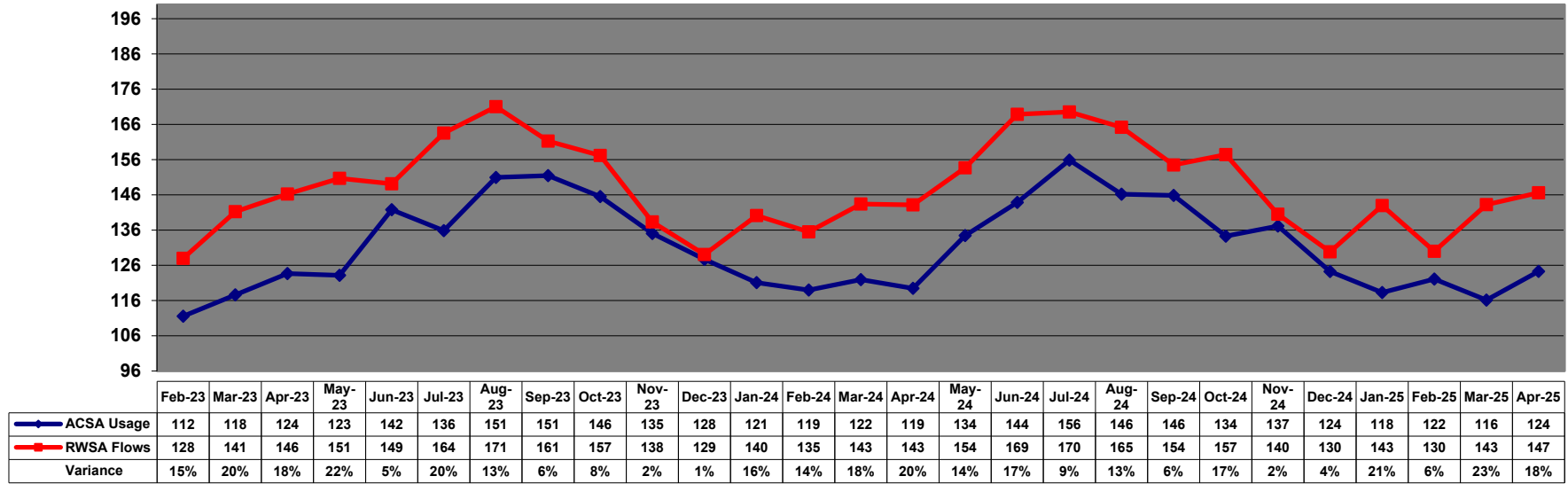
Note: Only major customers of the ACSA have been analyzed above. For purposes of this analysis, major customers are those who, on average, consume over one million gallons per month. Variations can occur for a variety of reasons including but not limited to: conscious conservation efforts, expansion,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

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

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

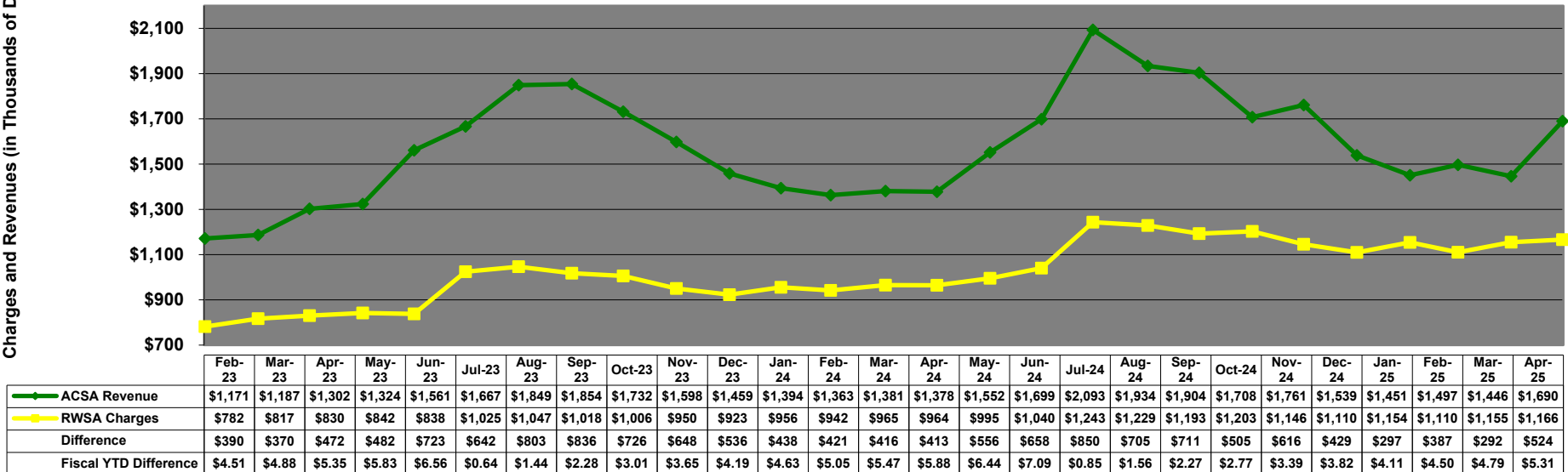
50

Flows & Usage (in Millions of Gallons)



Charges and Revenues (in Thousands of Dollars)

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

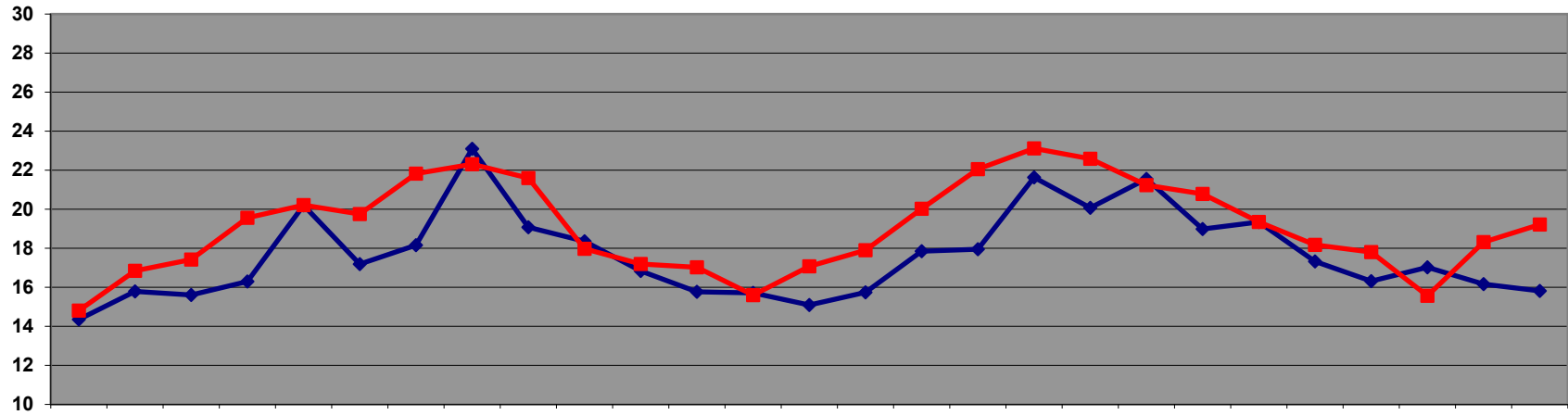


Note: Fiscal YTD Difference (ONLY) in Millions of Dollars

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

51

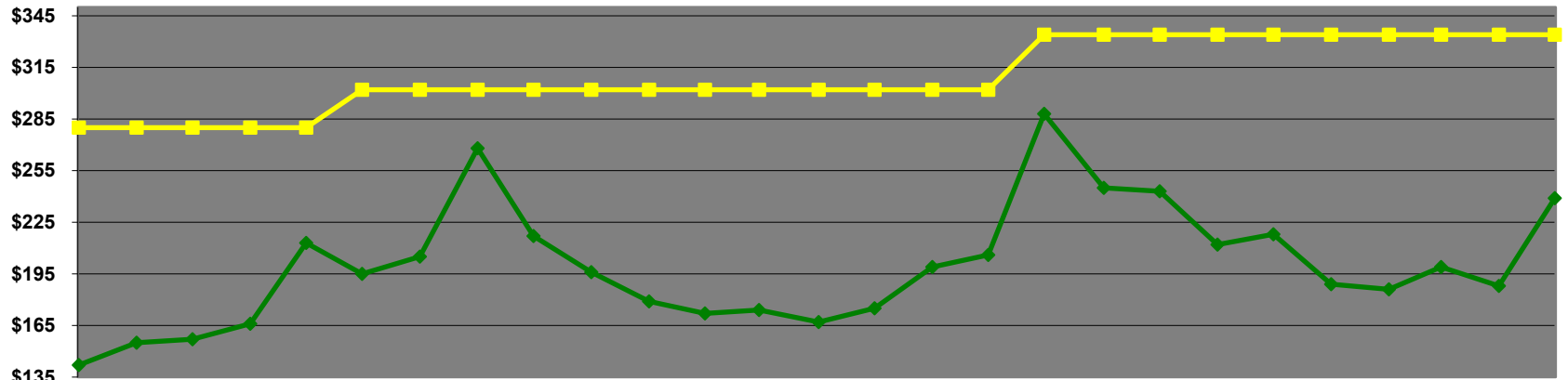
Flows & Usage (in Millions of Gallons)



	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25
ACSA Usage	14	16	16	16	20	17	18	23	19	18	17	16	16	15	16	18	18	22	20	22	19	19	17	16	17	16	16
RWSA Flows	15	17	17	20	20	20	22	22	22	18	17	17	16	17	18	20	22	23	23	21	21	19	18	18	16	18	19
Variance	3%	7%	12%	20%	0%	15%	20%	-3%	13%	-2%	2%	8%	-1%	13%	14%	12%	23%	7%	13%	-1%	9%	0%	5%	9%	-9%	13%	22%

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

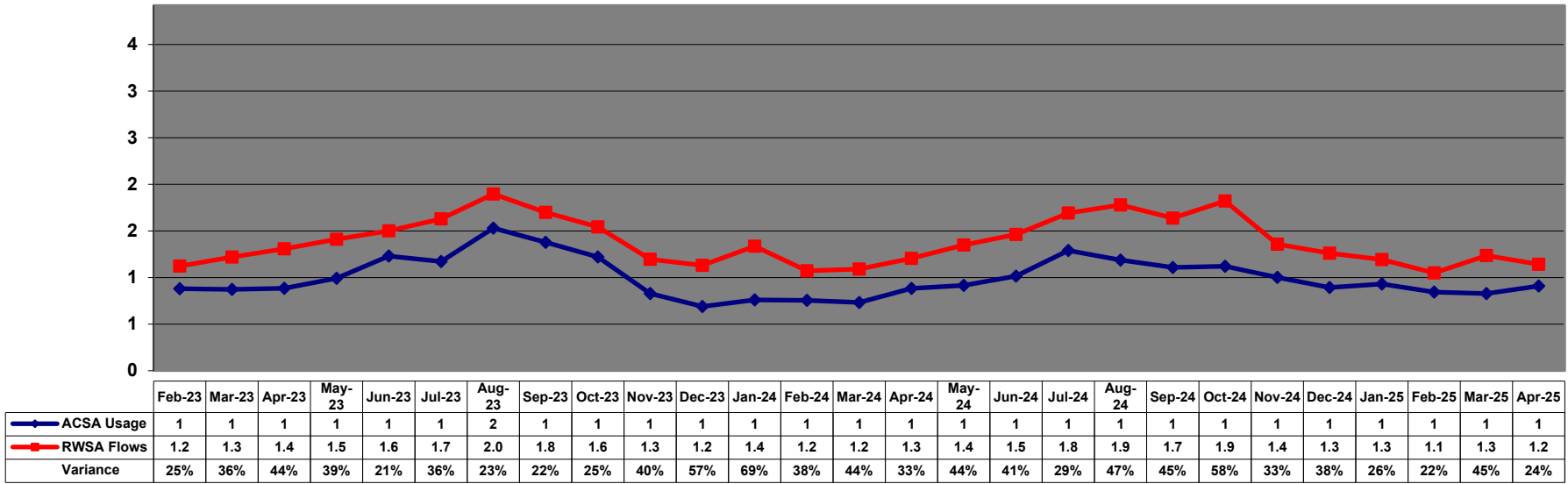
Charges and Revenues (in Thousands of Dollars)



	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25
ACSA Revenue	\$142	\$155	\$157	\$166	\$213	\$195	\$205	\$268	\$217	\$196	\$179	\$172	\$174	\$167	\$175	\$199	\$206	\$288	\$245	\$243	\$212	\$218	\$189	\$186	\$199	\$188	\$239
RWSA Charges	\$280	\$280	\$280	\$280	\$280	\$302	\$302	\$302	\$302	\$302	\$302	\$302	\$302	\$302	\$302	\$302	\$302	\$334	\$334	\$334	\$334	\$334	\$334	\$334	\$334	\$334	\$334
Difference	(\$138)	(\$125)	(\$123)	(\$114)	(\$67)	(\$107)	(\$97)	(\$34)	(\$85)	(\$106)	(\$123)	(\$130)	(\$128)	(\$135)	(\$127)	(\$103)	(\$96)	(\$46)	(\$89)	(\$91)	(\$122)	(\$116)	(\$145)	(\$148)	(\$135)	(\$146)	(\$95)
Fiscal YTD Difference	(\$0.89)	(\$1.02)	(\$1.14)	(\$1.25)	(\$1.32)	(\$0.11)	(\$0.20)	(\$0.24)	(\$0.32)	(\$0.43)	(\$0.55)	(\$0.68)	(\$0.81)	(\$0.95)	(\$1.07)	(\$1.18)	(\$1.27)	(\$0.05)	(\$0.14)	(\$0.23)	(\$0.35)	(\$0.46)	(\$0.61)	(\$0.76)	(\$0.89)	(\$1.04)	(\$1.13)

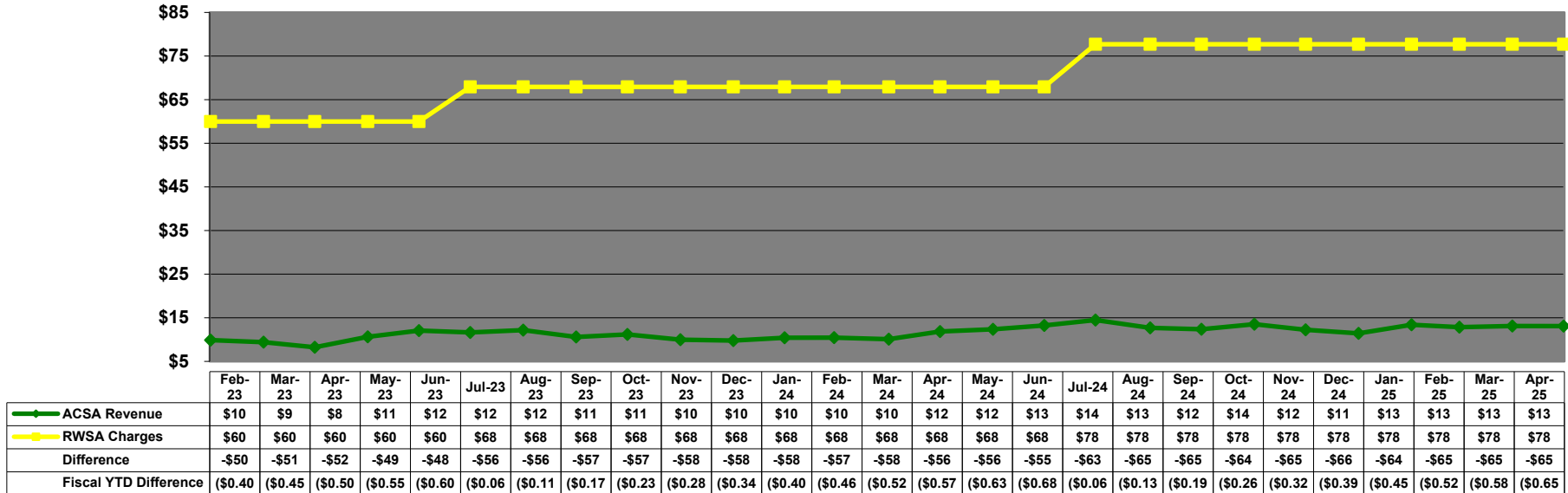
**FY 2023, 2024, and 2025 Scottsville Water Comparison
RWSA Flows & ACSA Customer Usage**

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

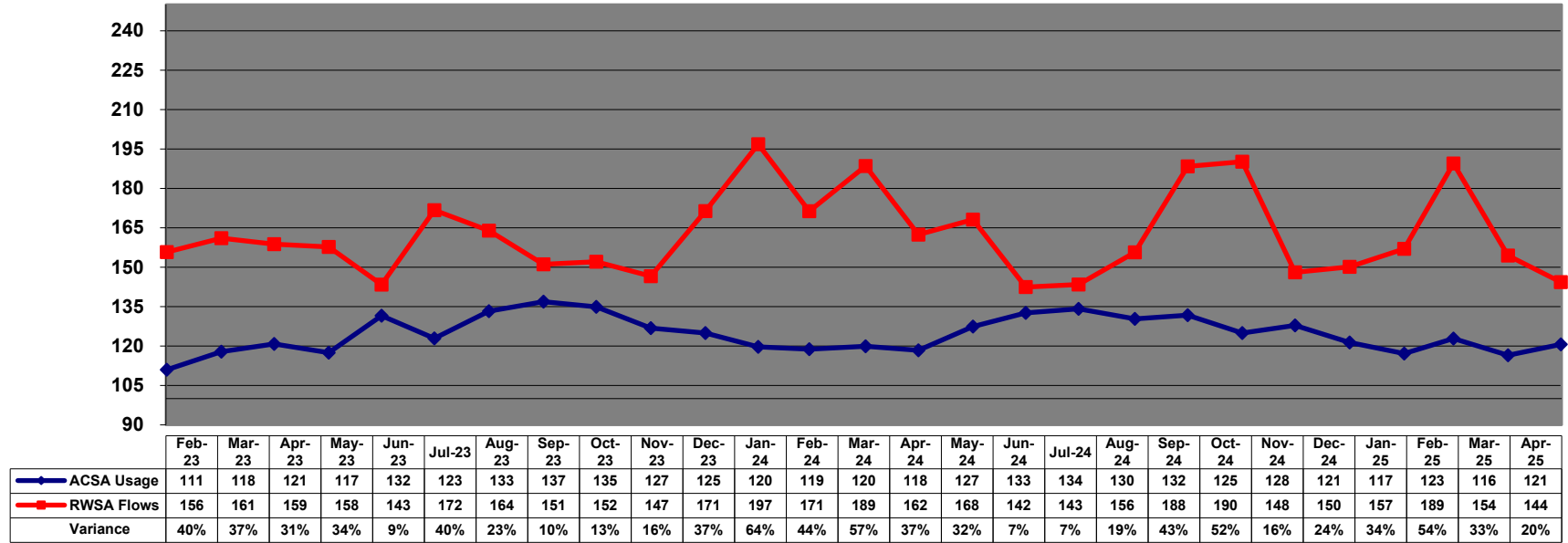
Charges and Revenues (in Thousands of Dollars)



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

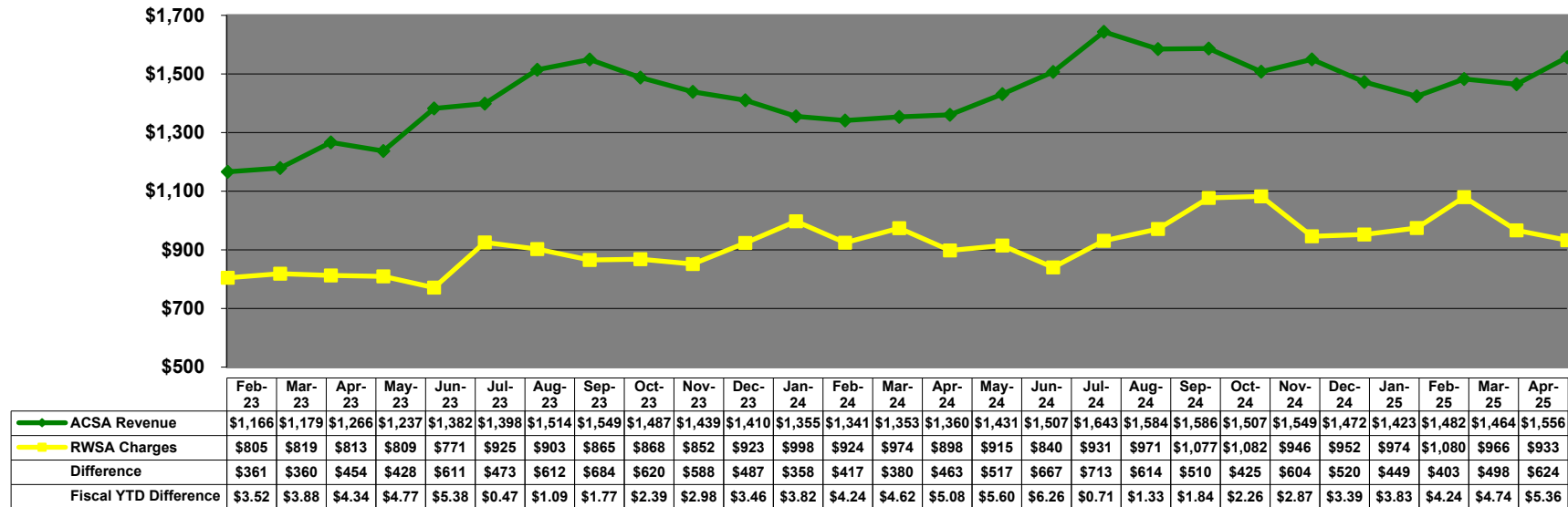
53

Usage & Flows (in Millions of Gallons)



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

Charges & Revenues (in Thousands of Dollars)

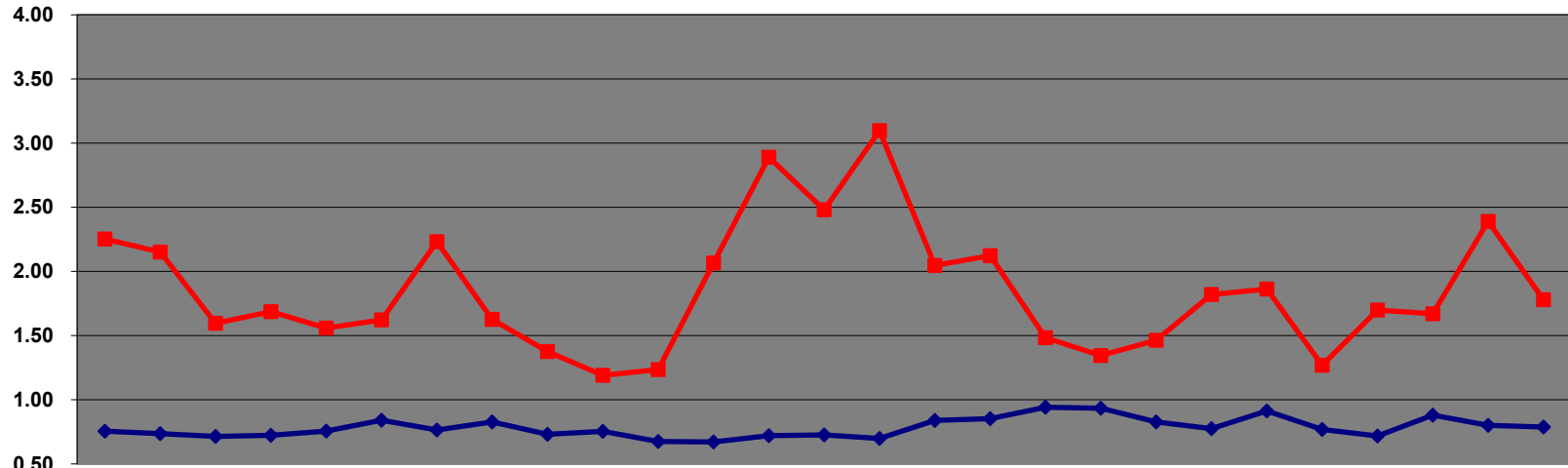


Note: Fiscal YTD Difference (ONLY) in Millions of Dollars

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

54

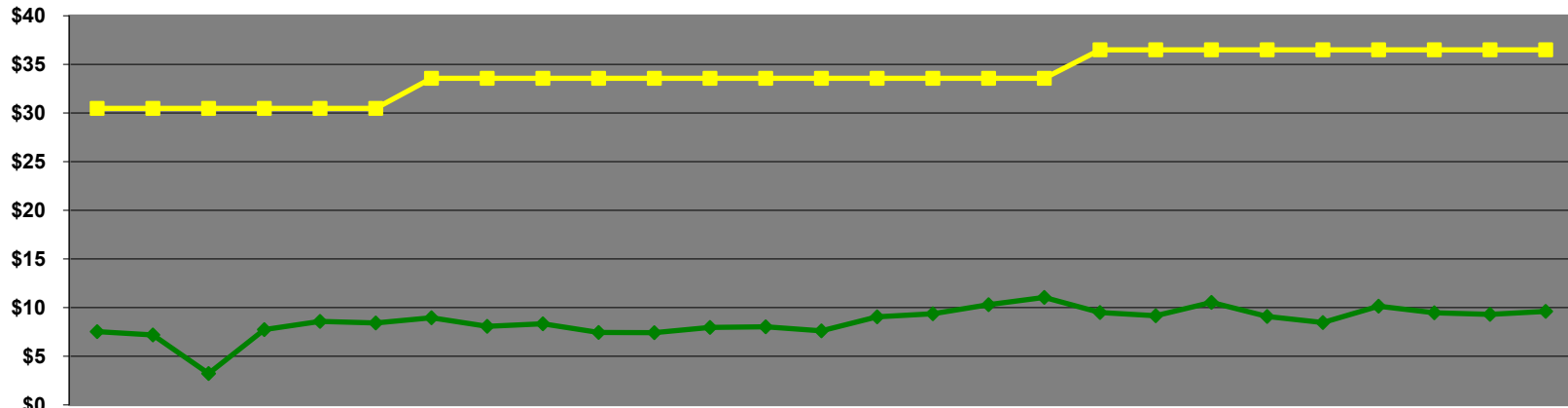
Usage & Flows (in Millions of Gallons)



	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25
ACSA Usage	0.75	0.74	0.71	0.72	0.76	0.84	0.76	0.83	0.73	0.75	0.67	0.67	0.72	0.73	0.70	0.84	0.85	0.94	0.93	0.83	0.77	0.91	0.77	0.72	0.88	0.80	0.79
RWSA Flows	2.25	2.15	1.60	1.69	1.56	1.62	2.23	1.63	1.38	1.19	1.24	2.07	2.89	2.48	3.10	2.05	2.12	1.48	1.34	1.46	1.82	1.86	1.27	1.70	1.67	2.39	1.78
Variance	198%	192%	124%	133%	106%	93%	192%	97%	88%	58%	83%	208%	301%	242%	344%	144%	149%	58%	44%	77%	135%	104%	65%	137%	90%	199%	126%

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

Charges & Revenues (in Thousands of Dollars)



	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25
ACSA Revenue	\$7.53	\$7.19	\$3.22	\$7.74	\$8.58	\$8.42	\$8.95	\$8.07	\$8.33	\$7.44	\$7.42	\$7.96	\$8.02	\$7.61	\$9.05	\$9.36	\$10.30	\$11.05	\$9.49	\$9.16	\$10.53	\$9.09	\$8.46	\$10.14	\$9.47	\$9.30	\$9.61
RWSA Charges	\$30	\$30	\$30	\$30	\$30	\$30	\$34	\$34	\$34	\$34	\$34	\$34	\$34	\$34	\$34	\$34	\$34	\$34	\$36	\$36	\$36	\$36	\$36	\$36	\$36	\$36	\$36
Difference	-\$23	-\$23	-\$23	-\$27	-\$23	-\$22	-\$25	-\$25	-\$25	-\$25	-\$26	-\$26	-\$26	-\$26	-\$26	-\$25	-\$24	-\$23	-\$25	-\$27	-\$27	-\$26	-\$27	-\$28	-\$26	-\$27	-\$27
Fiscal YTD Difference	-\$0.16	-\$0.18	-\$0.20	-\$0.23	-\$0.25	-\$0.28	-\$0.03	-\$0.05	-\$0.08	-\$0.10	-\$0.13	-\$0.15	-\$0.18	-\$0.20	-\$0.23	-\$0.25	-\$0.28	-\$0.30	-\$0.03	-\$0.05	-\$0.08	-\$0.11	-\$0.13	-\$0.16	-\$0.19	-\$0.21	-\$0.24

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

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

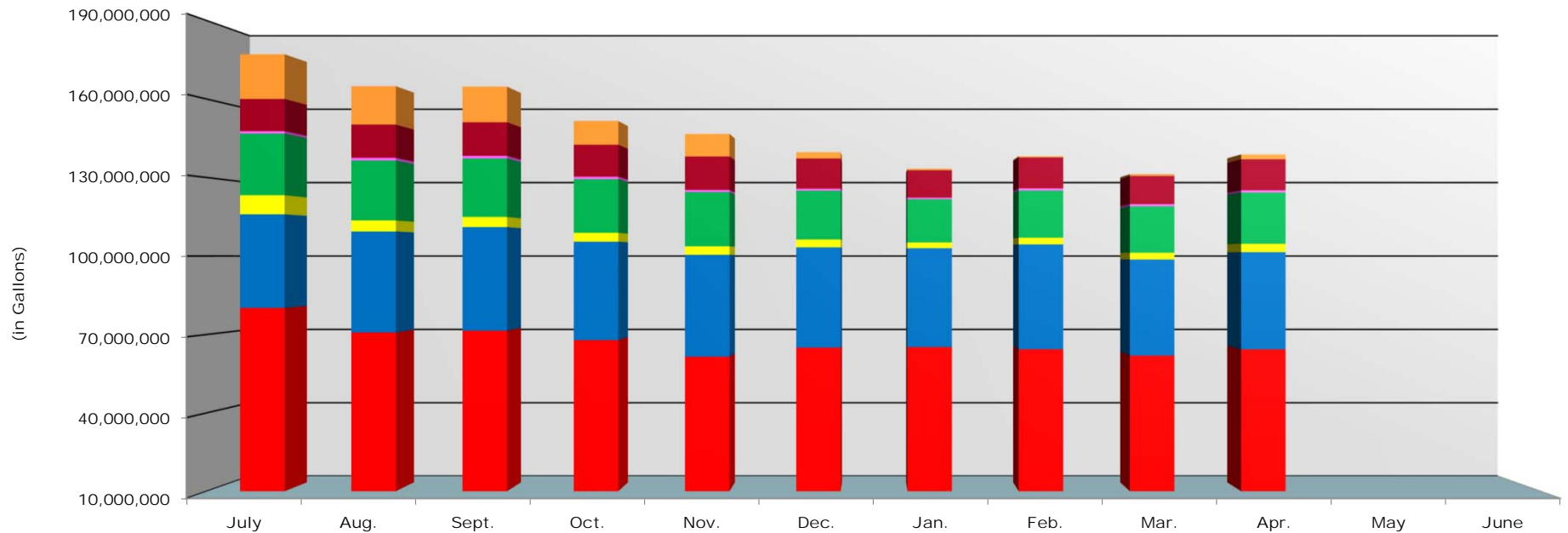
	FY 2025											
	July	August	September	October	November	December	January	February	March	April	May	June
Level 1 (0 - 3,000 gallons)	48,258,421	47,554,370	47,554,370	47,586,217	47,984,582	47,237,540	47,035,387	46,948,579	46,241,521	47,143,752		
Level 2 (3,001 - 6,000 gallons)	19,809,724	16,778,453	16,778,453	16,138,831	16,446,572	14,261,229	14,493,012	13,964,024	12,824,070	13,657,323		
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	2,428,986	2,146,815	2,552,948		
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	1,036,524	756,536	1,291,913		
Total	88,414,077	76,134,370	76,134,370	71,628,541	73,834,304	65,643,537	65,193,188	64,378,113	61,968,942	64,645,936	-	-

System-Wide Irrigation Water Usage

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

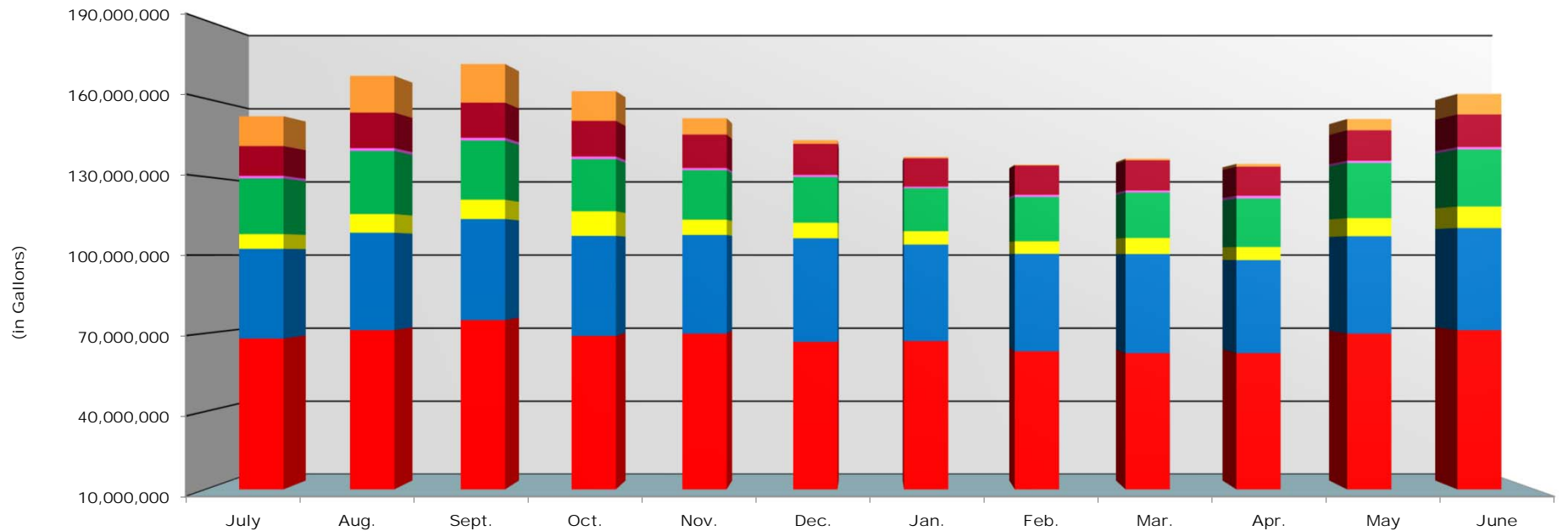
FY 2025	July	August	September	October	November	December	January	February	March	April	May	June
Level 1 (0 - 3,000 gallons)	347,071	330,587	268,731	287,513	53,260	13,513	4,744	4,646	5,855	26,922		
Level 2 (3,001 - 6,000 gallons)	1,007,683	881,914	820,898	758,217	191,386	46,632	12,329	9,797	24,139	100,347		
Level 3 (6,001 - 9,000 gallons)	1,233,710	1,027,917	1,004,548	823,672	260,403	49,203	506	228	9,889	117,613		
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	454,463	656,753	1,601,929		
Total	17,079,430	14,696,602	13,623,827	9,081,789	8,636,482	2,432,830	585,068	469,134	696,636	1,846,811	-	-

Monthly Water Consumption Fiscal Year 2025

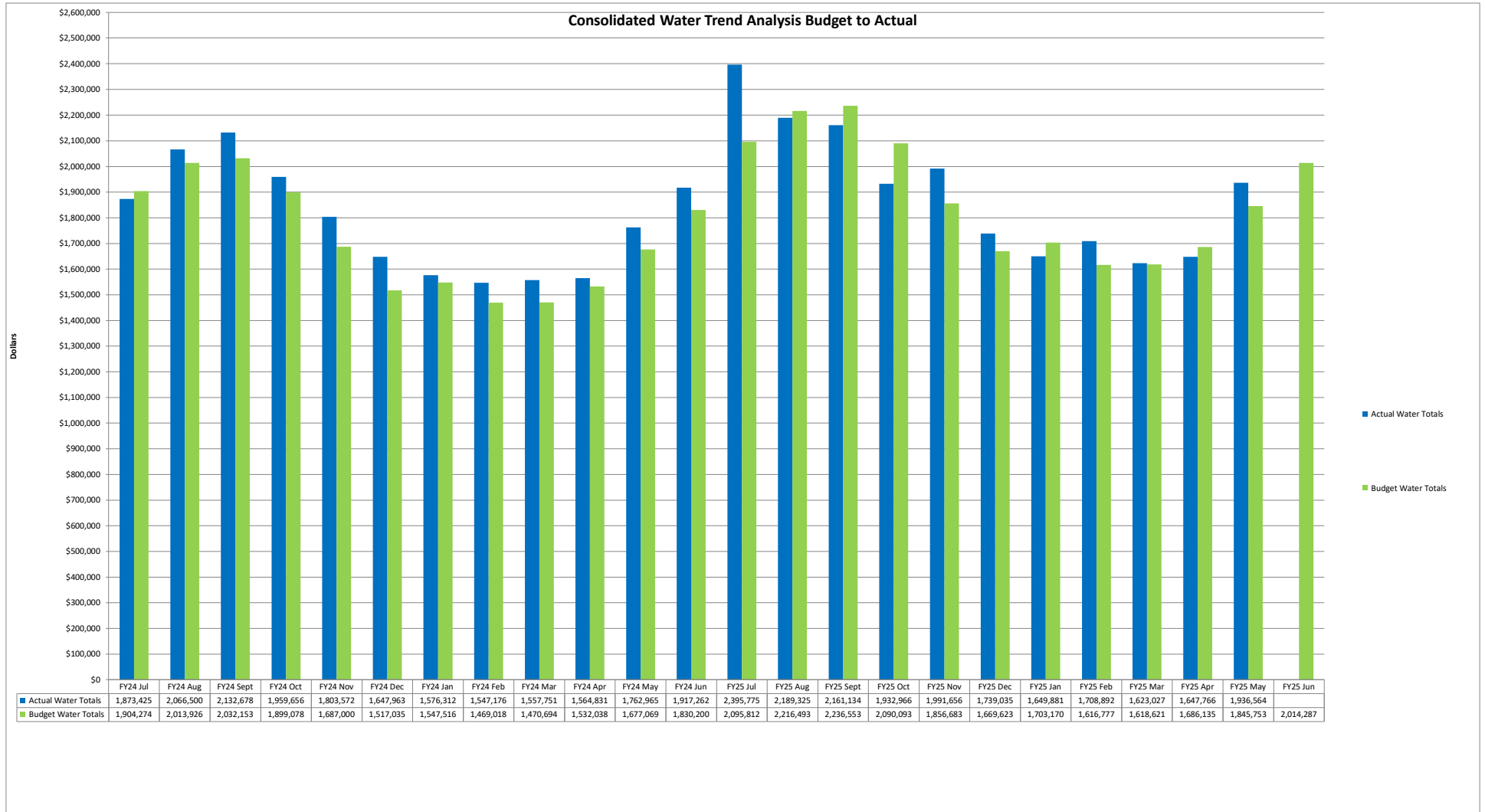


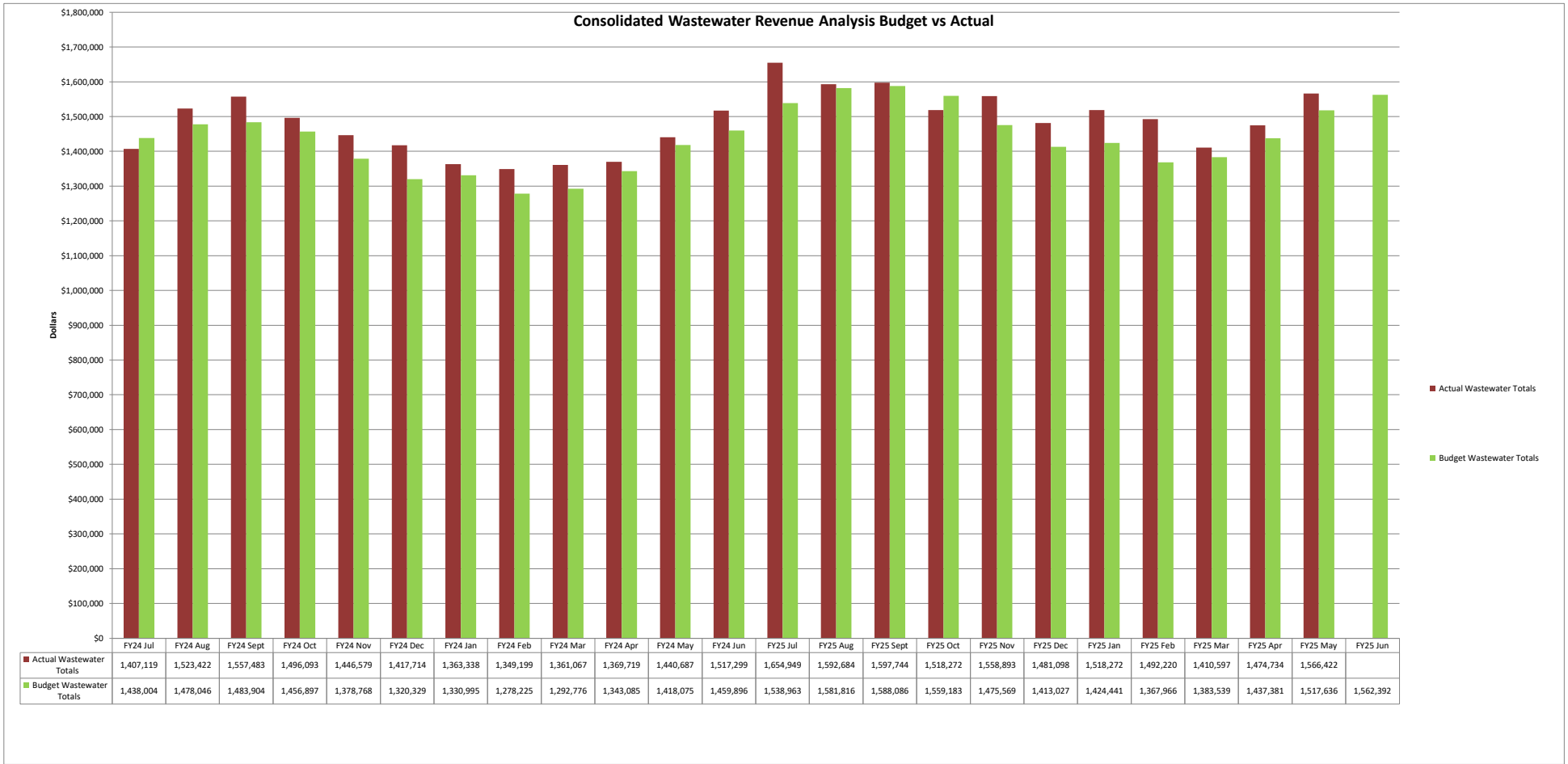
	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June
% Irrigation to total	9.64%	8.91%	8.27%	5.99%	5.89%	1.74%	0.44%	0.34%	0.53%	1.33%	0.00%	0.00%
Total Irrigation	17,079,430	14,696,602	13,623,827	9,081,789	8,636,482	2,432,830	585,068	469,134	696,636	1,846,811	0	0
Institutional - Domestic Consumption	12,328,689	12,717,097	12,852,592	12,226,743	12,776,310	11,525,008	10,478,463	11,827,112	10,736,750	11,833,994		
Industrial - Domestic/Processing less Exclusion	896,757	1,001,502	989,373	921,447	831,432	751,608	614,555	841,759	862,057	890,423		
Comm. (Other) - Domestic Consumption	23,544,391	22,901,694	22,343,612	20,525,442	20,707,159	18,686,680	16,525,984	18,006,869	17,715,945	19,570,661		
Offices - Domestic Consumption	7,326,174	4,224,213	3,900,576	3,395,625	3,273,265	3,002,426	2,204,354	2,543,092	2,621,256	3,217,743		
MFR - Domestic Consumption	35,779,666	38,616,171	39,588,858	37,631,815	38,963,425	38,294,909	37,769,443	40,103,465	36,696,445	37,161,617		
SFR - Domestic Consumption	80,148,241	70,757,380	71,457,368	67,842,949	61,479,926	64,998,789	65,202,247	64,339,038	61,953,728	64,299,759		

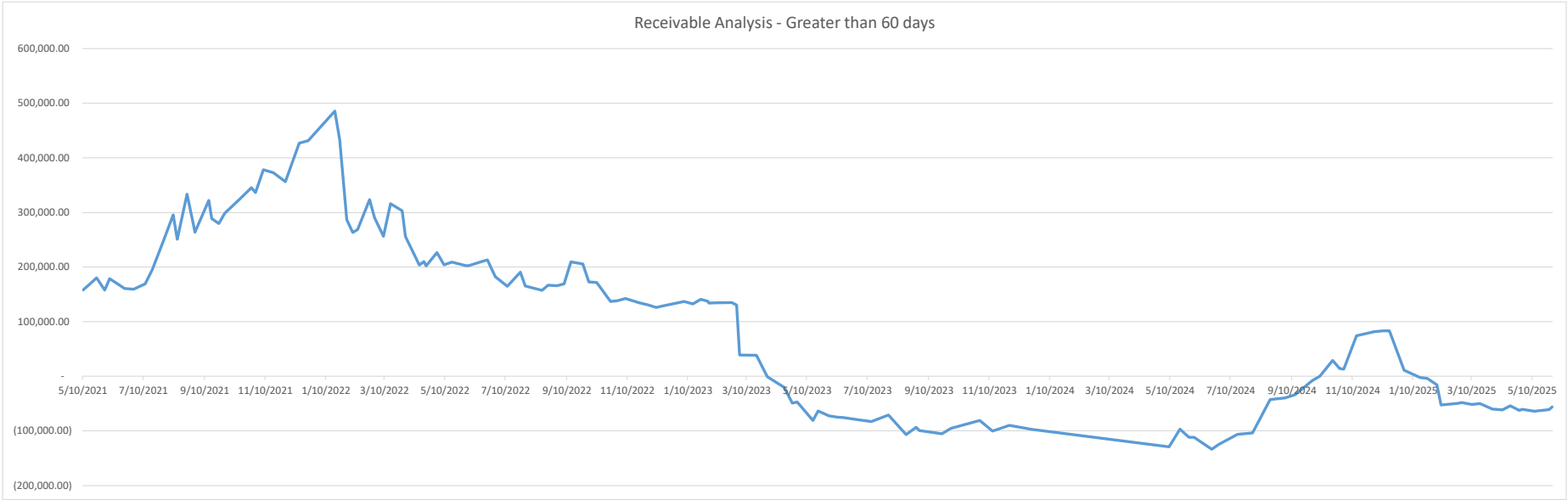
Monthly Water Consumption Fiscal Year 2024



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







Albemarle County Service Authority

May 2025 Payments

CHECK NUMBER	CHECK DATE	VENDOR NAME	AMOUNT	DESCRIPTION OVER \$5,000
516401547	05/09/2025	Rivanna Water & Sewer Authority	2,547,551.61	Water & Sewer Treatment
71381	05/23/2025	Valley Contracting LLC	415,271.60	Crozet Phase 4 Watermain
519332273	05/23/2025	Daniel & Company Incorporated	288,173.00	Avon Operations Center
ACH	05/15/2025	Payroll	199,293.38	Net Pay
ACH	05/30/2025	Payroll	189,054.75	Net Pay
71255	05/01/2025	Tyler Technologies Incorporated	147,162.11	Munis Implementation
71308	05/09/2025	Tyler Technologies Incorporated	77,841.00	Annual SAAS for Munis
519415253	05/15/2025	IRS - Federal Tax Deposit	74,499.41	Payroll
519415267	05/30/2025	IRS - Federal Tax Deposit	70,830.23	Payroll
71324	05/23/2025	HTM/MTE Associates Inc	65,409.84	Ford F-250 Supercab Pick-Up
519415266	05/30/2025	County of Albemarle	52,914.61	Payroll
519415252	05/15/2025	County of Albemarle	48,995.01	Payroll
518337319	05/23/2025	The Bank of New York Mellon	48,955.73	Debt Service
519415249	05/30/2025	Virginia Retirement System	42,143.20	Payroll
519415263	05/30/2025	Virginia Retirement System	42,142.85	Payroll
71288	05/09/2025	Launch! Consulting Incorporated	40,999.60	Risk & Resilience Assessment
71333	05/23/2025	Environmental Systems Research Institute	31,050.00	ESRI Enterprise Agreement
71237	05/01/2025	Paymentus Corporation	29,643.22	Transaction Fees
71364	05/23/2025	Paymentus Corporation	28,271.30	Transaction Fees
71196	05/01/2025	Daly Computers Incorporated	27,505.00	Office 365 GCC
71358	05/23/2025	Blue Ridge Crossing Owner LLC	22,200.00	Toilet Rebates
71197	05/01/2025	Dewberry Engineers Incorporated	18,753.67	Avon Operations Center
71325	05/23/2025	Commonwealth Excavating	18,237.50	Biscuit Run Sewer
71304	05/09/2025	Rocktown Excavating	17,670.36	Huntington Village Interconnect
71384	05/23/2025	Whitman, Requardt & Assoc LLP	16,923.40	Facility Condition Assessment
71261	05/01/2025	Whitman, Requardt & Assoc LLP	16,837.63	Facility Condition Assessment
71262	05/01/2025	Zoho Corporation	15,292.00	ServiceDeskPlus
519415254	05/15/2025	Virginia Dept of Taxation	12,912.22	Payroll
519415268	05/30/2025	Virginia Dept of Taxation	12,266.73	Payroll
71182	05/01/2025	Bentley Systems Incorporated	10,635.00	Bentley Software Subscription
71273	05/09/2025	Bank of America	10,548.15	Supplies & Memberships
71204	05/01/2025	Fifth Asset Inc	10,500.00	DebtBook Subscription
71339	05/23/2025	Fortiline Incorporated	10,121.57	Inventory
71280	05/09/2025	Emergency Training Systems Inc	8,800.00	Training
71331	05/23/2025	Electrical Equipment Company	8,728.65	Tech Connect Support
71309	05/09/2025	Cellco Partnership	8,711.11	Cellular Service
71220	05/01/2025	Mansfield Oil Company of Gainesville Inc	8,440.13	Fuel
71258	05/01/2025	Validos LLC	8,330.00	CIS/Website/Telephone
71371	05/23/2025	S L Williamson Company Inc	7,550.90	Myrtle Street
71290	05/09/2025	Letterpress Communications LLC	7,154.66	Communications Services
519415251	05/15/2025	VALIC	7,107.50	Payroll
519415265	05/30/2025	VALIC	7,107.50	Payroll
71301	05/09/2025	Ramboll Americas Engineering	6,508.75	Briarwood Water Main
71355	05/23/2025	Networks 2000	6,058.80	Extended Warranties on Serve

71283	05/09/2025	Flora Pettit PC	5,550.00	Legal Services
71351	05/23/2025	Mansfield Oil Company of Gainesville Inc	5,227.04	Fuel
71279	05/09/2025	Dominion Energy Virginia	5,140.23	Energy
71307	05/09/2025	Truck Enterprises Incorporated	4,870.19	
71202	05/01/2025	Electrical Equipment Company	4,808.00	
519415248	05/15/2025	Nationwide	4,615.00	
519415262	05/30/2025	Nationwide	4,615.00	
71247	05/01/2025	RSG Landscaping LLC	4,537.85	
71370	05/23/2025	RSG Landscaping LLC	4,537.85	
71284	05/09/2025	Fortiline Incorporated	4,459.91	
71336	05/23/2025	Ferguson US Holdings Inc	4,384.13	
519415257	05/15/2025	Voya Financial	4,326.86	
519415271	05/30/2025	Voya Financial	4,317.18	
71332	05/23/2025	ERM & Associates LLC	4,000.00	
71173	05/01/2025	Access Wireless Data Solutions LLC	3,922.33	
71201	05/01/2025	Ed's Floor Care Services LLC	3,703.33	
71330	05/23/2025	Ed's Floor Care Services LLC	3,703.33	
71222	05/01/2025	Masters Auto Body Incorporated	3,691.85	
71314	05/23/2025	Allison Partners	3,465.00	
71238	05/01/2025	PFM Asset Management LLC	3,195.49	
71365	05/23/2025	PFM Asset Management LLC	3,090.99	
71293	05/09/2025	Mansfield Oil Company of Gainesville Inc	2,837.40	
71224	05/01/2025	Michael Baker International Incorporated	2,684.31	
71221	05/01/2025	Martin Marietta Materials Incorporated	2,619.12	
71199	05/01/2025	Dominion Energy Virginia	2,609.81	
71311	05/09/2025	Lowe's	2,563.54	
71348	05/23/2025	Mailing Services of Virginia	2,470.17	
71329	05/23/2025	Dominion Energy Virginia	2,122.46	
71175	05/01/2025	Aireco Supply Incorporated	2,084.11	
71382	05/23/2025	VA Utility Protection Service Inc	2,030.90	
519415260	05/16/2025	Energy Earth LLC	2,000.00	
519415256	05/15/2025	ACSA Flexible Spending	1,863.56	
519415270	05/30/2025	ACSA Flexible Spending	1,863.56	
71281	05/09/2025	Facility Gateway Corporation	1,839.06	
71225	05/01/2025	Moore's Electrical & Mechanical	1,837.50	
71282	05/09/2025	Ferguson US Holdings Inc	1,826.57	
71251	05/01/2025	Ting Fiber	1,814.31	
71374	05/23/2025	Ting Fiber	1,814.31	
71256	05/01/2025	UniFirst Corporation	1,806.66	
71206	05/01/2025	AGILIS LLC	1,800.00	
71245	05/01/2025	RingCentral Inc	1,792.00	
71372	05/23/2025	The Archer Company	1,750.00	
71216	05/01/2025	L/B Water Service Incorporated	1,745.11	
71303	05/09/2025	Rivanna Water & Sewer Authority	1,720.58	
71298	05/09/2025	Paynes Enterprises	1,720.00	
71193	05/01/2025	Comcast	1,717.02	
71386	05/30/2025	Guardian	1,708.71	

71212	05/01/2025	Hydraflo Incorporated	1,699.44
71243	05/01/2025	Rappahannock Electric Cooperative	1,697.81
519415255	05/15/2025	Flexible Benefit	1,584.00
519415269	05/30/2025	Flexible Benefit	1,584.00
71378	05/23/2025	UniFirst Corporation	1,573.85
71388	05/30/2025	Minnesota Life Insurance Co	1,400.44
71217	05/01/2025	Mailing Services of Virginia	1,368.60
71375	05/23/2025	Tri-State Utilities	1,365.95
71317	05/23/2025	Aqua Air Laboratories Inc	1,100.00
71250	05/01/2025	Southwest Distributors LLC	1,088.40
519415272	05/30/2025	VACORP	1,027.34
71318	05/23/2025	Bailey Printing Incorporated	1,020.00
71174	05/01/2025	Advance Stores Company Inc	991.74
71190	05/01/2025	C.E.S (City Electric Accounts - Chi)	971.73
71350	05/23/2025	Malloy Ford	880.22
71276	05/09/2025	Column Software PBC	843.39
519415250	05/30/2025	AFLAC	840.25
519415264	05/30/2025	AFLAC	840.25
71227	05/01/2025	Kurt Nitzsche	832.77
71369	05/23/2025	Rivanna Solid Waste Authority	813.00
71289	05/09/2025	LB Technology Incorporated	776.50
519415246	05/07/2025	Energy Earth LLC	750.00
71184	05/01/2025	Blackburn Manufacturing Company	723.71
71203	05/01/2025	Ferguson US Holdings Inc	658.91
71277	05/09/2025	Consolidated Pipe & Supply	635.00
71208	05/01/2025	Fortiline Incorporated	597.21
71192	05/01/2025	Comcast	572.47
71194	05/01/2025	Crown Castle	562.75
71327	05/23/2025	Crown Communication LLC	562.75
71312	05/23/2025	Advance Stores Company Inc	561.64
71213	05/01/2025	Integrated Construction LLC	548.20
519415247	05/30/2025	ACAC	543.50
519415261	05/30/2025	ACAC	543.50
71373	05/23/2025	TSRC Incorporated	533.63
71354	05/23/2025	Moore's Electrical & Mechanical	525.06
71189	05/01/2025	BRC Enterprises Incorporated	522.00
71219	05/01/2025	Malloy Ford	519.90
71246	05/01/2025	Robb Properties	504.68
71275	05/09/2025	Indpndnt Bttry Retailers of America	503.44
519415259	05/15/2025	Energy Earth LLC	500.00
71346	05/23/2025	L/B Water Service Incorporated	495.83
71295	05/09/2025	ODP Business Solutions LLC	458.09
71357	05/23/2025	Andrew Barnes	450.00
71319	05/23/2025	Brink's Incorporated	398.80
71209	05/01/2025	Genuine Parts Company Incorporated	387.67
71278	05/09/2025	Document Destruction of	380.98
71272	05/09/2025	Atlantic Emergency	368.00

71185	05/01/2025	Brink's Incorporated	363.29
71269	05/09/2025	Aireco Supply Incorporated	346.59
71320	05/23/2025	MWP Supply Incorporated	335.98
71377	05/23/2025	U. S. Bank	331.02
71383	05/23/2025	Nancy Walker	317.77
71260	05/01/2025	Tom Waterbury	317.11
71347	05/23/2025	Luck Stone Corporation	306.28
71337	05/23/2025	Fisher Auto Parts Incorporated	305.49
71230	05/01/2025	Josipa Roksa	300.00
71234	05/01/2025	Robert Price	300.00
71359	05/23/2025	Cynthia Tracie Gallagher	300.00
71360	05/23/2025	Fred Binter	300.00
71361	05/23/2025	Jeff Anker	300.00
71376	05/23/2025	Troy's Auto & Diesel LLC	298.99
71292	05/09/2025	Mailing Services of Virginia	294.36
71310	05/09/2025	Protocol SSD Corporation	268.15
519415258	05/13/2025	Energy Earth LLC	250.00
71210	05/01/2025	Hathaway Solutions LLC	240.94
71302	05/09/2025	Republic Services #410	239.67
71326	05/23/2025	Cosner Brothers Body Shop Inc	225.50
71259	05/01/2025	Water Works Metrology LLC	221.40
71316	05/23/2025	Amazon.com Sales Incorporated	218.99
71356	05/23/2025	ODP Business Solutions LLC	206.83
71352	05/23/2025	Martin Marietta Materials Incorporated	199.39
71363	05/23/2025	Meghan Patrick	187.92
71334	05/23/2025	Melissa Faught	183.32
71195	05/01/2025	Diane Daigle	173.35
71368	05/23/2025	Red Wing Business Advantage Account	172.19
71345	05/23/2025	Kaseya US LLC	170.00
71214	05/01/2025	Wisconsin Quick Lube Inc	166.44
71294	05/09/2025	US Electrical Services Incorporated	163.83
71385	05/30/2025	Anytime Fitness-Pantops	160.00
71367	05/23/2025	W & H Resources Incorporated	158.05
71271	05/09/2025	API Service Center	157.50
71244	05/01/2025	Red Wing Business Advantage Account	155.79
71322	05/23/2025	C.E.S (City Electric Accounts - Chi)	153.81
71228	05/01/2025	Anna Snyder	150.00
71229	05/01/2025	Bipin Suthar	150.00
71232	05/01/2025	Mike Hamdani	150.00
71233	05/01/2025	Richard Palumbo	150.00
71235	05/01/2025	Suzanne Mason	150.00
71296	05/09/2025	Campbell Bolton	150.00
71297	05/09/2025	Deborah Lockman	150.00
71335	05/23/2025	FedEx	139.12
71387	05/30/2025	Herbert Beskin Trustee	135.00
71270	05/09/2025	American Pest Incorporated	129.35
71268	05/09/2025	Advance Stores Company Inc	123.11

71257	05/01/2025	University Tire & Auto	119.95
71389	05/30/2025	Snap Fitness	119.88
71287	05/09/2025	Wisconsin Quick Lube Inc	109.52
71344	05/23/2025	Wisconsin Quick Lube Inc	108.71
71200	05/01/2025	Joseph Donatoni	108.28
71205	05/01/2025	Flexible Benefit Administrators Inc	107.00
71305	05/09/2025	Macro Retailing LLC	98.99
71226	05/01/2025	Kathryn Mullett	94.39
71198	05/01/2025	Document Destruction of	90.65
71353	05/23/2025	Joanne M McCall	85.76
71181	05/01/2025	Bailey Printing Incorporated	85.00
71362	05/23/2025	Tri-State Utilities	85.00
71342	05/23/2025	Shokhzada Ismoilov	81.30
71379	05/23/2025	United Rentals (North	81.27
71328	05/23/2025	Cues Incorporated	80.18
71252	05/01/2025	Commonwealth of Virginia DPOR	80.00
71253	05/01/2025	Commonwealth of Virginia DPOR	80.00
71254	05/01/2025	Commonwealth of Virginia DPOR	80.00
71240	05/01/2025	Jesse Ploeg	77.24
71340	05/23/2025	Genuine Parts Company Incorporated	73.05
71315	05/23/2025	BPB Holding Corporation	66.54
71285	05/09/2025	Jason Hammond	63.85
71186	05/01/2025	MWP Supply Incorporated	62.81
71218	05/01/2025	Malloy Chevrolet Charlottesville LLC	60.00
71341	05/23/2025	Zinovy Grinbaum	59.77
71291	05/09/2025	Chance Luckey	58.39
71299	05/09/2025	Piedmont Power	58.10
71274	05/09/2025	MWP Supply Incorporated	57.79
71223	05/01/2025	US Electrical Services Incorporated	56.12
71248	05/01/2025	S L Williamson Company Inc	55.36
71286	05/09/2025	Leanne Higgins	52.41
71178	05/01/2025	Amazon.com Sales Incorporated	51.96
71343	05/23/2025	James River Equipment	51.40
71321	05/23/2025	Indpndnt Bttry Retailers of America	50.00
519415273	05/23/2025	Energy Earth LLC	50.00
519415274	05/27/2025	Energy Earth LLC	50.00
71249	05/01/2025	Afton Schneider	47.96
71366	05/23/2025	Piedmont Power	45.89
71180	05/01/2025	Appalachian Power	43.49
71187	05/01/2025	Indpndnt Bttry Retailers of America	42.47
71338	05/23/2025	Flexible Benefit Administrators Inc	42.35
71179	05/01/2025	API Service Center	40.00
71188	05/01/2025	Central Virginia Electric Cooperative	38.69
71323	05/23/2025	City of Charlottesville	35.66
71191	05/01/2025	City of Charlottesville	35.29
71231	05/01/2025	Kathleen Michel	30.00
71236	05/01/2025	Teri Lynn Strother	30.00

71313	05/23/2025	Albemarle Lock & Safe Company	30.00
71211	05/01/2025	Hawkins-Graves Incorporated	25.95
71177	05/01/2025	BPB Holding Corporation	21.75
71241	05/01/2025	Pour la Maison	21.20
71349	05/23/2025	Malloy Chevrolet Charlottesville LLC	20.00
71215	05/01/2025	Georgia Karageorge	16.92
71207	05/01/2025	Bruce Forshee - IRC	16.84
71242	05/01/2025	Sean Purnell	16.82
71306	05/09/2025	Thryv Incorporated	6.50
71176	05/01/2025	Albemarle Lock & Safe Company	6.00
71239	05/01/2025	Richard Pleasants	5.00
71380	05/23/2025	Doris J Valenti, PR	2.10
71183	05/01/2025	Mark Bernard	1.57
			4,939,753.06

AGENDA TITLE: FY 2025 Capital Improvement Program (CIP) Report STAFF CONTACT(S)/PREPARER: Jeremy M. Lynn, P.E., Director of Engineering	AGENDA DATE: June 19, 2025 CONSENT AGENDA: ACTION: ■ INFORMATION: ■ ATTACHMENTS: YES
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BACKGROUND: Monthly CIP Memo including a status report on active CIP Projects and a list of Active Private Development Projects.

DISCUSSION:

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

BUDGET IMPACT: None.

RECOMMENDATIONS: None.

BOARD ACTION REQUESTED: Approval of the Consent Agenda.

ATTACHMENTS:

- Monthly CIP Report
- List of Active Private Development Projects

Albemarle County Service Authority (ACSA)
Capital Improvement Program Report
June 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:	99%
Contractor:	Valley Contracting, LLC (Valley)
Construction Start:	January 2024
Completion:	September 2025
Total Budget:	\$7,322,350
Spent to Date:	\$7,009,552.74

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.

6/6/2025: Valley is currently working on several punch-list items before VDOT can release the Land Use Permit.

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:	2026
Completion:	2028
Total Budget:	\$7,654,900 <i>(increased from \$7,554,900 as adopted with FY 2025 Budget)</i>
Spent to Date:	\$546,738.19

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.

6/6/2025: The developer of the Bird Street Subdivision has completed the installation of the replacement water main along Bird Street and the two services have been switched over. ACSA staff attended a joint work session on May 14, 2025, with Scottsville Town Council and Albemarle County Board of Supervisors to provide an overview and update of ACSA's 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:	\$2,576,400 (<i>increased from \$2,436,400 as adopted with FY 2025 Budget</i>)
Spent to Date:	\$195,039.23

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.

6/6/2025: Progress Meeting #4 with Thalle Construction and RWSA was held on May 22, 2025. The upcoming work on the RWSA project will be focused on the Hereford Drive area. One easement remains to be acquired from a private property owner for the ACSA portion.

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:	\$7,930,000 Water and \$1,000,000 Sewer (<i>increased from \$7,530,000/Water and \$820,000/Sewer as adopted with FY 2025 Budget</i>)
Spent to Date:	\$498,986.62

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.

6/6/2025: Easement offer letters for the five water easements were sent out the week of May 26, 2025.

5. Rothwell Lane Water Interconnect (Account Code 1704):

Consultant:	ACSA Engineering
Project Status:	Construction
Percent Complete:	100%
Contractor:	ACSA Maintenance
Construction Start:	May 2025
Completion:	June 2025
Total Budget:	\$45,000
Spent to Date:	\$1,750

Project Description: This project creates a water interconnect between the end of Rothwell Lane and an existing water main along West End Drive in Old Trail. Construction of this water main will be handled by ACSA Maintenance Crews. Project Length = 200 LF.

6/6/2025: ACSA Maintenance has completed the installation of the water main interconnect, and it has been placed in service. This project will be removed from the Monthly CIP Report.





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

Consultant:	OBG, A Ramboll Company (Ramboll)
Project Status:	Construction
Percent Complete:	0%
Contractor:	Haymes Brothers Inc. (Haymes)
Construction Start:	June 2025
Completion:	January 2026
Total Budget:	\$4,100,000 (<i>increased from \$2,730,000 as adopted with FY 2025 Budget</i>)
Spent to Date:	\$263,683.70

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.

6/6/2025: The Notice to Proceed date of June 23, 2025, has been established for this project. Project notifications will go out in early June to the community advising them of the upcoming construction activities and introducing them to the project team.

7. **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:	2026
Total Budget:	\$3,500,000 <i>(increased from \$3,402,500 as adopted with FY 2025 Budget)</i>
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.

5/6/2025: The property owner's legal counsel has indicated the lender needs to approve the Deed of Easement prior to execution. This appears to be the final issue to resolve.

8. 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:	\$3,200,000 <i>(increased from \$2,800,000 as adopted with FY 2025 Budget)</i>
Spent to Date:	\$176,221

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.

6/6/2025: Through initial research efforts, there is no clear transfer of deed for Townwood Drive that indicates the HOA is the current owner. ACSA staff is working with ACSA legal counsel on possibly performing a title search to confirm ownership.

9. 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:	April 2025
Completion:	December 2025
Total Budget:	\$1,667,800
Spent to Date:	\$151,346.11

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, the replacement of this water main is crucial in transforming this area. Project Length = 1,500 LF.

6/6/2025: Project notification letters have been mailed out to the community advising them of the upcoming construction activities and introducing them to the project team. Commonwealth anticipates beginning water main replacement work in mid-to-late June.

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

Consultant:	Michael Baker International, Inc. (Baker)
Project Status:	Design
Percent Complete:	90%
Contractor:	Undetermined
Construction Start:	2027
Completion:	2028
Total Budget:	\$8,032,300 (<i>increased from \$6,432,300 as adopted with FY 2025 Budget</i>)
Spent to Date:	\$258,615.44

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.

5/6/2025: The 90% Design Documents have been received and are under review by ACSA staff.

11. Galaxie Farm Water Connection (Account Code 1702)

Consultant:	Timmons Group
Project Status:	Construction
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.

6/6/2025: The easement plat required across the County of Albemarle's property was on the Consent Agenda for the Albemarle County Board of Supervisors on May 7, 2025, and is scheduled for public hearing on June 18, 2025.

12. Exclusion Meters Replacement (Account Code 1759):

Consultant:	ACSA Engineering
Project Status:	Construction
Percent Complete:	73%
Contractor:	ACSA and Irrigation Contractors
Construction Start:	September 2019
Completion:	2026
Total Budget:	\$527,500
Spent to Date:	\$370,770.10

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.

6/6/2025: ACSA staff continue 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. There are currently 133 private irrigation exclusion meters remaining in our system.

Sewer System CIP Projects

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

Consultant:	Whitman, Requardt & Associates, Inc. (WRA)
Project Status:	Construction
Percent Complete:	99%
Contractor:	Anderson Construction, Inc. (ACI)
Construction Start:	October 2022
Completion:	June 2025
Total Budget:	\$1,940,000
Spent to Date:	\$1,681,994.31

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.

6/6/2025: Following connection to ACSA's SCADA system, the 14-day test period began on May 22, 2025. ACI will begin working on final punch-list items to close out this project.

14. 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:	\$8,983,800 <i>(increased from \$6,683,800 as adopted with FY 2025 Budget)</i>
Spent to Date:	\$374,607.66

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.

5/6/2025: Easement acquisition efforts continue with all property owners having been contacted where easements are needed. The appraisal report has been received from ERM & Associates and an updated offer to this individual property owner was extended on May 2, 2025.

15. Buckingham Circle Sewer (Account Code 1802):

Consultant:	Dewberry Engineers, Inc. (Dewberry)
Project Status:	Design
Percent Complete:	0%
Contractor:	Undetermined
Construction Start:	2028
Completion:	2029
Total Budget:	\$3,100,000 <i>(increased from \$2,175,000 as adopted with FY 2025 Budget)</i>
Spent to Date:	\$21,370

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.

6/6/2025: The Design Kick-off Meeting was held on May 16, 2025, and field survey activities began the week of June 2, 2025.

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

Consultant:	Michael Baker International, Inc. (Baker)
Project Status:	Design
Percent Complete:	50%
Contractor:	Undetermined
Construction Start:	2025
Completion:	2026
Total Budget:	\$8,493,715 <i>(increased from \$6,893,715 as adopted with FY 2025 Budget)</i>
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.

6/6/2025: Additional field survey efforts were performed in late May 2025.

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

Consultant:	OBG, A Ramboll Company (Ramboll)
Project Status:	Study
Percent Complete:	15%
Construction Start:	2025
Completion:	2026
Total Budget:	\$400,000
Spent to Date:	\$13,810

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.

6/6/2025: Ramboll is nearly complete with manhole inspections, with only a handful remaining that require assistance from ACSA. Three flow meters and a rain gauge have been installed within the drainage basin.

18. 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:	\$229,582.88

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

4/8/2025: Work Order No. 3 has been issued, which includes the installation of approx. 50 lateral liners in the Stonehenge subdivision, as well as the rehabilitation of four manholes throughout our collection system.

Non-Utility and Facility CIP Projects**19. 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.

6/6/2025: Due to staffing challenges and workloads, ACSA is seeking assistance from electrical contractors through the Request for Quotes (RFQ) process. The RFQ was advertised on May 30, 2025, with responses due June 20, 2025.

20. Avon Operations Center (Account Code 1622):

Consultant:	Dewberry Engineers, Inc. (Dewberry)
Project Status:	Construction
Percent Complete:	10%
Contractor:	Daniel & Company, Inc. (DCI)
Construction Start:	January 2025
Completion:	October 2026
Total Budget:	\$18,000,000
Spent to Date:	\$2,227,964.55

Project Description: As part of the Operations Center Expansion Study our consultant reviewed all properties owned by 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.

6/6/2025: DCI continues to coordinate closely with the project team on their rock blasting efforts. Beginning the week of June 9, 2025, DCI anticipates beginning rebar and formwork for the concrete footings and slab.





21. 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:	\$13,313.64

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).

6/6/2025: The second Request for Quotes (RFQ) to address the settlement issue at the main entrance of the Administration Building resulted in no contractor interest. A third RFQ has been issued with a deadline of June 6, 2025.

22. Facility Condition Assessment (Account Code 1613):

Consultant:	Whitman, Requardt & Associates, Inc. (WRA)
Project Status:	Study
Percent Complete:	20%
Construction Start:	January 2025
Completion:	August 2025
Total Budget:	\$73,691
Spent to Date:	\$29,073.34

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

6/6/2025: WRA is continuing to review the SCADA data and has reached out to Gorman Rupp and Goulds to verify rebuild and replacement recommendations for their respective pumps. They are planning to submit the draft memorandum by the end of June 2025.

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

Consultant:	Launch! Consulting (Launch!)
Project Status:	Study
Percent Complete:	10%
Construction Start:	January 2025
Completion:	November 2025
Total Budget:	\$154,160
Spent to Date:	\$40,999.60

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.

6/6/2025: Workshop 2a was held on June 5, 2025, to discuss vulnerabilities and consequences. Site visits are scheduled for the week of June 9, 2025.

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

1. 664 West Rio Road (Rio): Water main extension to serve an 88-unit apartment building, as well as a self-storage facility. This site is located east of the intersection of West Rio Road and Berkmar Drive, across from Daily Progress.
2. Albemarle High School Center II (Rio): Water main relocation to accommodate additional educational building on the Albemarle High School campus.
3. 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.
4. Ashcroft Phase 3 (Rivanna): Water main extensions to serve 76 residential units. This development connects to Lego Drive just north of the Ashcroft Clubhouse.
5. Bamboo Grove (White Hall): Water and sewer main extensions to serve 6 residential units. This development is located along Orchard Drive, just north of the intersection with Jarmans Gap Road.
6. Bird Street Subdivision (Scottsville): Water and sewer main extensions to serve 36 single family homes at the end of Bird Street in the Town of Scottsville.
7. 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.
8. Dunlora Village Phase 1 (Rio): Water and sewer main extensions to serve 64 single family homes. This site is located off the southern ends of Fowler Street and Miranda Crossing behind Belvedere.
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. 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 Route 29/250 Bypass.

11. Premier Circle Phase 1 (Rio): Water main extension to serve 80 Special Needs Housing Units. This site is located at the former Red Carpet Inn off Route 29.
12. Rio Point (Rio): Water and sewer main extensions to serve 328 multi-family units. This project is located at the intersection of Rio Road East and John Warner Parkway.
13. 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.
14. 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.
15. **Southern Feeder Pattern Elementary School (Scottsville): Water main extension to serve the new school facility, located south of Monticello Fire and Rescue.**
16. 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.
17. UVA Fontaine Research Park - Parking Garage (Jack Jouett): Water main relocation to accommodate a 7-level parking garage just west of 400 Ray C Hunt Drive.
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.

<p>AGENDA TITLE: Capital Improvement Program (CIP) Project Close-outs</p> <p>STAFF CONTACT(S)/PREPARER: Jeremy M. Lynn, P.E., Director of Engineering</p>	<p>AGENDA DATE: June 19, 2025</p> <p>ACTION: <input type="checkbox"/> INFORMATION: <input type="checkbox"/></p> <p>CONSENT AGENDA:</p> <p>ACTION: <input checked="" type="checkbox"/> INFORMATION: <input type="checkbox"/></p> <p>ATTACHMENTS: YES</p>
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BACKGROUND: This is a routine process to close-out CIP Projects that have been completed and no longer require expenditures of funds. Three CIP Projects are to be closed-out with a balancing of expended funds in the 3R Fund.

DISCUSSION:

- ❖ Questions about the CIP Projects being closed out.

BUDGET IMPACT: None.

RECOMMENDATIONS: Close-out the three CIP Projects listed in the detailed memo.

BOARD ACTION REQUESTED: Approval of the Consent Agenda.

ATTACHMENTS:

- ❖ Detailed memo of the completed CIP Projects and the amount of expended funds.



MEMORANDUM

To: Board of Directors
From: Jeremy M. Lynn, P.E., Director of Engineering
Date: June 19, 2025
Re: Capital Improvement Program (CIP) Project Close-outs
cc: Michael E. Derdeyn

The following projects have been completed in the Capital Improvement Program (CIP):

SCADA System Phase 3 (Account Code 1605): This project expanded the use of the ACSA's Supervisory Control and Data Acquisition (SCADA) System to serve the final seven master Pressure Reducing Valve (PRV) stations and the Northfields Water Booster Station. Our SCADA system provides ACSA team members the ability to remotely monitor the operations of these critical assets. The project resulted in over-expended funds of \$164,781.74, due to unanticipated electrical and control issues at the Northfields station, as well as the implementation of a wireless option in Ashcroft following discovery of compromised conduit.

ACSA Fire Suppression System Replacement (Account Code 1631): This project replaced the existing fire suppression systems in both the Administration and Maintenance buildings here at the Operations Center utilizing a Design/Build contract. The project resulted in over-expended funds of \$43,937.65 due to additional work performed in the Maintenance Warehouse to accommodate installation of a hard deck on the underside of the truss system for improved climate control, and the installation of fire alarms in the Maintenance Offices.

Biscuit Run Sewer Replacement and Stream Restoration (Account Code 1830): This project replaced a section of 24-inch diameter gravity sewer main that had become exposed due to runoff downstream of the Southwood community. In addition to the pipe replacement, an additional manhole structure was installed, and the streambank was reinforced to provide additional protection to our sewer infrastructure. The project resulted in unexpended funds of \$29,286.02.

The following is a financial summary of the projects:

Account Description:	Appropriated Amount	Expended Amount	Unexpended Amount
SCADA System Phase 3	\$1,224,918.00	\$1,389,699.74	(\$164,781.74)
ACSA - Fire Suppression System Replacement	\$870,815.00	\$914,752.65	(\$43,937.65)
Biscuit Run Sewer Replacement and Stream Restoration	\$479,600.00	\$450,313.98	\$29,286.02
Total	\$2,575,333.00	\$2,754,766.37	(\$179,433.37)

Board Action

We are requesting the Board of Directors close-out the listed projects.

JML/jml

010101ProjectCloseoutsBoardMemo06192025

ALBEMARLE COUNTY SERVICE AUTHORITY

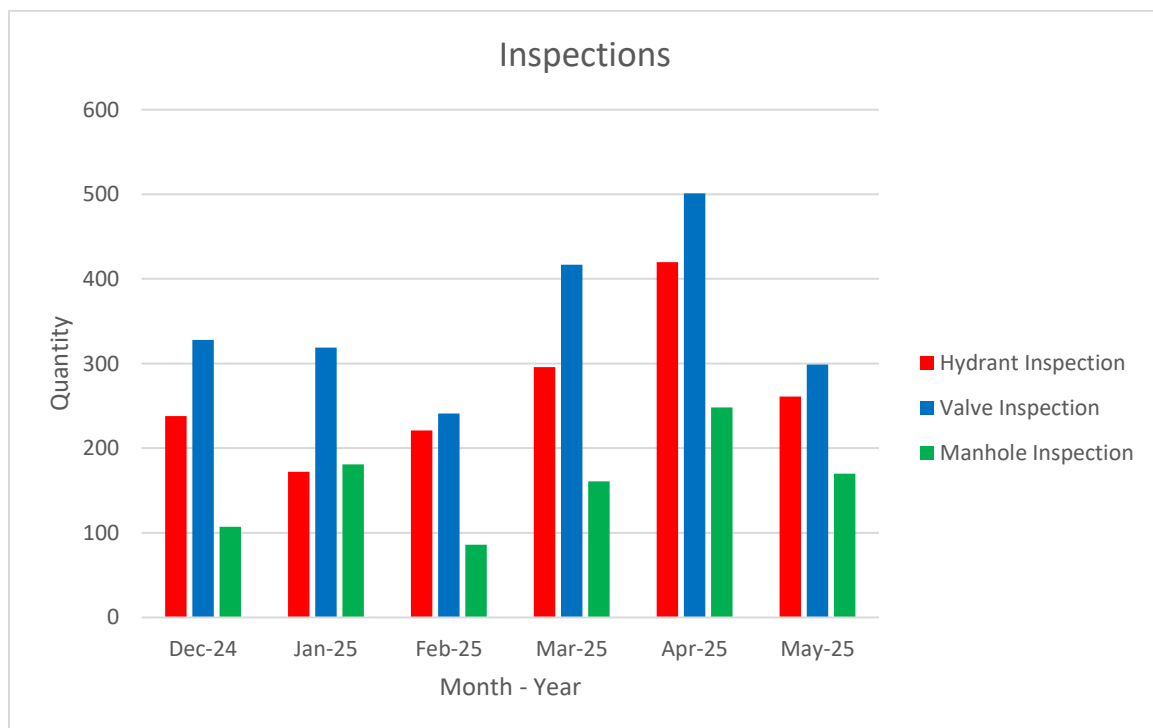
AGENDA ITEM EXECUTIVE SUMMARY

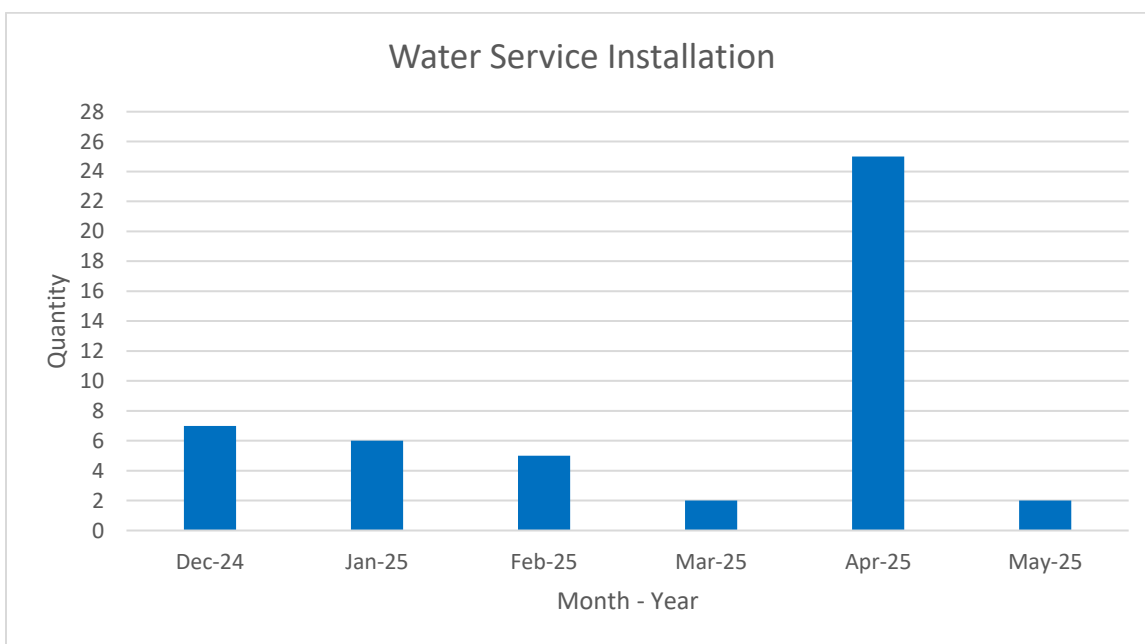
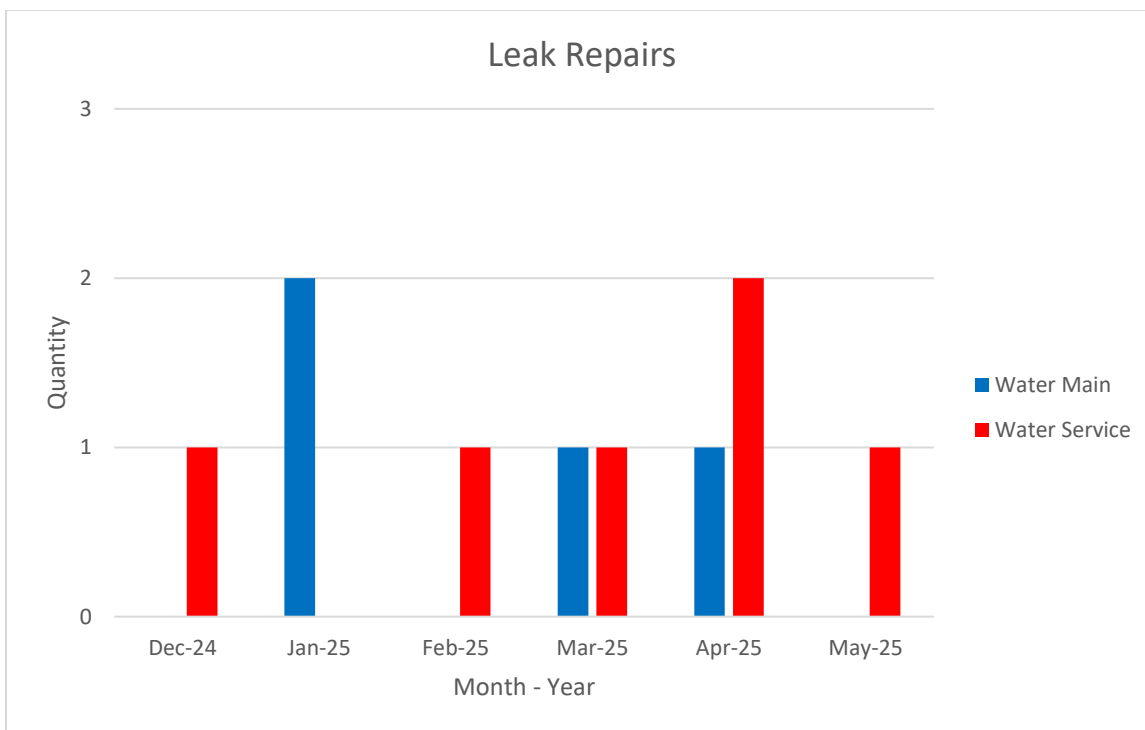
AGENDA TITLE: FY 2025 Monthly Maintenance Update Report STAFF CONTACT(S)/PREPARER: Alexander J. Morrison, P.E., Director of Operations	AGENDA DATE: June 19, 2025 CONSENT AGENDA: ACTION: ■ INFORMATION: ■ ATTACHMENTS: NO
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BACKGROUND:

Current total years of service in the Maintenance Department: 321.6 years
 Current average years of service in the Maintenance Department: 10.1 years
 Current number of employees in the Maintenance Department: 32

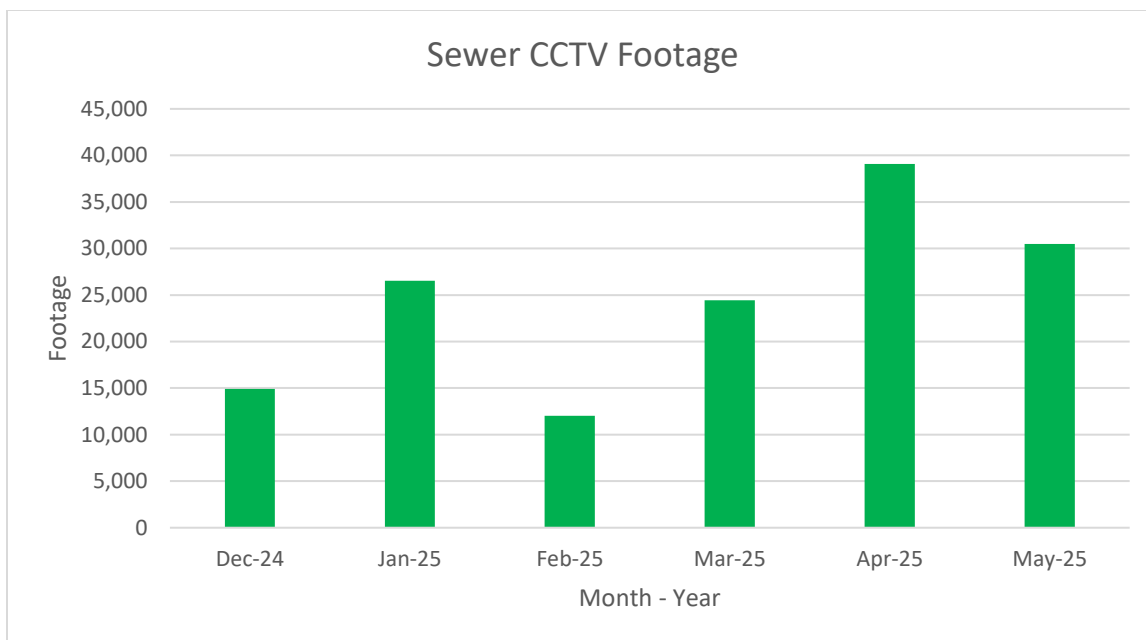
Below are 4 graphs depicting various routine monthly Maintenance Department activities for the previous 6-month period, based on completed Cityworks work orders and inspections.



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

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY



DISCUSSION:

- Routine Monthly Maintenance Activities
 - Inspections: Hydrant, valve, and manhole inspections decreased in May. Multiple factors influenced this decrease, such as vacations, annual evaluations, and repairs. Multiple valve and hydrant repairs, some requiring work outside of normal work hours, occurred in May. In addition, staff has begun weed eating around fire hydrants as part of their daily duties which reduces staff availability for inspections.
 - Leak Repairs: One leak repair occurred in May on water service line. The leak was a failed fitting at a tap on Saponi Lane. A new tap and service line was installed.
 - Water Service Installation: Water service installations returned to normal levels in May after high installation numbers in previous months due to the start of irrigation season and the Myrtle Street Water Main Replacement Project.
 - Sewer CCTV Footage: Sanitary sewer CCTV inspections decreased slightly in May due to vacations and annual evaluations.

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

- Facilities Inspections: We will begin trending facilities inspection activities in future reports as additional data becomes available. In May, completed inspections included:
 - **147 Generator Inspections**
 - **332 Pump Inspections**
 - **81 Sewer PS Inspections**
 - **70 Water PS Inspections**
 - **8 Fire System Inspections**
 - **8 PRV Station Inspections**

BUDGET IMPACT: None.

RECOMMENDATIONS: None.

BOARD ACTION REQUESTED: Approval of the Consent Agenda.

ATTACHMENTS: None

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

AGENDA TITLE: Monthly Information Technology Department Update STAFF CONTACT(S)/PREPARER: April Walker, Director of Information Technology	AGENDA DATE: June 19, 2025 ACTION: <input type="checkbox"/> INFORMATION: <input checked="" type="checkbox"/> ATTACHMENTS: No
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Information Technology

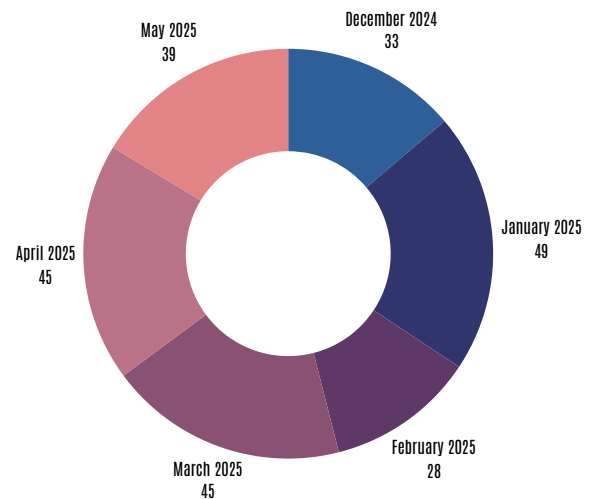
Background:

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 **39** Help Desk tickets
- Upgraded **4** tablets
- Deployed **1** printer

HELP DESK TICKET COMPARISON



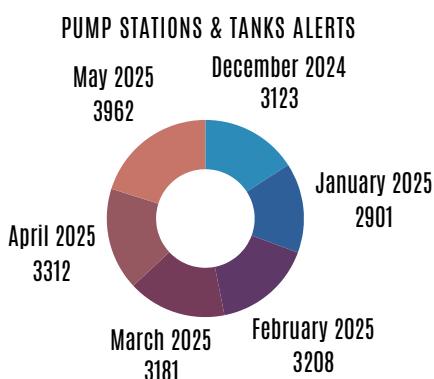
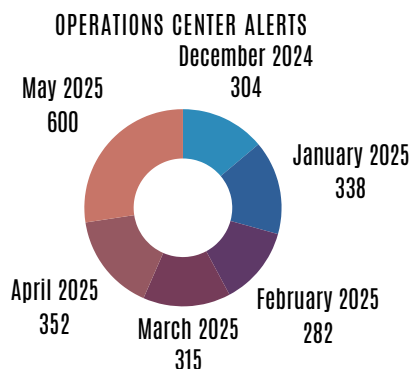
I.T. DEPARTMENT'S MONTHLY ROUTINES

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 **1,672.65 GB** of application data
- Secured **1,088.19 GB** of web data
- Secured **42.97 GB** of user data
- Investigated **600** physical security alerts at the Operations Center
- Investigated **3,962** physical security alerts at water storage tanks and pump stations
- Implemented **312** firewall pattern updates

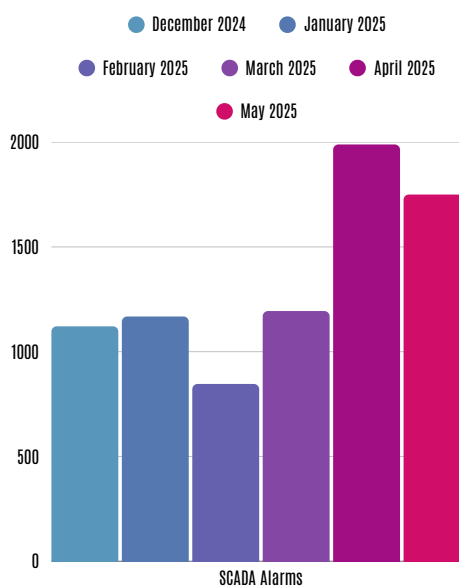


SCADA & AMI

Background:

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

- Investigated **1750** SCADA alarms
- Investigated **212** Cell Modem alarms
- Investigated **14** AMI Base Station Alarms



I.T. DEPARTMENT'S MONTHLY ROUTINES

Geographic Information Systems (GIS)

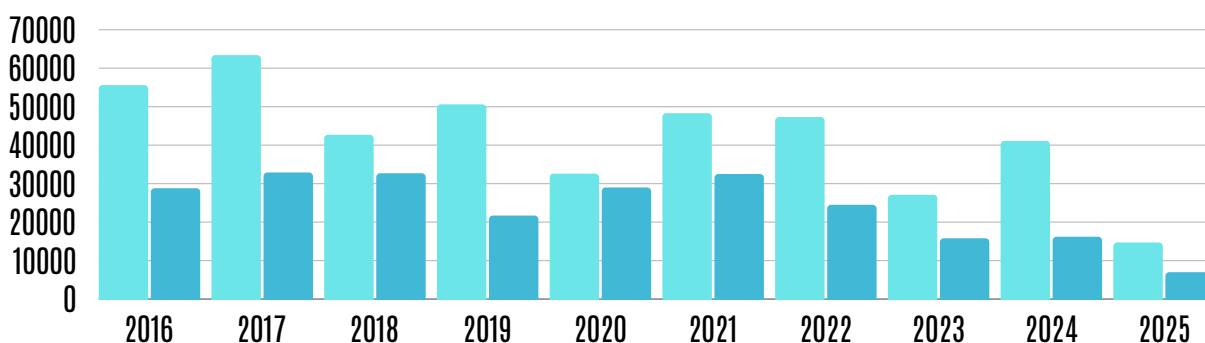
Background:

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 **11** sewer lateral lines (Total 20,438).
- Digitized **1,363 ft** sewer gravity mains (Total 1,722,162.7 ft).
- Digitized **2,758.7 ft** water mains (Total 2,022,552.6 ft).
- Digitized **310.5 ft** water service lines (Total 501,945.2 ft).
- Conducted **24** XY Locate Inspections.
- Fulfilled **7** Update GIS work orders.
- Fulfilled **5** external map requests.
- Conducted **4** UAS Inspections

FOOTAGE OF WATER AND SEWER GRAVITY MAINS GIS DIGITIZATION



UAS FLIGHT OF AVON OPERATIONS CENTER PROPERTY- MAY 16, 2025



ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

I.T. DEPARTMENT'S LARGE PROJECT PARTICIPATION



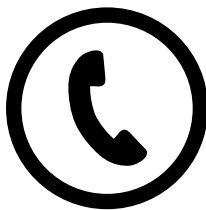
UTILITY NETWORK

I.T. staff is investigating the possibility of conducting a migration to Azure for both ArcGIS Enterprise and SQL Server. This is the backbone of what would support and enable the implementation of the Utility Network. Work in Azure is expected to continue for the next few months.



SCADA SYSTEM ASSESSMENT

The priority updates are completed. We are now starting to evaluate the lower priority items.



PHONE SYSTEM REPLACEMENT PROJECT

The new phone system is officially live! While we are still making a few minor adjustments, the system is fully operational and performing well. I.T. had to resolve some real time analytics issues for the call center. We also removed the old phone system. We are now preparing to move into the next phase of the project—RingSense. This phase will introduce enhanced features powered by artificial intelligence, offering even greater functionality and insights.



CYBERSECURITY UPGRADES

We are continuously enhancing the security of ACSA's data. We have been working to add additional security on our SCADA network. In addition, we have been removing the old phone system configuration from the firewall and client devices. We have begun implementing the restriction of USB device connections to ACSA computers with a goal of full rollout by July 1st.

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY



SHAREPOINT RE-DESIGN

Preliminary meetings have been held with Department Heads to gather input on what changes they would like made to their department pages. We have started the migration to the new pages.



FACILITIES CONDITION ASSESSMENT

No update. We are still awaiting the results of the assessment to prioritize next steps.



RISK & RESILIENCE ASSESSMENT

We have provided the requested items for the vendors review. A kickoff meeting has taken place. I.T. members will be assisting with the tours of our facilities the week of June 9th.



CUSTOMER INFORMATION SYSTEM (CIS)

The RFP has been released! We are looking forward to this project!



SECURITY SYSTEM UPGRADES

We were approached by our vendor with an opportunity to upgrade our alarms for no charge. We have received the new hardware and have begun the upgrades.

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

BOARD ACTION REQUESTED: Informational

ATTACHMENTS: None

AGENDA ITEM EXECUTIVE SUMMARY

AGENDA TITLE: Rivanna Water & Sewer Authority (RWSA) Monthly Update STAFF CONTACT(S)/PREPARER: Quin Lunsford, Executive Director	AGENDA DATE: June 19, 2025 CONSENT AGENDA: Informational ATTACHMENTS: No
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BACKGROUND: This report continues the monthly updates on the Rivanna Water & Sewer Authority (RWSA) projects and Board meetings. Below are updates on RWSA major projects and issues, including updates from the May 27th RWSA Board Meeting and other communications:

- **Rivanna Pump Station Restoration:** Permanent pumps and equipment have been installed and tested, and temporary pumps and piping are being removed. With RWSA staff standing by to monitor the results, the new pumps operated properly during the recent heavy rain events. Reconciliation with the insurance company for final cost reimbursement is ongoing.
- **RWSA Administrative Building:** The RWSA will soon begin major renovations/additions to its administrative facility/offices at Moores Creek. During renovations, RWSA staff will move into a temporary trailer at Moores Creek. During construction, the ACSA will provide meeting space for the monthly RWSA Board meetings. These meetings are typically the fourth Tuesday of each month.
- **Sugar Hollow Dam Rubber Crest Gate Repair:** In January 2024, the rubber bladder affixed to the dam's crest experienced a mechanical issue, allowing additional water to flow downstream. This event required RWSA to reevaluate the system's design and redundancies to prevent recurrences. RWSA lowered the reservoir last fall to work on the rubber bladder and its piping support systems. By the end of June, RWSA's contractor will perform the last modifications to the new pneumatic air supply lines that feed the rubber bladder. Once complete, the bladder will reinflate allowing a return to maximizing the reservoirs storage capacity.



AGENDA ITEM EXECUTIVE SUMMARY

- **Central Water Line Project, Phase 1 of 2:** RWSA received five competitive bids earlier this month for this project totaling \$39.7, \$47.5, \$51.4, \$51.8, and \$68.5 million. RWSA is currently evaluating the bids and experience of the bidders. RWSA expects to bring a recommendation to the Board during the June 24th meeting. Phase 1 of this project includes about four miles of 24" and 30" piping, representing about 75% of the total project.
- **Ragged Mountain Reservoir, Raise Normal Pool Level Project:** RWSA received one bid totaling \$12.3 million for this project in May. The bid was significantly higher than anticipated and RWSA staff is discussing options with the bidder to decrease the cost. RWSA expects to bring a recommendation for an award to the Board in June.

Summary:

RWSA Major Project Schedule	Construction Start Date	Construction Completion Date
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 & Pump Station	February 2025	June 2029
MC Building Upfits & Gravity Thickener Improvements	May 2025	May 2027
MC Structural & Concrete Rehabilitation	May 2025	May 2027
Crozet Pump Stations Rehabilitation	August 2025	September 2027
MC Administration Building Renovation & Addition	June 2025	December 2027
Central Water Line	September 2025	May 2029
Crozet WTP GAC Expansion – Phase I	November 2025	May 2027
MC Pump Station Slide Gates, Valves, Bypass, & Septage Receiving Upgrades	September 2025	September 2026
SRWTP – PAC Upgrades	December 2025	August 2027
RMR Pool Raise	September 2025	September 2026
SRR to RMR Pipeline, Intake, & Facilities	February 2026	December 2030

AGENDA ITEM EXECUTIVE SUMMARY

Beaver Creek Dam, Pump Station, & Piping	May 2026	January 2030
Upper Schenks Branch Interceptor, Phase II	2026	2027
SRWTP Permanganate Improvements	June 2026	August 2027
Glenmore WRRF Phase 1	June 2026	January 2028
Dam Concrete & Steel Repairs	January 2026	December 2026
SVWRRF Generator	January 2026	June 2027

- **Rivanna Pump Station Restoration**

Design Engineer:	Hazen/SEH
Construction Contractor:	MEB
Construction Start:	July 2024
Percent Complete:	90%
Completion:	October 2025
Budget:	\$22,000,000

Current Status:

Rehabilitated permanent pumps successfully made it through the demonstration periods and the temporary bypass pumps and associated electrical equipment have been removed from the wet well and pump station area, taken off rent, and are ready to be removed from the site. Some bypass piping still remains, but that is expected to be removed from the site as well over the next few weeks. Contractor is scheduling replacement of the 60" sluice gate at the head of the pump station wet well and additional pump restoration items. Full pump station restoration is still estimated to be complete by October 2025.

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)

AGENDA ITEM EXECUTIVE SUMMARY

Construction Start:	January 2025
Percent Complete:	7%
Completion:	June 2026
Budget:	\$2,050,000

Current Status:

A temporary pressure tank has been placed in service and an inspection of the existing tank has been performed. Work on the existing pressure tank will begin this month. Construction of the building addition can begin now that we have received Site Plan approval by the 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:	10%
Completion:	January 2027
Budget:	\$6,250,000

Current Status:

Horizontal Directional Drilling subcontractor has progressed approximately two-thirds of the way on the pilot hole for the 1,200 LF directional drill. A portion of Old Rio Mills Road will be closed for several months as construction of the new 24" water line begins. Contractor is planning to blast along Old Rio Mills Road. Review of the blasting plan is in progress.

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

AGENDA ITEM EXECUTIVE SUMMARY

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:	February 2025
Percent Complete:	6%
Completion:	June 2029
Current Project Estimate:	\$61,490,000

Current Status:

The Contractor continues grinding felled trees and prepping easement areas for pipe installation. Pipe deliveries have begun, and the Contractor will start pipe installation in Hereford Drive on May 27th.

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.

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

Design Engineer:	Short Elliott Hendrickson (SEH)
Construction Contractor:	English (Lynchburg, VA)
Construction Start:	May 2025
Project Status:	3%
Completion:	May 2027
Current Project Estimate:	\$11,800,000

AGENDA ITEM EXECUTIVE SUMMARY**Current Status:**

The Notice to Proceed was issued and contractor is beginning to mobilize equipment and their work trailer to the site.

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)
Construction Start:	May 2025
Project Status:	2%
Completion:	May 2027
Current Project Estimate:	\$15,500,000

Current Status:

The Notice to Proceed was issued and contractor is beginning to mobilize equipment and their work trailer to the site.

History:

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

- **Crozet Pump Stations Rehabilitation**

Design Engineer:	Wiley Wilson
Construction Contractor:	Waco, Inc. (Sandston, VA)
Construction Start:	April 2025
Percent Complete:	5%
Completion:	September 2027
Budget:	\$12,350,000

Current Status:

Equipment submittals are being processed, and materials are being ordered. We anticipate lengthy material delivery times.

AGENDA ITEM EXECUTIVE SUMMARYHistory:

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.

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

Design Engineer:	SHE
Construction Contractor:	Martin Horn (Charlottesville)
Construction Start:	June 2025
Project Status:	1%
Completion:	December 2027
Budget:	\$27,600,000

Current Status:

Contracts have been signed, and Preconstruction Meeting was held on April 18, 2025. A Notice to Proceed is anticipated this month pending Site Plan approval from the County and approval of the bonds and insurance. Coordination efforts associated with temporary staff locations have begun.

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:	September 2025
Completion:	May 2029
Budget:	\$79,000,000

Current Status:

Phase 1 Contract (west end): Bids were opened on May 8, 2025 and are being evaluated. **Phase 2 Contract (east end):** Design efforts in the E. High Street area are in process and survey work is complete. An additional private easement will be

AGENDA ITEM EXECUTIVE SUMMARY

required as well as new easements on two City parcels. Phase 2 design will be completed in the summer 2025.

History:

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

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

- **Crozet GAC Expansion – Phase I**

Design Engineer:	SEH
Project Start:	July 2023
Project Status:	100% Design
Construction Start:	November 2025
Completion:	May 2027
Budget:	\$10,000,000

Current Status:

Project will be advertised for bidding in June. \$6.24 million in grant funds from VDH are available 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:	June 2023
Project Status:	90% Design
Construction Start:	September 2025

AGENDA ITEM EXECUTIVE SUMMARY

Completion: September 2026
Budget: \$9,700,000

Current Status:

RWSA staff are making decisions on the septage receiving equipment and billing software needed.

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: November 2023
Project Status: Bidding
Construction Start: December 2025
Completion: August 2027
Current Project Estimate: \$1,800,000

Current Status:

Bids were opened on May 14, 2025 and a recommendation/presentation for award is included in this month's Board packet.

- **Ragged Mountain Reservoir Pool Raise**

Design Engineer: Schnabel
Project Start: April 2024
Project Status: Bidding
Construction Start: September 2025
Completion: September 2026
Current Project Estimate: \$6,000,000

Current Status:

Construction bids were received on May 20, 2025 and an award recommendation/presentation may be included in this month's Board packet.

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

AGENDA ITEM EXECUTIVE SUMMARY

Design Engineer:	Kimley Horn/SEH
Project Start:	July 2023
Design Status:	80%
Construction Start:	February 2026
Completion:	December 2030
Current Project Estimate:	\$117,000,000

Current Status:

The design engineer submitted the 60% intake and pump station design package to staff for review on May 13, 2025. A value engineering workshop will be held on June 3rd and 4th.

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 design of the pump station. Final design by Schnabel 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 \$20 million construction grant from the NRCS is anticipated. A value engineering workshop was held on May 19th and 20th on the raw water pump station and intake structure.

AGENDA ITEM EXECUTIVE SUMMARYHistory:

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 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.

- **SRWTP Permanganate Improvements**

Design Engineer:	SEH
Project Start:	January 2025
Project Status:	25% Design
Construction Start:	June 2026
Completion:	August 2027
Budget:	\$400,000

Current Status:

This project will replace chemical feed equipment at the end of its useful life and increase chemical containment capacity. Design is underway.

AGENDA ITEM EXECUTIVE SUMMARY

- **Glenmore WRRF Upgrade Phase 1**

Design Engineer:	SEH
Project Start:	March 2025
Project Status:	Preliminary Engineering
Construction Start:	June 2026
Completion:	January 2028
Budget:	\$1,650,000

Current Status:

This project will replace wastewater treatment equipment at the end of its useful life and reduce noise from the blowers. A preliminary engineering report has been provided to RWSA staff for review.

- **Dam Concrete and Steel Repairs**

Design Engineer:	GAI Consultants
Project Start:	January 2025
Project Status:	10% Design
Construction Start:	January 2026
Completion:	December 2026
Budget:	\$1,280,000

Current Status:

Structural assessments of the Sugar Hollow, South Rivanna, Lickinghole Creek, and Totier Creek dams were conducted by GAI in March 2025. Draft condition assessment reports have been submitted for staff review. Repairs will be completed in the summer of 2026.

- **Scottsville Water Resource Recovery Facility Generator**

Design Engineer:	Wiley Wilson
Project Start:	October 2022
Project Status:	10% Design
Construction Start:	January 2026
Completion:	June 2027
Budget:	\$900,000

Current Status:

This project includes installation of a generator that will provide emergency backup power to both the Scottsville Water Resource Recovery Facility and Wastewater Pump Station. As this project is receiving approximately \$552,000 in funding from

AGENDA ITEM EXECUTIVE SUMMARY

FEMA and VDEM, FEMA requested that the generator and fuel tank be installed on an elevated platform located above the 500-year floodplain.

Planning and Studies

- **MCAWRRF Biogas Upgrades**

Design Engineer:	SEH
Project Start:	October 2021
Project Status:	Preliminary Engineering/Study (99%)
Completion:	December 2024
Budget:	\$6,287,000

Current Status:

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

- **Flood Protection Resiliency Study**

Design Engineer:	Hazen
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 and will focus on facilities located at the Moores Creek AWRRF within those flood event boundaries. 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	Approximate Cost
2023-01	Finished Water System ARV Repairs	\$150,000
2024-09	Stillhouse Waterline Erosion @ Ivy Creek	\$200,000
2025-03	Rivanna Interceptor Stream Crossing Repairs	TBD

AGENDA ITEM EXECUTIVE SUMMARY

- RWSA Finished Water ARV Repairs: RWSA Engineering staff recently met with Maintenance staff to identify a list of Air Release Valves (ARVs) that need to be repaired, replaced, or abandoned. Several of these locations will require assistance from RWSA On-Call Maintenance Contractors, due to the complexity of the sites (proximity to roadways, depth, etc.). The initial round will include seven (7) sites, all along the South Rivanna Waterline. Three replacements have been completed at this time, with a fourth site in progress. This in progress site included abandonment of an existing manual ARV located in the middle of the Route 29-Hydraulic intersection, which has been completed, and was a major coordination effort with VDOT, as they intend to pave this area in the coming weeks. The Contractor is working with VDOT on permits for the final sites. The remaining replacements will likely be scheduled starting in Spring 2025.
- 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. USACOE permitted the project on May 7th, with a time of year restriction that will not allow the work to start until August.
- Rivanna Interceptor Stream Crossing Repairs: In Spring 2025, during annual inspections performed by the RWSA Maintenance Department, erosion was identified at two stream crossings along the Rivanna Interceptor to the North of the Dunlora subdivision. RWSA is working with Digs to scope the repairs including temporary repairs at one of the two sites), as well as with the USACOE for permitting.

- **Security Enhancements**

Design Engineer:	Hazen & Sawyer
Construction Contractor:	Security 101 (Richmond, VA)
Construction Start:	March 2020
Percent Complete:	90% (WA9), 50% (WA12)
Based Construction Contract +	
Change Orders to Date = Current Value:	\$718,428 (WA1) + \$1,006,804 (WA2-12)
Completion:	June 2025 (WA9), December 2025 (WA12)
Budget:	\$2,980,000

AGENDA ITEM EXECUTIVE SUMMARYCurrent 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. WA12 includes installation of card access on all exterior doors at the Observatory WTP, as well as two small electrical buildings at MCAWRRF. Design of MCAWRRF entrance modifications with Hazen & Sawyer continues, with discussions with Dominion Energy also ongoing, as relocation of existing electrical infrastructure will be required. This relocation process will need to be finalized prior to the project proceeding to the bidding phase. Relocation of existing electrical infrastructure will require coordination with the adjacent landowner, as the infrastructure must be completely relocated from the entrance area. As these discussions are ongoing, staff have submitted appropriate permitting documents to Albemarle County.

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ACSA Board Future Policy Issues Agendas 2025										
Regular 3rd Thursday Monthly Meetings	July '25	Aug '25	Sep '25	Oct. '25	Nov. '25	Dec. '25	Jan. '26	Feb. '26	Mar. '26	Pending Issues
	July 17th	August 21st	September 18th	October 16th	November 20th	December 18th	January 15th	February 19th	March 19th	ACSA Customer Communications
	Recognitions	Recognitions	Recognition	Recognitions	Recognitions	Recognitions	Recognitions	Recognitions	Recognitions	CIS - Customer Information Systems - Billing, Website, Phone
	Monthly Financial, CIP, Maintenance and IT Reports and RWSA Monthly Update	Monthly Financial, CIP, Maintenance and IT Reports and RWSA Monthly Update	Monthly Financial, CIP, Maintenance and IT Reports and RWSA Monthly Update	Monthly Financial, CIP, Maintenance and IT Reports and RWSA Monthly Update	Monthly Financial, CIP, Maintenance and IT Reports and RWSA Monthly Update	Monthly Financial, CIP, Maintenance and IT Reports and RWSA Monthly Update	Monthly Financial, CIP, Maintenance and IT Reports and RWSA Monthly Update	Monthly Financial, CIP, Maintenance and IT Reports and RWSA Monthly Update	Monthly Financial, CIP, Maintenance and IT Reports and RWSA Monthly Update	Climate Change and Sustainability
	Operational Presentation - Private Development Process	Operational Presentation	Operational Presentation	Operational Presentation	Operational Presentation	Operational Presentation	Operational Presentation	Operational Presentation	Operational Presentation	Customer Experience (CX)
	Customer Experience - Telephony Project	Regional Water Supply Planning - Update	Imagine a Day Without Water Resolution <i>(Annual Item)</i>		Annual Comprehensive Financial Report (ACFR) Presentation <i>(Annual Item)</i>	Annual Investments Report <i>(Annual Item)</i>	Board Organizational Meeting - Election of Officers <i>(Annual Item)</i>		Proposed CIP Presentation <i>(Annual Item)</i>	Data Management and Management Dashboards
	Strategic Plan Update <i>(Bi-annual Item)</i>					FY '27 Budget Guidelines and Schedule <i>(Annual Item)</i>	Annual Water Conservation Report <i>(Annual Item)</i>		Fix a Leak Week Water Conservation Event <i>(Annual Item)</i>	Emergency Preparedness
						Annual Investments Report <i>(Annual Item)</i>	2025 Annual Report - Accomplishments and Challenges <i>(Annual Item)</i>			Facilities Condition Assessment
						ACSA Board of Directors Meeting Schedule 2026 <i>(Annual Item)</i>	Strategic Plan Update - <i>(Bi-annual Item)</i>			Federal/State Water Quality Regulations PFAS; Emerging Contaminants
						Holiday Schedule 2026 <i>(Annual Item)</i>				New Development
										Operational Presentation - Sewer Rehabilitation Relining
										Purchasing Policy Manual
										RWSA CIP Central Water Line - Reservoirs Pipeline North Rivanna System Wastewater Projects
										Water Audit
										Water Supply Plan Project Status Reports

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

AGENDA TITLE: Drinking Water and Wastewater Professionals Appreciation Day-June 30 th , 2025	AGENDA DATE: June 19, 2025
STAFF CONTACT(S)/PREPARER: Emily Roach, Director of Human Resources & Administration	ACTION: Informational
	ATTACHMENTS: (YES)

BACKGROUND: Declared by the state General Assembly in 2016, June 30th each year is recognized as Drinking Water and Wastewater Professionals Appreciation Day. This day brings recognition to the thousands of industry professionals who dedicate their careers to providing access to safe drinking water and treating wastewater for safe reuse or return to the environment. Here in Albemarle County, we are fortunate to live in a community that has high quality standards for drinking water and wastewater that we provide to nearly 23,000 ACSA customers. Our employees have been committed to upholding those standards and adhering to the ACSA's core value of public service – “serve and conserve.” We look forward to celebrating our employees at the end of the month with food, raffle prizes, and gifts of appreciation.

BOARD ACTION REQUESTED: None.

ATTACHMENTS: Resolution

RESOLUTION

Designating June 30, in 2016 and in each succeeding year, as Drinking Water and Wastewater Professionals Appreciation Day by the Albemarle County Service Authority (ACSA).

WHEREAS, before the implementation of reliable drinking water and wastewater treatment, thousands of people in the United States died of waterborne diseases like cholera, dysentery, typhoid, polio, and hepatitis each year; and

WHEREAS, the World Health Organization estimates that unsafe water supplies in developing nations still cause approximately 1.8 million deaths annually; and

WHEREAS, technological advances by water and wastewater professionals have improved the treatment of both drinking water and wastewater in Albemarle County, Virginia; and

WHEREAS, access to clean drinking water is crucial to the health and safety of more than 8.3 million Virginians, and to more than 100,000 area residents; and

WHEREAS, treatment of more than 10 million gallons a day of wastewater plays a critical role in reducing toxic chemicals and nutrient buildup in Albemarle's surface waters, such as the Rivanna River, James River, and the Chesapeake Bay; and

WHEREAS, much of the drinking water and wastewater infrastructure in Albemarle County is located underground in hundreds of miles of pipes, unseen by the public; and

WHEREAS, nearly 85 water and wastewater industry professionals at the Albemarle County Service Authority dedicate their careers to keeping drinking water and treated wastewater clean and free of disease-carrying organisms that can harm both humans and the environment; and

WHEREAS, the Virginia Section of the American Water Works Association and the Virginia Water Environment Association, and the Virginia General Assembly support the creation of Drinking Water and Wastewater Professionals Appreciation Day;

NOW, THEREFORE, BE IT RESOLVED, that the Albemarle County Service Authority hereby designates June 30, in 2016 and in each succeeding year, as Drinking Water and Wastewater Professionals Appreciation Day for the Albemarle County Service Authority; and

BE IT RESOLVED FINALLY that the ACSA post the designation of this day on the ACSA website.

Chair, Albemarle County Service Authority
Board of Directors

AGENDA TITLE: Public Hearing on Proposed Fiscal Year 2026 Budget and Rates	AGENDA DATE: June 19, 2025
STAFF CONTACT/PREPARER: Tanya Johnson, Director of Finance	ACTION: Public Hearing
	ATTACHMENTS: Yes

BACKGROUND: The Proposed Fiscal Year 2026 Budget and Rates are scheduled for a public hearing today, which has been duly advertised. A budgetary and rate summary was provided to all customers through an insert with monthly bills. This insert explained the budget and rates and also noted that a public hearing was scheduled for the June Board meeting. This public hearing follows three months of budget and rate workshops.

BOARD ACTION REQUESTED: Consider adoption following public hearing.

ATTACHMENTS: Budget and Rate Brochure (sent with monthly bills in May)

Investing in our Water Future

Dear Customer,

ACSA's mission is to provide you with clean, safe, reliable water every day. Our recent Consumer Confidence Reports (available on our website) confirms that your drinking water meets or exceeds all state and federal standards—proof of our commitment to water quality.

Sustaining this level of service requires ongoing investment. Working alongside the Rivanna Water and Sewer Authority (RWSA)—our wholesale treatment provider—we are supporting \$561 million in critical upgrades over the next five years to maintain and improve our water and wastewater systems.

Because ACSA is responsible for 61% of RWSA's annual budget, and these charges make up 65% of our operating costs, the rising cost of these improvements impacts what we pay. For the coming fiscal year, RWSA's charges to ACSA are projected to increase by 18.9%.

To keep your rate adjustments as low as possible, we're applying our financial reserves to reduce the proposed average customer rate increase to 8.9%, beginning July 1, 2025 (Fiscal Year 2026). For the typical residential customer, that's about \$6.19 more per month—or 21 cents per day.

These investments are essential to continue delivering the safe, high-quality water and reliable service you expect. Thank you for your trust in ACSA.

Quin Lunsford

Quin Lunsford,
 Executive Director, ACSA

Proposed ACSA FY '26 Water & Sewer Monthly User Rates

Rates and Charges	FY '25	FY '26
Service Charge	\$11.13	\$12.24
Volume Charge: Single-Family Residential (per 1,000 gallons)		
Level 1: Up to 3,000 gallons	\$5.95	\$6.55
Level 2: 3,001 to 6,000 gallons	\$11.93	\$13.12
Level 3: 6,001 to 9,000 gallons	\$17.88	\$19.67
Level 4: More than 9,000 gallons	\$23.86	\$26.25
Multi-Family/Non-Residential (per 1,000 gallons)	\$11.93	\$13.12
Sewer: All Users (per 1,000 gallons)	\$11.83	\$12.78

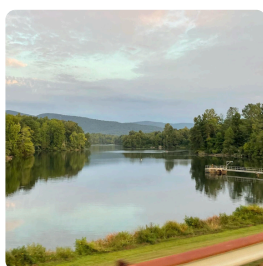
Combined Monthly Bill Comparison: Single-Family Residential, 3,000 Gallons

Greene County	\$103.00
City of Charlottesville	\$83.45
Waynesboro	\$72.94
ACSA Proposed Rate	\$70.23

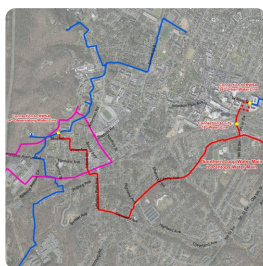
ACSA System Obligations

The ACSA is obligated to provide our wholesale service provider, Rivanna Water and Sewer Authority (RWSA), with funding for essential infrastructure upgrades totaling \$561 million over the next five years.

Below are costs for RWSA's upgrades, which must be paid for by rate increases charged by the ACSA and other regional partners.



Crozet Water Supply Projects (Modifications to the Beaver Creek Reservoir Dam and Construction of a New Pump Station and Raw Water Piping):
\$82.4 million



Finished Water Storage/Transmission (Central Water Line and other various projects):
\$124.1 million



Moore's Creek Advanced Water Resource Recovery Facility (Wastewater):
\$78.8 million



Community Water Supply Plan (South Fork Rivanna Reservoir to Ragged Mountain Reservoir to Observatory WTP Pipeline and Improvements):
\$182.2 million

FY '26 RWSA cost increase charged to ACSA
18.9%

ACSA's Use of Fund Reserves



FY '26 ACSA Residential Rate Increase
8.9%

Average residential customer increase:
 \$6.19 per month. 21¢ per day.

ACSA Obligations



% of ACSA's operating budget allocated to RWSA's charges
65%

ACSA Proposed Budget & Rates Public Hearing:

Thursday, June 19th at 9:00 AM in the
 ACSA Board Room
 168 Spotnap Road, Charlottesville, VA 22911
Virtual: www.serviceauthority.org

<p>AGENDA TITLE: Adoption of Fiscal Year 2026 Operating and Capital Improvement Budget and Rates</p> <p>STAFF CONTACT/PREPARER: Tanya Johnson, Director of Finance</p>	<p>AGENDA DATE: June 19, 2025</p> <p>ACTION: <input checked="" type="checkbox"/> INFORMATION: <input type="checkbox"/></p> <p>ATTACHMENTS: Yes</p>
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BACKGROUND: The Proposed Fiscal Year (FY) 2026 Budget and Rates have been presented to the Board, following public comment. The proposed budget is \$74,493,500. The proposed rate schedule changes are attached.

DISCUSSION: The overall proposed operating budget is increasing 12.9%, primarily driven by increases in charges for water, wastewater treatment, debt service charges from the RWSA, and personnel costs. The rates charged to customers are proposed to increase to cover these increases in expenses. At today's meeting, the Board is asked to adopt the FY 2026 Operating and Capital Improvement Budget and Rates, to be effective July 1, 2025.

Highlights from the FY 2026 Proposed Budget include:

- A projected increase of \$3.6M or 19% for the purchase of water.
- A projected increase of \$2.4M or 19% for wastewater treatment.
- ACSA departmental budget increase of 6.96%
- The capital improvement program continues replacement of aging and undersized pipelines, construction of the Avon Operations Center, creating redundancy in the water system, and identifying I/I in our sanitary sewer system. Total estimated project costs for FY 2026 are \$18,477,500.

RECOMMENDATION: Approve as recommended.

BOARD ACTION REQUESTED: Adopt the Resolution for the FY 2026 Operating and Capital Improvement Budget and Rates, which includes the rate schedule to be effective July 1, 2025.

ATTACHMENTS: Resolution adopting FY 2026 Operating and Capital Improvement Budget and Rates, Rate Schedule, and Budget PowerPoint presentation.

RESOLUTION

FISCAL YEAR 2026 BUDGET AND RATES

WHEREAS, the Albemarle County Service Authority (ACSA) has the authority pursuant to Virginia Code Section 15.2-5114(10) to fix, charge and collect rates, fees, and charges for the provision of water and sewer service, including water and sewer connection fees; and

WHEREAS Virginia Code Section 15.2-5136 sets forth the process by which the ACSA establishes its rates, fees, and charges; and

WHEREAS, the ACSA has complied with the requirements of 15.2-5136 by (i) adopting a resolution on April 17, 2025, setting forth a preliminary schedule fixing and classifying the rates, fees, and charges, (ii) providing notice of a public hearing for June 19, 2025, which notice set forth the proposed schedule of rates, fees and charges and was published on May 31, 2025 and on June 7, 2025 in the Daily Progress, a newspaper having a general circulation in the area served by the ACSA, and (iii) mailing a copy of the notice to the governing bodies of the following localities: Albemarle County, Town of Scottsville, Fluvanna County, Rivanna Water and Sewer Authority, and City of Charlottesville; and

WHEREAS the public hearing occurred as scheduled on June 19, 2025, and the Board of the ACSA adopted the proposed schedule of rates, fees, and charges.

Now therefore, BE IT RESOLVED that the Albemarle County Service Authority Board of Directors hereby adopt the Fiscal Year 2026 Operating and Capital Improvement Budget and adopt the Water and Sewer Rate Schedule of the ACSA Rules and Regulations (Appendix B), effective July 1, 2025.

I certify that the forgoing is a true and exact copy of a resolution adopted by the Board of Directors of the Albemarle County Service Authority in a regular session on June 19, 2025, by a vote of __ to __.

Quin Lunsford, Secretary-Treasurer

THE ALBEMARLE COUNTY SERVICE AUTHORITY
PUBLIC HEARING ON PORPOSED BUDGET AND
WATER/WASTEWATER RATE CHANGES FOR FY 2026

The Albemarle County Service Authority will hold a public hearing on Thursday, June 19, 2025, at 9:00 a.m. at the ACSA Office at 168 Spotnap Road, Charlottesville, Virginia 22911 and via Zoom, please visit www.serviceauthority.org for additional information. The public hearing will address the Proposed FY 2026 Budget and the following changes to the water and wastewater rates and other charges/fees:

Hydrant	<u>FY 2025</u>	<u>Proposed FY 2026</u>
1 ½ hydrant meter	\$950	\$1,300 (\$150 non-refundable)

Water

Service Charge by Meter Size

3/4"	\$11.13	\$12.24
1"	\$27.81	\$30.59
1 ½"	\$55.62	\$61.18
2"	\$88.98	\$97.88
3"	\$177.96	\$195.76
4"	\$278.07	\$305.88
6"	\$556.13	\$611.74

System Development Charges

Water	\$2,030	\$2,100 per ERC
Wastewater	\$3,180	\$3,300 per ERC

RWSA Capacity Charges

Water	\$5,100	\$5,300 per ERC
Wastewater	\$4,120	\$4,300 per ERC

Volume Charge – Single-Family Residential (per 1,000 gallons)

Level 1 (0-3,000 gallons)	\$5.95	\$6.55
Level 2 (3,001-6,000 gallons)	\$11.93	\$13.12
Level 3 (6,001-9,000 gallons)	\$17.88	\$19.67
Level 4 (over 9,000 gallons)	\$23.86	\$26.25
Multi-Family/Non-Residential	\$11.93	\$13.12

Wastewater

Sewer/All Users (per 1,000 gallons)	\$11.83	\$12.78
-------------------------------------	---------	---------

All other charges remain unchanged. A copy of the full text is on file in the Office of the Clerk of the Albemarle County Board.

Further information may be obtained from the ACSA website at www.serviceauthority.org or the office of the Executive Director, or by calling the ACSA office at 434-977-4511 ext. 3.

Quin Lunsford
Executive Director

Effective July 1, ~~2024~~ 2025

Section 7-08. Temporary Use of Fire Hydrants

Section 10-03. Meter Testing Charge

3/4" - 1"	\$220.00
1½" - 2"	\$275.00
3" - larger	\$ Actual Cost+25%

Section 11-05 Deposits For Temporary Meters

<u>Meter Size</u>	<u>Deposit</u>
3/4" & 1"	\$330.00
1 1/2"	\$440.00
2"	\$550.00

Section 11-06. Deposits For Fire Hydrant Meters

<u>Meter Size</u>	<u>Deposit</u>
1"	\$600(\$100 non-refundable)
1 ½	\$950 <u>1,300</u> (\$150 non-refundable)
3"	\$2,000 (\$200 non-refundable)

Section 12-02. Water and Sewer Rates

VOLUME CHARGES

In addition to the fixed monthly service charge (Section 12-03), a volume charge based upon monthly metered water use will be assessed as follows:

Water

Metered Consumption

Residential and All Irrigation Water Rates:

Level 1 (0-3,000 gallons per month)	\$ 5.95 <u>6.55</u> per thousand gallons
Level 2 (3,001-6,000 gallons per month)	\$ 41.93 <u>13.12</u> per thousand gallons
Level 3 (6,001-9,000 gallons per month)	\$ 47.88 <u>19.67</u> per thousand gallons
Level 4 (over 9,000 gallons per month)	\$ 23.86 <u>26.25</u> per thousand gallons

Non-Residential and Multi-Family Residential Water Rate (except irrigation water):

\$ ~~41.93~~ 13.12 per thousand gallons

For customers having both a primary and auxiliary meter, the four rate levels will be applied to the sum of the consumption on both meters, not to each individual meter.

Wastewater

Metered Consumption \$ ~~41.83~~ 12.78 per thousand gallons

Section 12-03. Monthly Service Charge

The fixed monthly service charge will be assessed based on meter size as follows:

<u>Meter Size</u>	<u>Service Charge</u>
3/4"	\$ 11.13 <u>12.24</u>
1"	\$ 27.81 <u>30.59</u>
1 1/2"	\$ 55.62 <u>61.18</u>
2"	\$ 88.98 <u>97.88</u>
3"	\$ 177.96
	<u>195.76</u>
4"	\$ 278.07
	<u>305.88</u>
6"	\$ 556.13
	<u>611.74</u>

Section 12-04. Connection Charges

ERC Determination

Connection Charges for metered services larger than 3/4" shall be equated to equivalent residential connections (ERC) according to the following ratios:

3/4" meter	=	1 ERC	3" meter	=	16 ERCs
1" meter	=	2.5 ERCs	4" meter	=	25 ERCs
1 1/2" meter	=	5 ERCs	6" meter	=	50 ERCs
2" meter	=	8 ERCs			

Connection Charges for multi-family, hotels, hospitals, assisted living facilities, nursing care facilities, master-metered single-family units, and master-metered mobile home parks shall be determined based upon the higher fee of either the meter size or the calculated number of ERCs based on the following factors:

Multi-family	1 unit	=	0.50	ERC
Hotels	1 room	=	0.50	ERC
Mobile Home Park	1 mobile home	=	1.00	ERC
Hospitals	1 bed	=	1.00	ERC
Assisted Living Facility	1 bed	=	0.40	ERC
Nursing Care Facility	1 bed	=	0.75	ERC
Master-Metered Single-Family	1 unit	=	1.00	ERC

For large or unusual new connections, where either high demand may be anticipated or new connections serve both residential and non-residential customers, the Authority reserves the right to calculate Connection Charges based on engineering data specific to that customer rather than using the ERC factors above.

12-04. A. Installation Charges

(a) Water

Primary Meters

3/4" meter and connection	\$1,228
1" meter and connection	\$1,300
Over 1" meter and connection	Actual Cost
3/4" meter only	\$ 220
1" meter only	\$ 330
Over 1" meter only	Actual Cost

Auxiliary Meters

Actual Cost

(b) Wastewater

All Taps

Actual Cost

12-04. B. System Development Charges

Water	\$2,030 <u>2,100</u> per ERC
Wastewater	\$3,180 <u>3,300</u> per ERC*

*Except certain Glenmore parcels as defined by Glenmore WWTP Agreement dated June 15, 1995

12-04. C. RWSA Capacity Charges

Water	\$5,100 <u>5,300</u> per ERC
Wastewater	\$4,120 <u>4,300</u> per ERC*

*Except certain Glenmore parcels as defined by Glenmore WWTP Agreement dated June 15, 1995

12-04. D. NFRPS Special Rate District Charges

North Zone	\$2,275. per ERC
South Zone	\$1,389. per ERC

Section 12-05. Installation Charges for Irrigation Meters

A. Auxiliary Meters

Actual cost of installation

B. Primary Meters

Actual cost of installation

Section 12-06. Line Tapping Fee

Where the ACSA provides water main taps to accommodate line extensions, fire sprinkler systems and similar uses, a tapping fee will be assessed to the customer in accordance with the following schedule:

TAPPING

<u>MACHINE</u>	<u>TAP SIZE</u>	<u>LINE SIZE</u>	<u>PRICE</u>
E-4	3/4" – 1"	1 1/4" – 3"	\$190.00
B-100	3/4" – 1"	4" – 24"	\$190.00
A-2	1 1/2" – 2"	6" – 24"	\$275.00
CL-12	4" – 12"	4" – 24"	\$110/inch

Section 13. Miscellaneous Charges

13.02. Account Charge	\$13.00 per each new account
13-03. Delinquent Cut Off/On Fee	\$40.00/trip during normal work hours
13-04. Reconnection Fee	\$90.00 after work hours & weekends
3/4" - 1 1/2" meter	\$40.00
2" - 4" meter	\$55.00
Larger than 4" meter	Actual Cost
13-05. Special Service Fee	\$40.00/trip during normal work hours \$90.00 after work hours & weekends
13-06. Meter Size Change Fee All Meters	Actual Cost
13-07. Exceptional Payment Processing Fee	\$35.00 (Payable by Cash only)
13-08. Delinquent Payment Penalty	10% On Outstanding balance

Late Payment Charge	1 1/2% per month
13-09.Meter Re-read Fee	\$40.00
13-10. Plan Review & Construction Inspection Fees:	
Water and/or Sewer lines (Minimum \$500/project charge)	\$ 1.75/linear foot
Re-inspection Fee of New Water/Sewer Lines	\$45.00/hour
Inspection of New Pumping Stations	Actual Cost
13-11. Failure to Report Hydrant Meter Reading	\$55.00
13-12.Irrigation System Application Processing Fees:	
a. Plan Review and Meter Sizing	\$ 35.00
b. Cost Estimate preparation	\$140.00
13-13.Meter Tampering Fee	\$300.00

Fiscal Year 2026 Budget & Rate Workshop

June 19, 2025



Budget Workshop Agenda

- ◆ FY 2025 Update and Forecasts
- ◆ Strategic Plan and FY 2026 Budget
- ◆ Water and Sewer Rate Analysis
- ◆ FY 2026 Budget Highlights/Summary
- ◆ Proposed Rate Review
- ◆ System Connection Charges Comparison
- ◆ Capital Improvement Program Overview
- ◆ Next Steps

Fiscal Year 2025 Update

◆ **Operating Revenues (adjusted for seasonal variations through May 2025)**

- ◆ Water Revenues exceed budgeted expectations by 1.03% or \$213,520
- ◆ Sewer Revenues exceed budgeted expectations by 2.6% or \$419,119

◆ **Operating Expenses (through May 2025)**

- ◆ Water Expenses are above budgeted expectations by 4.7% or \$778,565
- ◆ Sewer Expenses are below budgeted expectations by 10.10% or \$1,276,608
- ◆ Departmental Expenses below budgeted expectations by 14.6% or \$1,968,000

The ACSA 2023 – 2027 Strategic Plan and Budget Process

- ◆ Four Strategic Themes:
 - ◆ Data Optimization
 - ◆ Business Resilience
 - ◆ Customer Experience
 - ◆ Employee Experience
- ◆ Key initiatives that support these themes are outlined in the FY 26 budget



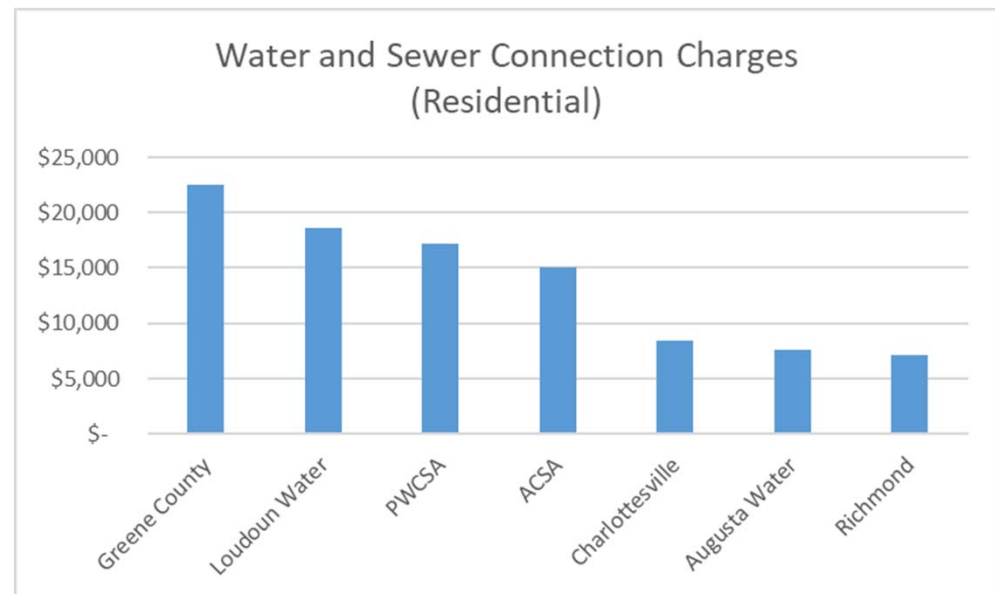
Water and Sewer Rate Analysis

Rate Update and Analysis Recommendations

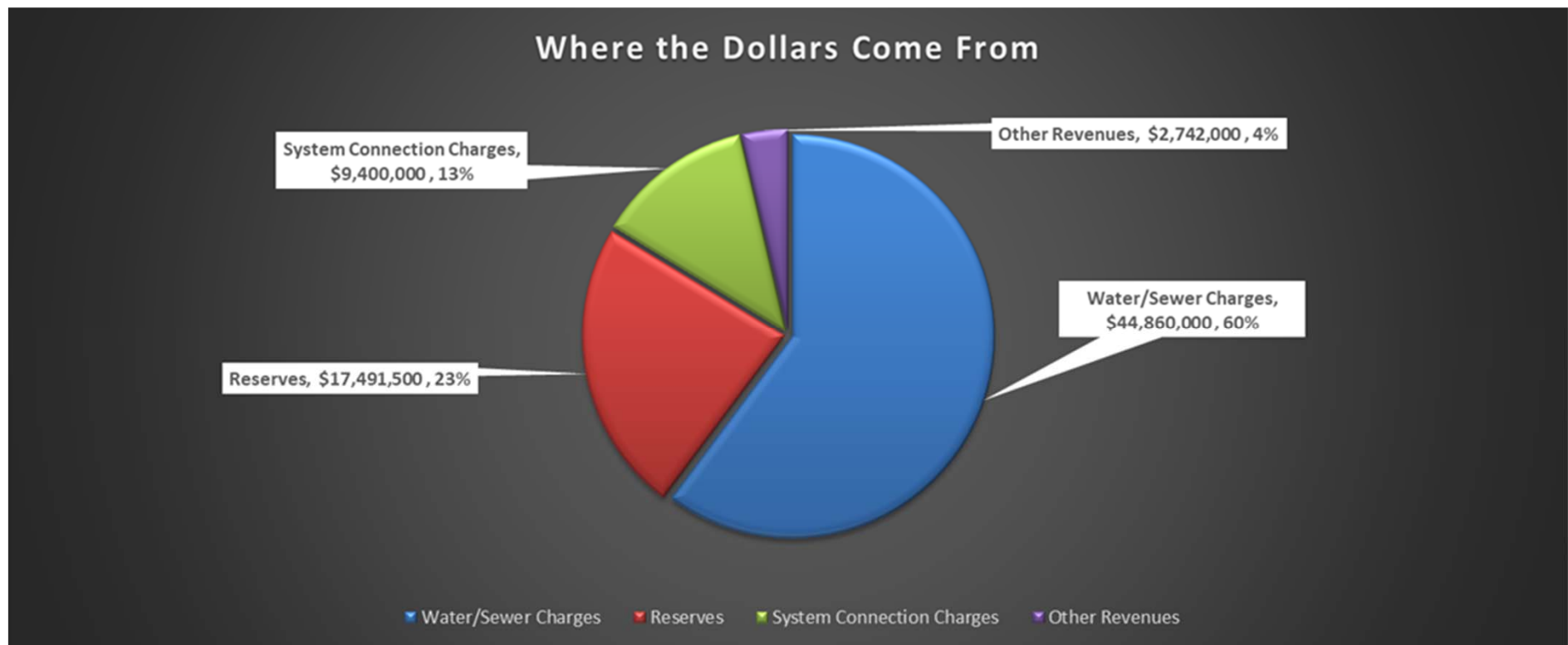
- ◆ Recommendation to increase water/sewer charges 8.9% for customers in FY 2026
 - ◆ Follows a 7% increase in FY 2025, an 8.9% increase in FY 2024 and a 4.6% in customer rates in FY 2023
- ◆ Recommendation to increase system development/capacity charges for FY 2026 from \$14,430 to \$15,000
 - ◆ Last increase was approved in FY 2024.
- ◆ Use of reserves to smooth customer rate increases over time
 - ◆ Budget includes \$7.3M in rate stabilization reserves and \$10.2M in growth reserves in FY 2026

System Connection Charges Comparison

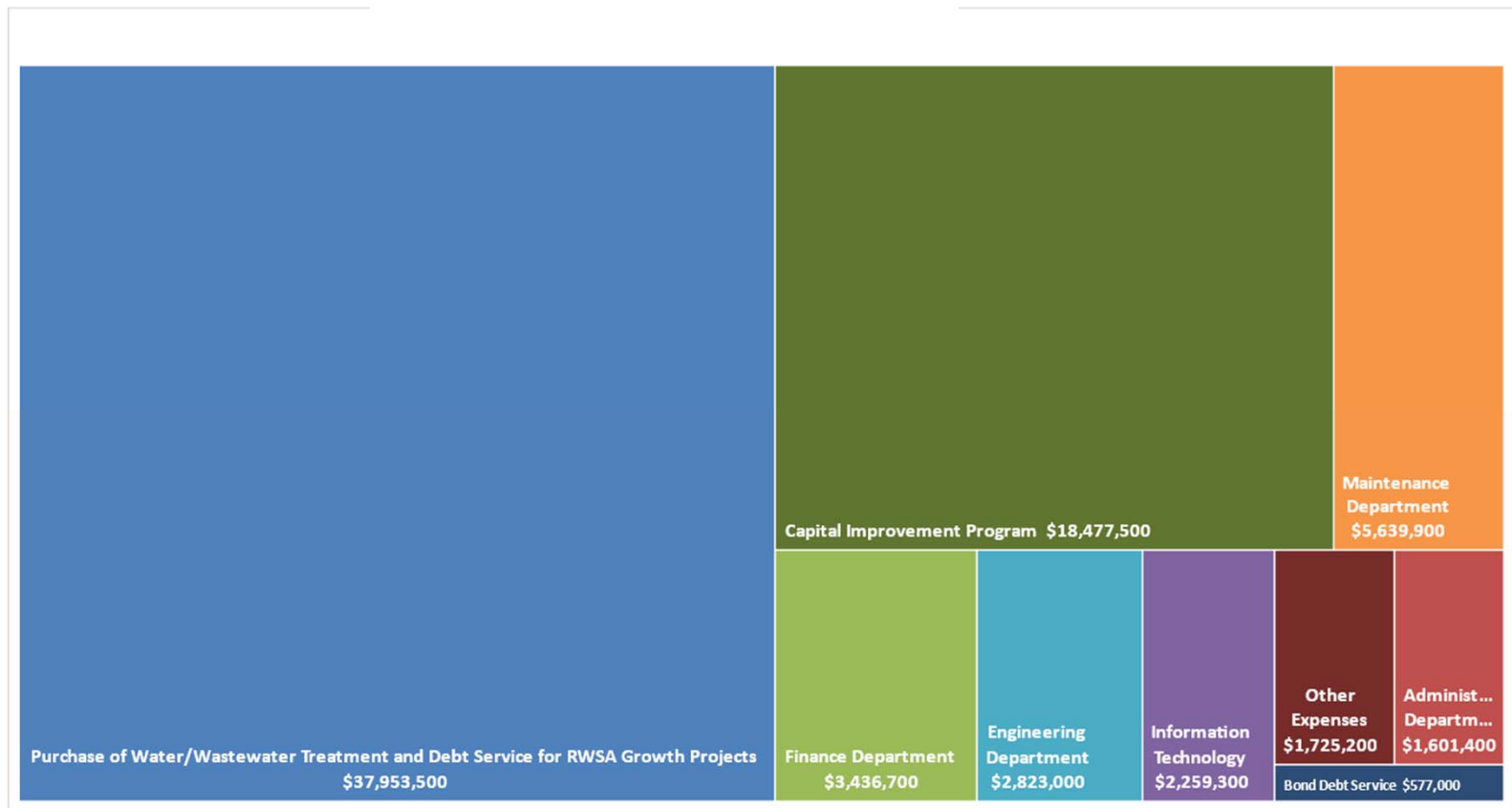
ACSA's approach is consistent with peers that are proactively planning for long-term growth while maintaining financial sustainability.



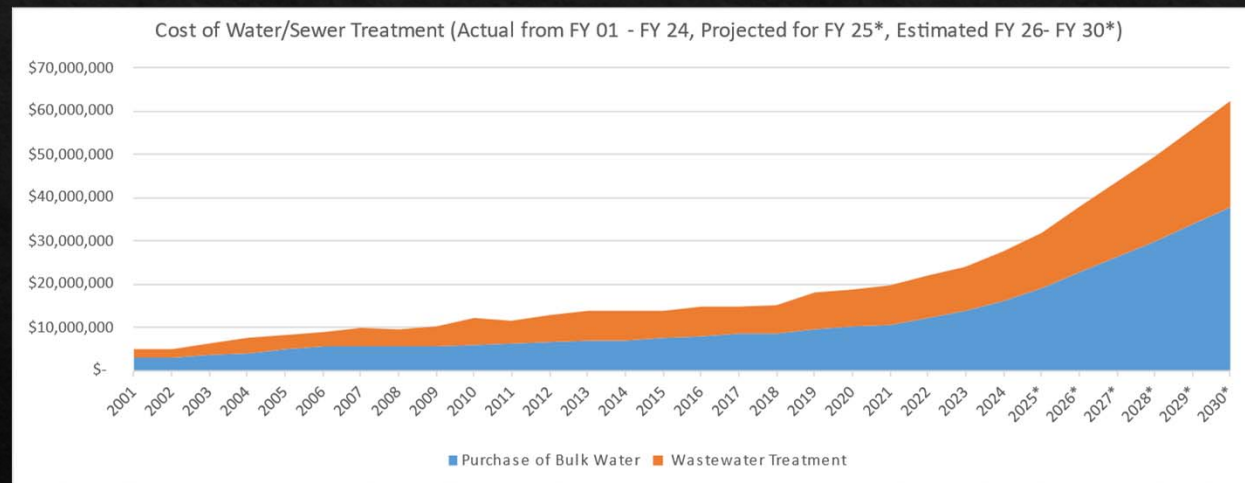
Budgeted Revenues and Use of Reserves



Budgeted Expenses and Capital Costs



Actual and Projected Costs of Water/Wastewater Treatment



Proposed Water and Sewer Rates FY 2026

The proposed increase in customer water and sewer rates is attributable to:

- RWSA treatment and capital cost increases
 - Water: 18.9% increase compared to prior FY or \$3.6M
 - Sewer: 18.9% increase compared to prior FY or \$2.4M
- Total departmental operating budget increase of 7% or \$1.03M
 - Merit/market adjustments to remain competitive in the market-place, employee benefits, operating supplies, repairs & maintenance, software subscriptions, utilities, etc.: \$766,000
 - Four new proposed position (Safety Supervisor, One Utility Worker I/II, Valve Technician, and Inventory & Equipment Technician): \$259,200

Use of Reserves and Projections

- The proposed budget includes:

- \$7.3M from rate stabilization reserves, to fund “non-growth” ACSA CIP
- \$10.2M from “growth reserves” to fund ACSA “growth” CIP and RWSA debt service for growth related projects
- Use of reserves proposed to mitigate the rate increase required by customers in the upcoming year
- Sound financial management and growing system provides the opportunity to more smoothly increase customer rates over time

Sample Monthly Combined Water and Sewer Bill

Sample Monthly Combined
(Water and Sewer) Bills

Combined Water and Sewer	Meter Size	Monthly Usage (gallons)	Current Bill	Recommended FY 2026 Bill	Monthly \$ Change	Daily \$ Change
Single-Family						
Minimal User	3/4"	1,200	\$ 32.47	\$ 35.44	\$ 2.97	\$ 0.10
Small User	3/4"	2,500	\$ 55.58	\$ 60.57	\$ 4.99	\$ 0.17
Average User	3/4"	3,200	\$ 69.22	\$ 75.41	\$ 6.19	\$ 0.21
Large User	3/4"	6,200	\$ 141.69	\$ 154.42	\$ 12.73	\$ 0.42
Excessive User	3/4"	7,700	\$ 186.26	\$ 203.10	\$ 16.84	\$ 0.56
Multi-Family/Non-Residential						
Multi-Family	1"	33,700	\$ 828.52	\$ 903.42	\$ 74.90	\$ 2.50
Com. (Offices)	1"	6,300	\$ 177.50	\$ 193.76	\$ 16.26	\$ 0.54
Com. (Other)	3/4"	4,700	\$ 122.80	\$ 133.97	\$ 11.17	\$ 0.37
Industrial	1 1/2"	16,500	\$ 447.66	\$ 488.53	\$ 40.87	\$ 1.36
Institutional	3/4"	13,000	\$ 320.01	\$ 348.94	\$ 28.93	\$ 0.96

Capital
Improvement
Program
(CIP)
Proposed FY
2026

Project Type	Proposed Cost
Water Projects	\$ 7,967,500
Wastewater Projects	1,925,000
Non-Utility/Facility Projects	8,585,000
Total	\$ 18,477,500

Budget Next Steps

June 19th, 2025

- ◆ Public Hearing
- ◆ 2nd Budget Workshop
- ◆ Budget Adoption
- ◆ Rate Adoption

Investing in our Water Future

Dear Customer,

ACSA's mission is to provide you with clean, safe, reliable water every day. Our recent Consumer Confidence Reports [available on our website] confirms that your drinking water meets or exceeds all state and federal standards—proof of our commitment to water quality.

Sustaining this level of service requires ongoing investment. Working alongside the Rivanna Water and Sewer Authority (RWSA)—our wholesale treatment provider—we are supporting \$56.1 million in critical upgrades over the next five years to maintain and improve our water and wastewater systems.

Because ACSA is responsible for 61% of RWSA's annual budget, and these charges make up 65% of our operating costs, the rising cost of these improvements impacts what we pay. For the coming fiscal year, RWSA's charges to ACSA are projected to increase by 18.9%.

To keep your rate adjustments as low as possible, we're applying our financial reserves to reduce the proposed average customer rate increase to 8.9%, beginning July 1, 2025 (Fiscal Year 2026). For the typical residential customer, that's about \$6.19 more per month—or 21 cents per day.

These investments are essential to continue delivering the safe, high-quality water and reliable service you expect. Thank you for your trust in ACSA.

Quin Lunsford

Quin Lunsford,
Executive Director, ACSA

Proposed ACSA FY '26 Water & Sewer Monthly User Rates

Rates and Charges	FY '25	FY '26
Service Charge	\$11.13	\$12.24
Volume Charge: Single-Family Residential (per 1,000 gallons)		
Level 1: Up to 3,000 gallons	\$5.95	\$6.55
Level 2: 3,001 to 6,000 gallons	\$11.93	\$13.12
Level 3: 6,001 to 9,000 gallons	\$17.88	\$19.67
Level 4: More than 9,000 gallons	\$23.86	\$26.25
Multi-Family/Non-Residential (per 1,000 gallons)	\$11.93	\$13.12
Sewer: All Users (per 1,000 gallons)	\$11.83	\$12.78

Combined Monthly Bill Comparison: Single-Family Residential, 3,000 Gallons

Greene County	\$103.00
City of Charlottesville	\$83.45
Waynesboro	\$72.94
ACSA Proposed Rate	\$70.23

Additional
Questions?

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

AGENDA TITLE: Amendments to Personnel Management Plan STAFF CONTACT(S)/PREPARER: Emily Roach, Director of Human Resource & Administration	AGENDA DATE: June 19, 2025 ACTION: Yes ATTACHMENTS: Yes
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BACKGROUND: In 1983, the Albemarle County Service Authority adopted a Personnel Management Plan (PMP). From time to time, it is necessary to amend that plan to ensure that conditions of employment remain equitable, uniform, and up to date with current best practices, and that the contents of that plan are clear and concise.

This year there were several changes to the PMP, not only related to salary, but to several other areas as well. They are as follows:

- **Hours of Work-** Based on the success of our trial period, it is recommended that the work hours be adjusted from 7:30 AM – 4:00 PM to 7:00 AM – 3:30 PM, where applicable.
- **Operations During Inclement Weather-** This proposed change updates the policy to include the use of text message notifications.
- **Recruiting Procedures-** These revisions were made to reflect current practices – only a resume is now required to be considered for interviews.
- **Performance Evaluation-** This change was made to reflect updates to the evaluation form based on last year's trial period.
- **Benefits section-** This update formalizes current practices including ACSA contributions toward dental insurance, changes to the plan year, the addition of AFLAC lump-sum coverage, and matching 457b contributions for VRS Hybrid members. There was also an update to reflect changes in how direct deposit summaries and leave balances are accessed via the Munis Employee Self Service portal.
- **Skills Development & Continuing Education-** This section was revised to include updated information on the use of training labs and available courses.

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

- **Travel Policy-** Revisions were made based on the work and recommendations of the travel policy committee.
- **Annual Leave Accrual-** This section was updated to include credit for prior service for returning ACSA employees and to reflect the process of submitting leave requests through the Munis Employee Self Service (ESS) portal.
- **Appendix B-** Updates to this section reflect recommendations from The Archer Company compensation study.

BOARD ACTION REQUESTED: Approve the recommended changes to the Personnel Management Plan.

ATTACHMENTS: -Personnel Management Plan Redline Edits
-Resolution

PERSONNEL MANAGEMENT PLAN



Adopted: March 16, 2017
 Last Amended: ~~June 20, 2024~~ June 19, 2025

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APPENDICES

APPENDIX “A”

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PART I

INSTALLATION AND ADMINISTRATION

It is the fundamental policy of the Albemarle County Service Authority (ACSA) that a fair and uniform personnel management system be established and maintained for its employees in order to ensure the most effective provision of services to the citizens and the community. It is the policy of the ACSA that:

- Employment will be based on merit, without regard to sex, race, religion, disability or political affiliation;
- Just and equitable incentives and conditions of employment will be established and maintained;
- ACSA employees will be paid in relation to the value of the work they perform; performance and skill development will be a major factor in justifying salary adjustments and increases.

A. *AUTHORITY (Revised 6/21)*

Although no policy can be all inclusive, these regulations are intended to cover most facets of the ACSA's Personnel Management Plan. Matters that are not specifically covered will be interpreted by the Executive Director or his designee. Implementation and execution of the Personnel Management Plan is delegated to the Executive Director.

The following is a formal management plan, to be approved by the ACSA Board upon recommendation of the Executive Director. The official Plan for the ACSA will consist of a schedule showing established annual salary grades and working titles of all positions. The ACSA Board will determine the salary grades in the form of a salary resolution and amend the plan by resolution periodically. The ordinary procedure for securing needed amendments to the official Plan will involve investigation and recommendation by the Executive Director on the appropriate action to be taken by the ACSA Board.

The rates of pay of ACSA employees will be in accordance with the scheduled salary grades as adopted and amended by appropriate action of the ACSA Board. The schedule will be effective in all cases except as otherwise provided for in this section. (See Appendix B)

B. *PURPOSES*

Personnel regulations are developed and adopted to provide for the recruitment and development of the best available employee for each position, at all times. The regulations provide for establishing orderly procedures for administering the Personnel Management Plan in such a way as to ensure:

- That employment will be made attractive as a career;
- That all appointments and promotions will be on the basis of merit and fitness, which, as far as is practicable, will be determined by means of job-related, fair and competitive standards;
- That the position classification and compensation plan will conform to the principle of equal pay for equal work under like working conditions;
- That each employee will be encouraged to render their best service at all times.

C. INTERPRETATION

These regulations are intended to cover most personnel problems and actions for which the Executive Director is responsible. Those not specifically covered will be interpreted by the Executive Director or his designee in keeping with the intent of these regulations.

D. OFFICIAL COPY OF THE PERSONNEL MANAGEMENT PLAN

The Executive Director will maintain an official copy of the Personnel Management Plan, including all amendments thereto. A copy of the official plan will be available for inspection by the public under reasonable conditions during business hours.

Employees may also reference a digital copy of the plan under the Employee Resources tab located on the ACSA Intranet.

E. ENFORCEMENT

The responsibility and authority for the enforcement and administration of the rules and regulations set forth herein are delegated to the Executive Director or his designee.

F. ACKNOWLEDGMENT

Employees must sign a Personnel Management Plan Acknowledgment indicating they have received a copy of the manual, as a condition of their employment. For a copy of the form, please see the Director of Human Resources and Administration.

The ACSA may at times use photographs, audio, and/or video recordings of employees for the purpose of education, marketing, and employee recruitment on behalf of the ACSA via the internet, print publications and other media. Employees must sign an authorization form to allow the ACSA permission. For a copy of the authorization form or questions regarding the use, see the Director of Human Resources and Administration.

PART II

EMPLOYMENT POLICIES AND PROCEDURES

A. STANDARDS OF CONDUCT (Revised 1/15, 6/25)

1. Hours of Work

The ~~normal standard work~~ hours of work for the ACSA will be ~~7:30~~7:00 a.m. to ~~4:00~~3:30 p.m. ~~with a 30-minute lunch break, for Maintenance Department, Meter Operations and Construction Inspector employees, and 8:00 a.m. to 5:00 p.m. with a one-hour lunch break for all other employees. Lunch period is not to exceed 30 minutes for Maintenance Department, Meter Operations and Construction Inspector employees, and one hour for all other employees. Seasonal and special events adjustment of work hours for certain positions may be authorized by the Executive Director. Department heads will determine an employee's work schedule based on their job description and the needs of the department. They also have the discretion to grant allow employees up to a (10)-minute morning break, and up to a (10)-minute afternoon break. Adjustments to work hours for seasonal or special events may be authorized by the Executive Director.~~

2. Required Attendance

As a service organization, punctuality and regular attendance are essential. Department heads have the discretion to adjust individual employee schedules based upon approved need. Obviously, there will be unpredictable circumstances, which may make it impossible to be at work on time or to be at work at all. In those circumstances employees should notify their immediate supervisor prior to the start of the workday. Only in emergency situations will notification be accepted by someone other than the employee. In an ACSA emergency, employees are expected to report to work upon the request of their supervisor.

3. Operations During Inclement Weather (Amended 1/15, 6/25)

Generally, all employees are expected to report to work unless major thoroughfares have been closed due to extreme weather. However, each employee should use their best judgment in deciding whether it is reasonable for them to attempt to get to work. All employees are required to notify their direct supervisor to advise them of the poor weather conditions in their area, expected time of arrival, or the need for annual leave.

Quite often, bad weather conditions are localized in our area and, simply by waiting, employees may be able to safely arrive at work later in the day. If storm conditions have occurred overnight and roadways are reported to be hazardous, the Employee Emergency Text Notification System will be activated prior to or by 6:15 a.m. to alert you should call the office number, 434/977-4511 after 6:15 a.m. or before

leaving home, to determine if employees that the office will be opening late, or not opening at all. If an employee wishes to not participate in the Employee Emergency Text Notification System, they should call the office number, 434/977-4511 after 6:15 a.m. or before leaving home to determine if the office will be opening late, or not opening at all.

In addition, bad weather can occur during the day after employees have arrived at work. Depending upon the circumstances, employees may be directed to a place of safety within the building (i.e., tornado warning), or employees may be told to leave, (i.e., in advance of winter weather).

In the event that the office is opened late or closed early because of hazardous weather, the following will be applied for paying wages to hourly employees:

- If the Executive Director closes the office during the day to allow employees the safest travel home, or for a delayed opening due to overnight storm conditions, employees will be paid for a full day worked.
- If the opening of the office is delayed, employees reporting **after** the time set for opening will be charged annual leave for the time between opening and arrival.
- Employees who have been pre-approved for leave, will continue to be charged the number of leave hours the office is open in the event of late opening or early closing; if the office closes for an entire day the employee will not be charged leave at all.
- Employees who do not report to work when the office is open will not be paid for the entire workday (i.e., a full 8 hours, which constitutes a day of annual leave). With supervisor approval, the employee may take the day as annual leave.
- Employees who report to work for the inclement weather crew will be paid for those hours that the office is not open at their overtime rate. The inclement weather crew will work the same total hours the office is opened for that inclement weather event.

Those employees, who are subject to “stand-by duty” as a part of their employment, remain subject to “stand-by duty” during inclement weather. That “if the office is closed for a full day during regular business hours by action of the Executive Director, the Stand-by Duty employee shall be given another day off in lieu of the office closing for normal business. “This day must be taken by the end of the calendar year.

An employee may choose to remain home due to hazardous roads or a blocked driveway but should remain aware of changing conditions and make every effort to clear driveway, etc., in case the employee is called in for a water or sewer emergency. Employees designated to clear parking lots and sidewalks, check directly with your supervisor on operating procedures.

4. Non-Operating Hours Work Policies

a. Purpose

To establish a policy for compensating employees for overtime hours worked.

b. Eligibility and Rate

All non-exempt employees under the Fair Labor Standards Act will be awarded overtime pay when required to work more than 40 hours in any work week, or eight hours in a workday. The non-exempt employee will be compensated at one- and one-half times the regular hourly rate for each workday hour worked in excess of eight hours.

Employees exempted from the overtime provisions of the Fair Labor Standards Act are so identified in the Schematic List of Titles and ~~Position~~ Descriptions Salary Plan Pay Grades (Appendix ~~C & EB~~).

Employees are to be compensated at their overtime rate for all overtime hours worked in non-operating hour's emergencies. For the purposes of this section, emergency is defined as any unscheduled or sudden occurrence requiring immediate action by employees of the ACSA to protect the public safety, health, and welfare, outside of established operating hours.

All non-emergency or scheduled work outside of the ACSA's normal operating hours will be compensated at their overtime rate.

To satisfy the FLSA requirements the official work week of the ACSA is to begin at ~~7:30~~7:00 a.m. on Monday and end at ~~7:30~~7:00 a.m. on the following Monday.

c. Control of Overtime

The authorization and control of all overtime work is the direct responsibility of the department head. Overtime assignments are permitted only when required by operational necessity, and without which the normal functioning of the ACSA would be adversely affected. All employees working any overtime shall report promptly, in writing, to their supervisor the amount of overtime worked. Department heads must assure that adequate funds are available for any payment for overtime work.

5. Emergency Work Hour Policies (Revised 1/15)

a. Purpose

In order to provide reliable emergency service to our water and sewer customers during ACSA non-operating hours, it is necessary that members of the staff be available to render emergency service. Services performed during these non-operating hours could create unsafe situations the following day due to lack of sleep.

b. Standby Duty Policy (Amended 6/24)

- One Maintenance Department employee will be assigned emergency “Standby Duty” on a weekly basis during ACSA non-operating hours. Each Maintenance Department employee below the position of Operations Supervisor is required to perform “Standby Duty” on a rotating basis, for which the employee will be compensated with three (3) days’ pay per week or three (3) “Standby Duty” days, whichever the employee chooses.
- “Standby Duty” assignments will begin at the end of the normal workday on Friday and end at the beginning of the normal workday of the following Friday.
- The employee assigned “Standby Duty” may drive the maintenance vehicle, to which he is assigned, home during the designated standby period. This vehicle can be used for official duty only and not for personal use. The employee will be subject to disciplinary action if unauthorized use occurs.
- The employees assigned for each month must exercise their choice of either “Standby Duty” time or “Standby Duty” pay by the first of that month.
- If “Standby Duty” time is selected, employees are advised not to save these days until the end of December so they can have an extended vacation during the holidays. The Director of Operations can refuse leave approval when the number of leave requests impacts normal operations. Any remaining unused “Standby Duty” leave not used by December 31st, may be rolled over to the next calendar year at a maximum of 80 hours.
- If a holiday (or inclement weather day, where the office is closed), falls within the assigned “Standby Duty” period, the employee will be given another day in lieu of the holiday. If the employee selects “Standby Duty” time in lieu of “Standby Duty” pay, the additional day may be rolled over to the next calendar year.
- The “Standby Duty” employee will be given a mobile phone and laptop which must be kept with them at all times during the “Standby Duty” assignment.
- The “Standby Duty” employee must, at all times, stay in such a location that he can receive a call from the after-hours answering

service, or may return a call from the service within a 10-minute period.

- The Maintenance employee will be paid for a minimum of two (2) hours when called out while on “Standby Duty”.
- The Director of Operations will establish the procedure to determine rotation of standby assignments and may amend, clarify or expand standby procedures periodically by memorandum.
- If the office is closed for a holiday on a Friday, and the “Standby Duty” changes from one employee to another, each employee will be given two hours of “Standby Time” for compensation in lieu of two hours overtime.
- On the following designated holidays two (2) Maintenance employees will be assigned as additional personnel to respond to after-hours emergencies to assist the standby (on call) employee. The two (2) additional employees would earn one (1) standby day for each holiday they are scheduled to be available to respond. Maintenance employees will have the opportunity to volunteer for the holiday standby with an expectation that every employee would be available for one of the designated holidays during the year. Employees are expected to be available from ~~7:30~~7:00 a.m. on their assigned holiday to ~~7:30~~7:00 a.m. the next day. The Director of Operations will develop a system for tracking participation on an annual basis. If this is not effective, employees will be assigned a holiday “Standby Duty” day. The holidays covered for “Standby Duty” include New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve and Christmas Day. Additional special event designated days, as determined by the Executive Director, may be assigned when warranted.

c. Standby Duty Policy for Pump Station Personnel (Amended 06/24)

The complexities of the pump stations and the implementation of the SCADA system often times require standard on-call personnel to call pump station personnel to respond to, and trouble shoot, issues with the pump stations after hours. Thus, it has been determined that while pump station personnel will not be on the regular standby roster, they will be rotating coverage for pump stations after normal business hours and will be compensated in the following manner:

- Every two months, pump station personnel will submit a Standby Duty Form for 8 hours of standby time or standby pay, for a total of six days per year. This will serve as compensation for being on-call and available for after-hours response to pump station issues. If standby time is selected, employees are advised not to save these days until the end of December so they can have an extended

vacation during the holidays. The Director of Operations can refuse leave approval when the number of leave requests impacts normal operations. Any remaining unused "Standby Duty" leave not used by December 31st, may be rolled over to the next calendar year at a maximum of 80 hours.

- One additional day, or 8 hours, of standby time will be added to the aforementioned compensation, at the end of December, for holiday coverage that may be rolled over to the next calendar year.
- In the event that the office is closed due to inclement weather, pump station personnel will not receive standby duty pay or an additional day of standby duty time.
- The Pump station personnel who respond to the call will not be compensated for travel time in the event of an after-hours call. They will only be compensated for the call itself. If the pump station personnel who responded to the call needs assistance, the employee called in to help is eligible for travel time.

6. Non-Operating Hours Policy (Revised 6/21)

a. Overtime Pay

All non-exempt Employees who are required to work during ACSA non-operating hours, either for emergency service or scheduled assignments, will be compensated at one and one-half times their regular hourly rate for each hour worked.

b. Travel Time

Individuals called to respond to emergencies outside of normal operating hours will be paid for a minimum of two hours, provided the service call lasts two hours or less. For those service calls greater than two hours, the Employee will be paid for the length of time they are onsite plus one (1) hour for travel. Work time and travel time must be reported separately on the overtime sheet.

c. Recuperative Leave

Employees who work between the end of the normal workday and midnight (12:00 AM) may be required to report to work the next normal workday, unless otherwise authorized by the department head.

Employees who work between 12:00 AM and 7:00 AM, Sunday through Thursday, may be required to take the time worked during that period off, at the beginning of the next normal workday, unless otherwise authorized by the department head. All non-exempt Employees will be compensated during the normal workday at their regular hourly rate.

Employees who work for six hours or more between 12:00 AM and 7:00 AM, Sunday through Thursday, may be required to take off the entire next normal (8 hours) workday. All non-exempt Employees will be compensated during the normal workday at their regular hourly rate.

d. Exempt Employee Discretionary Time

Exempt employees may be eligible for additional pay, at the normal hourly rate or time off, at the discretion of the Executive Director when they exceed normal work week hours due to an unusual, extraordinary or unscheduled emergency.

7. Conflicts of Interest

Every ACSA employee has a duty to make work decisions in the best interests of the ACSA, and its customers. Employees are prohibited from engaging in any private business or professional activity, or having a financial interest in such activity, which would be or appear to be in conflict with their public responsibilities.

An employee may not accept any money, loan, trips, gift, holiday gift cards, rewards cards, favor, service, business, or professional opportunity of any value that might influence them in the performance of their official duties, or when it is known there is a reasonable likelihood that the item is being offered to influence an ACSA employee in the performance of their duties. An employee must avoid any impropriety or even the appearance of impropriety. The safest course of action is to decline items, or if for a legitimate business purpose, have the ACSA pay for it.

If there is any doubt on what is permissible, an employee is to ask their Department Head, under the advice of the Executive Director, before accepting anything of value.

Each employee having an official responsibility for procurement transactions shall conduct themselves in a manner that avoids both the appearance of impropriety or unlawful (under state law) conflicts of interest.

8. Courtesy

The ACSA is a public agency providing an essential service to its customers. Polite and courteous service should always be rendered to the customer, no matter how trying the circumstances. Employees should remember that the impression they make on people depends on the way those people are treated, and in this respect affects their impression of public employees, and the ACSA, in general.

9. Dress Code

It is the goal of the ACSA to project a positive and professional image at all times. An employee of the ACSA should come to work dressed and groomed appropriately for their working conditions. Employees shall use good judgement to present a professional work image in their clothing and appearance. Certain jobs also require approved safety footwear and safety vests to meet safety standards. Department Heads are to establish departmental guidelines for appropriate or required clothing and appearance based on business needs.

10. Tobacco Use

No tobacco products are permitted in any ACSA building or vehicle. This includes e-cigarettes (vaping) and all smokeless products such as chewing tobacco, moist snuff, and snus. In addition, employees are to refrain from smoking at all building entrances. Smoking is permitted only in certain designated areas outside the Administration and Warehouse buildings. All employees must dispose of their cigarette butts in appropriate receptacles. A receptacle has been placed at the ACSA's main entrance for the public to discard ashes and cigarette butts. (Revised 07/08, 09/16, 6/21)

11. Discrimination

Employees must not discriminate on the basis of sex, race, color, national origin, age, religion, disability, marital status, citizenship, genetic information, sexual orientation, gender identity or expression, pregnancy, childbirth or related medical conditions, or any other legally protected characteristic. Equal employment opportunity is not just a set of words but a commitment by the ACSA to take affirmative action to provide a workplace in which employee qualifications, merit, and fairness are the governing rules regarding hiring, promotion, compensation, benefits, educational opportunities, and disciplinary actions. Further, the ACSA will give reasonable accommodation for known limitations related to pregnancy, childbirth or related medical conditions. An employee who feels they have experienced or witnessed discrimination in the workplace is required to immediately report such incident. Employees are required to report incidents to either: their immediate supervisor, their department head or any other department head, the Director of Human Resources and Administration, or the Executive Director. Employees are assured that concerns and reports can be made without fear of reprisal or retaliation.

Please reference **Section E. Policy Against Harassment in the Workplace** for procedures regarding the reporting and filing of a complaint.

B. CONDITIONS OF EMPLOYMENT

1. Hiring Restrictions (Amended 6/25)

No administrator or any other person in a supervisory position will have under direct supervision any employee whose relationship is of the first or second degree, either by blood or marriage. In the event of a promotion which brings about the conditions thus described, the employee of lower rank will be transferred to another position for which ~~he or she is~~ they are qualified when a vacancy occurs.

Relationship of the first or second degree will mean father, mother, brother, sister, spouse, son, daughter, son-in-law or daughter-in-law, sister-in-law or brother-in-law.

2. Designations of Employment

- a. Full-time employment will be defined as an ACSA employee who is scheduled to work a full eight-hour day and five-day week. They are eligible for maximum fringe benefits.
- b. Part-time employment will be defined as an ACSA employee who is scheduled to actually work less than 30 hours a week and less than 130 hours per month. Part-time employees will earn annual leave, sick leave, and holidays at rates corresponding to the number of hours worked. Part-time employees are not eligible for life insurance, retirement benefits under VRS, nor health care coverage.
- c. Temporary employment, either full-time or part-time, will be defined as a position in which the length of employment, and funding, is limited to a certain length of time.

3. Anniversary Date

Anniversary Date - the anniversary date will be defined as the original date of employment or rehire date.

4. Probationary Period

The probationary period is regarded as an integral part of the evaluation process and will be utilized for closely observing the employee's work, for securing the most effective adjustment of a new employee to their position and for rejecting any employee whose performance is not satisfactory. The probationary period will be twelve (12) calendar months of employment following employment or re-employment or promotion with the ACSA. Should it become obvious during the probationary period that the employee consistently falls below expectations and appears unable to function effectively in the position, or if any job-related infractions occur, the employee will be subject to immediate dismissal.

The Executive Director may extend a probationary period another six (6) months if an employee's performance requires further evaluation. Special circumstances can be evaluated by the Executive Director for an additional extension. Before the end of the probationary period, the department head will indicate in writing to the Executive Director:

- That they have discussed with the employee the employee's strengths, weaknesses, and accomplishment or failure to meet predefined goals;
- Provide a copy of the employee's 12-month employee performance evaluation;
- Whether the employee is meeting or exceeding all requirements of the position;
- Whether the employee should be retained or dismissed in the position;
- Whether the probationary period should be extended;
- But in no case shall probation be extended beyond 24 months.

The probationary period will be used in connection with promotional appointments in the same manner as it is used for original appointments. If a person is removed during their probationary period following a promotion, he will be entitled to re-employment rights in their former position if vacant. If not vacant, every effort will be made to re-assign the employee to a position better suited to their talents. However, if this is not possible within a reasonable length of time, the employee's service with the ACSA will be terminated.

5. Interim Evaluation

It is the intent of the ACSA to perform an interim evaluation, in writing, in February of each year, or at the sixth month of probationary employment or at the time an employee is promoted out of their current position. Interim evaluations are used to discuss performance and to note any changes in conditions or assumptions affecting predefined goals. No base pay increases are awarded at the time of interim evaluations.

6. Evaluation Date

All employees will be evaluated annually by July 1, with the exception of persons hired/rehired within the prior twelve months. Those employees are eligible for their first base pay increase based on performance, following twelve months of initial employment. On the following July 1 they will again be evaluated and will qualify for a weighted base pay increase. All future evaluations will be performed, and salary increases will be effective, annually on July 1. See Appendix A, Definitions, Weighted Base Pay Increase.

7. Resignation

A resignation will be defined as a voluntary termination of employment through written notification to the ACSA, initiated by the employee.

All employees desiring to resign their employment with the ACSA will submit written notification of such intent to their supervisor. This notification will include the reason for resignation, the actual date and hour the resignation is to become effective and will be signed by the employee. A copy of the notification will be forwarded to the Executive Director for inclusion in the personnel file.

It is requested that all employees give at least fourteen calendar days' notice prior to the effective date of resignation, except where specific circumstances prohibit such advance notification. Such resignation may be withdrawn by the employee at any time prior to the effective date with the approval of the department head. Employees who resign will receive payment for all accrued annual leave for which they are eligible according to the annual leave policy. An employee is entitled to request annual leave during the period of resignation notice; however, no compensation will be given for holidays occurring after the employee's last actual working day. Final pay checks are processed in the routine manner and will be paid on the next regular pay day once all outstanding items have been addressed.

For those employees who fail to submit the written notification prior to their resignation date, the ACSA will forward a letter certified mail (return receipt requested) stating it is their understanding the employee has voluntarily resigned employment. An employee's failure to respond immediately regarding any errors contained within this certified letter will constitute a valid resignation.

8. Driving

Motor Vehicle Records (MVR) are used to evaluate past driving history. MVR's are to be reviewed at time of hire, and will be entered into the DMV Driver Alert Program, which notifies the ACSA of driving infractions.

More information about driving and fleet management can be found in the *Manual for Safety Policies*.

C. DISCIPLINE

1. Policy Statement

The purpose of this regulation is to provide a guideline to effectively correct an employee's unsatisfactory work performance or misconduct in an effort to promote maximum utilization of employee potential. All employees will be covered under this

regulation. With respect to disciplinary matters concerning drugs or alcohol, procedures set out in the Drug and Alcohol Policy Part II, Section D will control.

2. Unsatisfactory Work Performance or Misconduct

Each need for discipline has varying circumstances and requires the exercise of discretion on the part of the employee's supervisor. Disciplinary action may be taken against an employee for any of the following examples of unsatisfactory work performance and misconduct. These examples are not in any way to be construed as a comprehensive listing of possible violations nor are they to be considered as rigid guidelines.

- Recurring tardiness
- Absence without leave
- Violation of Drug and Alcohol Policy
- Sleeping on the job
- Serious neglect of work
- Serious neglect of duty
- Insubordination, defined as refusal to comply with a direct order from a supervisor
- Deliberate or careless conduct endangering the safety of oneself or other employees
- Pattern(s) of safety violations, severity of risk to be determined
- Negligence in the care and handling of ACSA or customer property
- Theft or unauthorized use of ACSA property or of another employee's property
- Incompetence or inefficiency in the performance of required job duties
- Use of offensive, abusive, threatening, coercive, indecent or discourteous language toward supervisors, other employees, or members of the public
- Intentional falsification of personnel records, time records, or any other ACSA records or reports
- Provoking, instigating or participating in a fight while on duty or on ACSA property or in an ACSA vehicle
- Harassing other employees
- Carrying of a weapon during work hours or on ACSA property
- Violation of Conflicts of Interest Policy
- Violation of ACSA Policies

3. Progressive Discipline Policy

The ACSA will support the practice whereby all employees will be disciplined by the same process. The discipline of an employee will be a progressive process in most cases, where disciplinary actions of lesser severity than dismissal can be taken in an attempt to correct an employee's unsatisfactory work performance or misconduct before a dismissal is initiated. However, the ACSA reserves the right to bypass the progressive discipline policy to address breaches of law, ACSA policy and actions by

employees which hinder the goals and or public perception of the ACSA. Disciplinary actions may take any of the following forms and are not necessarily restricted to the order set forth below:

- Verbal reprimand
- Written reprimand
- Suspension
- Administrative decrease
- Demotion
- Dismissal

4. Reprimands

The form of a reprimand may be either verbal or written. Subordinate employees may be reprimanded verbally or in writing, and such reprimand may come from a direct supervisor as well as the department head. In cases where a reprimand has been given by a direct supervisor the department head should be made aware of the reprimand immediately.

5. Suspensions

Department heads will have the authority to suspend an employee for a period not to exceed five consecutive workdays. Suspensions for a period of six consecutive workdays or more must have the prior approval of the Executive Director. A written notice of suspension including the items below will be hand-delivered and signed received or mailed certified mail (return receipt requested) to the employee.

- A statement of reasons for the suspension.
- A warning of what further disciplinary action could result, if the situation is not corrected.
- A statement of the employee's right to appeal (if any) in accordance with the ACSA's grievance policy.

A copy of such written notice will be forwarded to the Executive Director for its inclusion in the employee's official personnel file.

6. Administrative Decrease

An administrative decrease will be defined as a reduction within the salary range of a grade as a disciplinary action from the result of unsatisfactory job performance or misconduct. An administrative decrease will require a letter of justification submitted by the department head to the Executive Director. Once approved by the Executive Director, a written notice of the decrease including the items listed below will be hand-delivered and signed received or mailed certified mail (return receipt requested) to the employee.

- A statement of the reasons for the decrease.
- A warning of what further disciplinary action could result, if the situation is not corrected.
- A statement of the employee's right to appeal (if any) in accordance with the ACSA's grievance policy.

A copy of such written notice will be forwarded to the Executive Director for its inclusion in the employee's official personnel file.

7. Demotion

A demotion will be defined as a reduction in the pay grade of an employee in conjunction with a change in lesser job duties and responsibilities; and when an employee is reduced to a lower pay grade, their salary within the new pay grade will be determined by the Executive Director. A demotion will require a letter of justification submitted by the department head to the Executive Director. Once approved by the Executive Director, written notice of the demotion including the items listed below will be hand-delivered and signed received or mailed to the employee certified mail (return receipt requested):

- A statement of the reasons for the demotion.
- In cases where the demotion is not voluntary, include a warning of what further disciplinary action could result, if the situation is not corrected.
- A statement of the employee's right to appeal (if any) in accordance with the ACSA's grievance policy.

A copy of such written notice will be forwarded to the Executive Director for its inclusion in the employee's official personnel file.

8. Dismissal

A dismissal is the most serious form of discipline and will require a letter of justification submitted by the department head to the Executive Director. Once approved by the Executive Director, written notice including the items listed below will be hand-delivered and signed received, or mailed certified mail (return receipt requested) to the employee.

- A statement of the reasons for dismissal.
- A statement of the employee's right to appeal (if any) in accordance with the ACSA's grievance policy.

A copy of such written notice will be forwarded to the Executive Director for its inclusion in the employee's official personnel file.

9. Executive Director's Review

The Executive Director will review all written disciplinary actions to ensure that they conform to the intent of this policy.

D. POLICY REGARDING DRUG USE/ALCOHOL ABUSE (Added 03/16, Amended 6/24)

1. Purpose

The purpose of this policy is to establish clear and uniform guidelines in accordance with federal and state regulations for the Commonwealth of Virginia regarding alcohol, drugs, or controlled substances, including the provisions of the Drug-Free Workplace Act of 1988.

- Further, the purpose of this policy is to make every effort to provide and maintain a drug and alcohol-free workplace.
- The policy shall cover all Albemarle County Service Authority Employees, temporary employees and independent contractors working on or at any ACSA facilities or projects.
- The policy is to establish an Anti-Drug/Alcohol Misuse Policy that complies with the Department of Transportation's (DOT) 49 CFR parts 382 and 40, which mandates that employers provide Drug and Alcohol testing for drivers who are required to hold commercial driver's licenses (CDL), for the use of alcohol and controlled substances. Part 40 outlines the manner in which and by whom these tests are conducted.

The policy's goal is to comply with the Drug Free Workplace statute to eliminate the presence and/or use of alcohol and illegal drugs in the workplace.

- The intent of this policy is to ensure that all ACSA workplaces and sites are safe, productive and secure for employees and the public we serve.
- This policy prohibits the use of alcohol and/or illegal drugs in the workplace as such use may affect an employee's or contractor's job performance; bring discredit upon the reputation of the ACSA as the employer, threaten the safety of fellow employees, the general public, and expose the ACSA to any liability.
- Any questions in relation to this policy should be directed to the Executive Director or to his designee.

2. Definitions

- Alcoholic Liquors: These include alcohol, beer, wine, and any liquid or solid containing alcohol and capable of being consumed.
- Commercial Driver's License: All maintenance personnel are required to obtain and maintain a Class-A Commercial Driver's License as part of their job. Employees that have a Class-A License have a lower Breath Alcohol Concentration (BAC) limit of less than (0.04) while a non CDL holder may have a (BAC) level of less than (0.08).
- Controlled Substance: A federally regulated substance listed Schedules I through V of Section 202 of the Controlled Substance Act (21 U.S.C.812) and Virginia Code (2.2) that when taken into the body, may impair one's mental faculties and /or physical performance.
- Conviction: A finding of guilt, (including a plea of no contest) or the imposition of a sentence or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.
- Criminal Drug Statute: A criminal statute involving the manufacture, distribution, dispensation, use, or possession of any controlled substance.
- Employee: Any person who works full-time or part-time, or temporary staff who are directly engaged in the performance of work for the ACSA.
- Legal Drug: Legal drugs include medications prescribed by a physician, and over the counter medications which have been legally obtained and are being used solely for the purpose for which they were prescribed by a physician or manufactured.
- Illegal Drug: Any drug which is not legally obtainable or is being used in a manner or for a purpose other than as prescribed. Illegal drugs include those controlled substances under federal law or State Law (Virginia) which are not authorized for sale, possession, use, and legal drugs which are obtained or distributed illegally.
- Independent Contractor: Any person who performs work for the ACSA under contract.
- Safety Sensitive Functions: Any task performed where the employee performing the task has a responsibility for his/her own safety or the safety of others. The ACSA has established the following list as Safety Sensitive Functions:
 - i. All time inspecting equipment as required by the Federal Motor Carrier Safety Regulations.

- ii. All time spent at the driving controls of any motor vehicle or any motorized equipment.
- iii. All time spent performing any assigned duties at a confined space operation.
- iv. All time spent performing duties involving locating utilities.
- v. All time spent operating power tools such as chainsaws, pipe saws, drills, grinders, welders, etc.
- vi. All time spent working on electrical equipment.
- vii. All time spent working above ground/floor level.
- All time spent on “Standby Duty” Standby will be considered “ready to perform safety-sensitive functions;” therefore failure to be available for an emergency due to drug use or alcohol misuse while on scheduled call will result in disciplinary action up to and including termination.
- Substance Abuse Professional (SAP): A licensed physician (medical doctor or doctor of osteopathy), or licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission), with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol related disorders,
- Workplace: A worksite where service or work is conducted in the performance of an employees or contractors’ public employment or service. The workplace shall include jobsite, facilities, properties, buildings, offices, structures, automobiles, trucks, and any location that work is performed as a representative of the ACSA.

3. Policy

It is the policy of the ACSA to ensure that its workplaces are free of alcohol, illegal drugs and controlled substances by prohibiting the use, possession, purchase, distribution, sale, or having such substances in the body. Although the sale and use of alcohol by an adult may be legal, the possession, use, distribution, or dispensation of alcohol in the workplace or in any ACSA vehicle is strictly prohibited.

This policy is applicable while contractors and employees are engaged in any work/service-related activity which includes performance of ACSA business or any services for or by the ACSA.

The possession, use, distribution, or dispensation of alcohol; reporting to work under the influence of alcohol, or having alcohol in the body system at work, whether the alcohol was consumed at work or away from work, are all prohibited in the workplace. When reasonable suspicion exists that any employee has reported to work

under the influence of alcohol, illegal drugs, or is impaired due to the abuse or misuse of controlled substances or prescribed medications, the employee may be subject to assessment and disciplinary action or termination of employment. If the reasonable suspicion involves an independent contractor or one of their employees, then we will contact their representative to handle the issue.

The unlawful possession, use, manufacture, distribution, or dispensation of a controlled substance or illegal drug; the reporting to work under the influence of a controlled substance or illegal drug; having an illegal drug in the body system; or possession of drug paraphernalia are all prohibited in the workplace.

The ACSA prohibits the use or possession of alcohol while on the job or the use of alcohol while assigned to duty (On call).

As a condition of employment/service with the Albemarle County Service Authority, independent contractors and ACSA employees shall:

- Abide by the terms of this policy;
- Notify their supervisor or department head in writing of any charges and conviction for criminal drug statute violation or any alcohol beverage control law or law that governs driving while intoxicated.
- All employees shall have an obligation to report any legal drug use which may affect their ability to perform any aspect of their job to their supervisor.
- Sign the “Employee Drug Awareness Policy” or “Independent Contractors Drug Awareness Form” provided with the contract documents.

It shall be the responsibility of the Director of Human Resources and Administration to establish a drug awareness program for employees to provide training on the following:

- The Employee Assistance Program (EAP);
- The dangers of alcohol use or drug abuse in the workplace;
- The penalties for the use or possession of illegal drugs or alcohol in the workplace;
- The possible penalties and consequences if an employee is charged and/or convicted of a drug or alcohol offense.

It shall be the responsibility of the ACSA to:

- Provide training at least annually to managers and supervisors in the detection of symptoms of drug/alcohol abuse.
- Maintain copy(s) of the Drug and Alcohol Policy in an accessible location.

- Provide a copy of the policy in each employee orientation package and contract documents for contractors (CIP, facilities, etc.).
- Maintain the signed “Employee Drug Awareness Certification Form” in each employee’s personnel file or the signed “Independent Contractor Drug Awareness Form” on file in their contract folder.
- Enforce the policy and take appropriate action against individuals who are convicted or violate the policy within 24 hours from the date of conviction or violation.
- Promptly deal with any possession, consumption, and /or distribution of alcohol, an illegal drug or controlled substance in the workplace, in accordance with legal and administrative disciplinary procedures as outlined in the Personnel Management Plan. Supervisors should contact their Department Head or Director of Human Resources and Administration for guidance and/or access to the Drug and Alcohol Policy located in the Personnel Management Plan. However, in emergency situations supervisors should first ensure the safety of others and then if necessary, contact 911 should the situation warrant such.
 - i. Employees, who are in violation of the provisions of the Drug-Free Workplace Act, or this policy, shall be subject to disciplinary action, up to and including dismissal, and may be required to participate in a drug rehabilitation program. Independent Contractors shall be subject to termination of contract or service agreement.
 - ii. Employees who are required to have a regular or CDL license who are convicted of a drug or alcohol offense that results in the loss of their driving privileges may be terminated, suspended or demoted at the discretion of the Department Head and the Executive Director.

4. Implementation

The ACSA will not use an employee, for the following 24-hour period, in a function covered by 49 CFR Part 382 who:

- Fails a drug test as verified by the Medical Review Officer (MRO); or
- Refuses to take a drug test required by this policy; or
- Has consumed alcohol within four (4) hours of reporting for duty or being called out for emergency duty; or

- Has been involved in an accident within the last eight (8) hours, if their involvement has not been discounted as a contributing factor in the accident or until they are tested; or
- As a result of testing, has a breath alcohol concentration of 0.02 or greater; or
- Indicates behavior, speech, and performance which causes reasonable suspicion of alcohol or drug influence, and who cannot be tested immediately.
- Employees having a BAC of 0.02 or greater, but less than 0.04 will be removed from duty for at least 24 hours. Employees having a BAC of 0.04 or greater will be removed from duty for at least 24 hours and will be referred to the Employee Assistance Program (EAP) for evaluation. The ACSA reserves the right to discipline any employees who test from 0.02 and above, up to and including termination.
- Any employee operating an ACSA-owned vehicle or mobile equipment who is involved in an accident resulting in a traffic citation and/or which results in the loss of human life or serious injury will be immediately subject to drug and alcohol test.
- Any employee operating an ACSA-owned vehicle or mobile equipment involved in any accident may be requested by a supervisor to submit to a test to protect the ACSA and/or the employee.

5. Drug and Alcohol Testing Requirements

a. Employee Categories

The following employee positions are subject to the Federal Highway Administration drug and alcohol testing as outlined in this policy.

- All ACSA employees required to hold a Commercial Driver's License (CDL) will be subject to all of the following drug/alcohol testing policies.
- ACSA employees who may drive ACSA-owned vehicles in the performance of their job duties, but who are not required to possess a CDL, will be subject to reasonable suspicion and post-accident testing only.
- Any ACSA employee who reports to work and based on observation(s) appears to be impaired will be subject to reasonable suspicion testing.

b. Types of Drug/Alcohol Testing

i. Pre-employment drug test

A pre-employment drug test will be requested only if the applicant is selected to be hired for a position requiring a CDL. A current employee who desires to transfer to a position that requires a CDL will be required to take a drug test.

A positive drug test will result in the job offer being withdrawn unless the Medical Review Officer at the testing location can explain that the results should not bar the employment or transfer of the job applicant.

ii. Random Testing

All fulltime, part time, and temporary employees required to have a CDL will be subject to unannounced drug/alcohol testing based on random selection.

It is the ACSA's position that employees who are hired to drive a commercial motor vehicle are expected to be available to drive that vehicle, or perform safety sensitive functions, anytime they are at work or on standby duty; unless they have a medical excuse that they are not to drive. Accordingly, it is the ACSA's position that testing may take place at any time.

iii. Post-Accident Testing

All employees working in positions covered by this policy whose performance either contributed to an accident or cannot be completely discounted as a contributing factor to the accident will be tested for alcohol and controlled substances.

- a. **Vehicle Accidents:** If an employee is in a vehicle accident, they must undergo drug testing if 1) there is a fatality, 2) anyone requires immediate medical treatment by a trained emergency first responder at the scene or away from the scene, 3) they are cited by law enforcement, or 4) there is reasonable suspicion that they are under the influence of drugs or alcohol.
- b. **Construction Accidents:** If an employee is operating equipment and injures another employee, then the employee operating the equipment must undergo drug testing if 1) the injured employee requires treatment by a trained emergency first responder at the scene or away from the scene, or 2) there is reasonable suspicion that they are under the influence of drugs or alcohol. If a supervisor determines that the injured employee also contributed

to the accident, then the injured employee must also undergo drug testing.

Type of Accident	Test Must be Performed
Human Fatality.	Always
Motor vehicle accident involving bodily Injury requiring immediate medical treatment by a trained emergency first responder at the scene or away from the scene.	Always
Motor vehicle accident requiring a damaged vehicle to be towed.	Only if the ACSA Driver is Cited
Motor vehicle accident where employee causes damage to another vehicle on public or private property.	Only if the ACSA Driver is Cited
Employee is in an accident and receives a citation.	Always
If an employee operating equipment injures another employee in a construction accident and the injured employee requires treatment by a trained emergency first responder at the scene or away from the scene.	The employee who was operating the equipment shall be tested. If a supervisor determines that both employees contributed to the accident, both employees shall be tested.
Any accidents or injuries where there is reasonable suspicion of employee being under the influence of drugs or alcohol.	Always

iv. Reasonable Suspicion Testing

It is the employee's responsibility to notify their supervisor of any therapeutic drug use that may alter their ability to perform safety sensitive functions. Beyond that, when there is reasonable suspicion to believe that an employee covered by this policy is using a prohibited drug or alcohol while on duty, the employee will be required to take a test for controlled substances or alcohol.

The required observations for drug/alcohol reasonable suspicion testing will be made by a supervisor or company official who is trained to recognize potential signs and symptoms.

A decision to test must be based on specific observations which can be explained concerning the appearance, behavior, speech, or body odor of the employee. The observations may include indications of the chronic and withdrawal effects of controlled substances. Testing is authorized only if the observations are made during, just preceding or

just after the period of the workday that the employee is performing a covered function.

The supervisor or other appropriate supervisory personnel will discreetly inform the employee that there is reason to believe that their performance is being affected by some substance. Ask the employee to explain the suspected behavior and to describe the events that took place from their perspective. If there is still reasonable belief that drugs and alcohol may be a factor in the situation, a request for testing should be made; if no reasonable suspicion is determined, then no request should be made. If a decision is made, then the following steps should be followed.

Record the activity performed that supports the determination to conduct a reasonable cause, alcohol or drug test. This documentation should be prepared and signed by the supervisor within 24 hours of the request for testing or before the results of the test(s) are released, whichever is earlier, if possible.

Even in the absence of a reasonable suspicion drug/alcohol test under this section, no employee will report for duty or remain on duty requiring the performance of safety-sensitive functions while the employee is suspected of being under the influence of or impaired by alcohol or drugs, as shown by the behavioral, speech, and performance indicators of alcohol misuse or drug use, nor will the ACSA permit the employee to perform or continue to perform safety sensitive functions until both:

- Negative drug test results are reported;
- An alcohol test is administered and the employee's alcohol concentration measures less than 0.02; or 24 hours have elapsed following determination that there was reasonable suspicion to believe that the employee had violated the alcohol prohibitions of this policy.

Test results greater than 0.02 or positive drug tests may result in disciplinary actions up to and including termination.

v. Guidelines for Post-Accident and Reasonable Suspicion Testing:

- The employee being tested shall be driven to the testing facility by a supervisor for either a drug or alcohol specimen or both.
- The employee shall be tested for both drug and alcohol if involved in a suspected at fault accident.
- If the employee receives a citation for a moving violation as a result of the accident.
- The employee should be tested for alcohol within two (2) hours of the accident or request, but not more than eight (8) hours after the accident. If the alcohol test is administered after the two-hour mark, then it needs to be documented and filed as to why the test was delayed. If the test is not administered within the 8-hour limit, no further attempts will be made test the employee for alcohol and documentation as to why the test was not administered and filed. A written report needs to be available upon request from the Federal Highway Administration (FHWA).
- The employee should be tested for controlled substance within 2 hours of the accident or request, but no later than thirty-two (32) hours after the accident or request. All reasonable steps will be made for the employee to provide a urine sample from the employee after an accident. In case of a conscious but hospitalized employee a request will be made for them to obtain a sample to be tested according to the Federal Highway Administration.
- The employee shall not be allowed to operate any ACSA vehicles or motorized equipment until the results are received by the ACSA and the employee is released to return to unrestricted duty.

vi. Return to Duty Testing

Before an employee returns to duty requiring the performance of a safety sensitive function after engaging in prohibited conduct as outlined in this policy, the employee will undergo a return to duty drug/alcohol test that results in a verified negative test result.

vii. Follow-up Testing

Following the determination that a covered employee is in need of assistance in resolving problems associated with alcohol misuse or drug

abuse, the ACSA will ensure that the employee is subject to unannounced follow-up drug/alcohol testing as directed by a substance abuse professional (SAP).

Follow-up testing will be conducted when the covered employee is performing covered functions, just before the employee is to perform covered functions, or just after the employee has ceased performing such functions.

A minimum of six (6) unannounced, follow-up tests must be administered within the first 12 months after an employee has returned to duty. The substance abuse professional (SAP) can request additional testing during this period or for an additional period up to a maximum of 60 months from the date the employee returned to duty. The SAP can terminate the requirement for the follow-up testing in excess of the minimum at any time if it is determined that the testing is no longer necessary.

c. Testing Notification

The Medical Review Officer (MRO) will notify the employee of the results of random, reasonable suspicion, and post-accident drug/alcohol tests if the results are verified as positive, prior to notification of the employee's department head.

Should the employee want the split sample retested as the result of a positive test, the employee needs to make arrangements with the Medical Review Officer's (MRO) staff for prepaying to have the test redone. The ACSA will not be responsible for the expense of the retest.

d. Return to Duty and Follow-up Testing

The ACSA in the event that we have elected to retain the employee and have not exercised its right to terminate the employee will adhere to the Return to Duty and Follow-up Testing guidelines mentioned in previous sections of this policy.

e. Specimen Collection Requirements

Specimen Collection will be as required in the Department of Transportation's 49 CFR Parts 382 & 40 and are incorporated herein by reference. A copy of these regulations is on file in the office of the Director of Human Resources and Administration.

f. Refusals to Test and Uncompleted Tests

Compliance with this drug/alcohol testing policy is a condition of employment. Refusal to take a required drug/alcohol test, failure of a drug/alcohol test, or attempting to adulterate a sample may result in the termination of employment by the ACSA.

g. Medical Review Officer (MRO)

The Medical Review Officer must meet the criteria in the Department of Transportation's 49 CFR Parts 382 and 40, incorporated herein by reference. A copy of these regulations is on file in the office of the Director of Human Resources and Administration.

h. Testing Laboratory

The testing laboratory for this policy must meet criteria set in the Department of Transportation's 49 CFR Parts 382 and 40, incorporated herein by reference. A copy of these regulations is on file in the office of the Director of Human Resources and Administration.

6. Employee Assistance Program (EAP) & Training Requirements

a. Education

All employees shall receive the following drug and alcohol use education:

- Information on drug and alcohol use will be periodically distributed and displayed in the workplace.
- Copies of this policy will be displayed in the work areas. Copies of the "Administrative Drug and Alcohol Policy" will be given to every employee. This information will be discussed at the time of distribution so that employees understand the content.
- The hot-line telephone number for employee assistance will be displayed in the work areas. Employee Assistance Program (EAP) 434-243-2643

b. Substance Abuse Supervisory Program Training

Employees in the following positions will receive training in the detecting symptoms of drug/alcohol misuse:

- Department Heads
- Managers
- Supervisors

Every supervisor covered by this policy who will determine whether an employee must be drug/alcohol drug/alcohol tested based on reasonable suspicion will receive a one-hour (minimum) training period on each on the specific, physical, behavioral, and performance indicators of probable drug use or alcohol misuse annually.

7. Rehabilitation

An employee who fails (test positive) for a drug test or alcohol test (0.04 or greater) will be referred to the ACSA's Employee Assistance Program (EAP) or the Medical Review Officer (MRO) who will determine what assistance the employee needs in resolving problems associated with alcohol misuse or drug use. The employee will also be advised by the ACSA of the resources available to the covered employee in evaluating and resolving problems associated with the misuse of alcohol and use of controlled substances. Referral will not waive the ACSA's right to impose disciplinary action up to and including termination.

Successful completion of the prescribed program, if it is determined participation in such a program is needed, will be required for the employee to continue in the employment of the ACSA. The employee will be placed on sick leave, annual leave or leave without pay if sick or annual leave is not available, in order to enter into an approved rehabilitation program. Each employee identified as needing assistance in resolving problems associated with alcohol misuse or controlled substance use will be evaluated by the EAP's substance abuse professional to determine that the employee has properly followed any rehabilitation program.

Reinstatement will be conditioned upon consent for drug/alcohol retesting as scheduled by the MRO or SAP for a period not to exceed 60 months. Positive results on a follow-up test or other evidence of relapse within two years will be grounds for immediate dismissal.

The requirements with respect to referral, evaluation and rehabilitation do not apply to applicants who refuse to submit to a pre-employment drug test or whose drug test results in a verified positive result.

8. Recordkeeping

The ACSA will maintain all records and documentation in the office and under the control of the Executive Director. Please see the Director of Human Resources and Administration for records and related information.

Each individual's record of testing and results under the ACSA's Drug and Alcohol Policy will be kept private and confidential. With the exception of the testing laboratory, MRO, designated supervisor(s), Director of Human Resources and Administration, or upon request of FHWA or other Federal or State agency officials as part of an accident investigation, the results of individual drug/alcohol tests will not be released to anyone without the expressed written authorization of the individual tested. Prior to testing, the individual will be informed about who will receive test data as listed above.

All written records will be stored in a secured location with access available only by the Executive Director, Director of Human Resources and Administration and FHWA upon request.

Drug/alcohol tests and/or rehabilitation records will only be released to subsequent employers upon written consent from the covered employee. Then only the specific information requested by the employer will be released.

9. Revocation or Suspension of Licenses

Employees who are required as part of their position to have licenses (motor vehicle operator, CDL attachment, water and/or wastewater operator), certificates or other official designations, must notify their supervisor by the next business day if any of these documents are revoked, suspended, lapsed or otherwise modified. Failure to do so may result in disciplinary action up to, and including, dismissal.

Individual Department Heads after consulting with the Executive Director will determine whether an employee will be reprimanded, suspended or terminated as a result of the revocation or suspension of licenses listed in the previous paragraph.

E. POLICY AGAINST HARASSMENT IN THE WORKPLACE

1. Policy Statement

It is the policy of the ACSA to provide a working environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments in any form, based on an individual's sex, race, color, national origin, age, religion, disability, marital status, citizenship, genetic information, sexual orientation, gender identity or expression, or any other legally protected characteristic will not be tolerated. This policy includes reporting procedures and remedies in the event of harassing behavior

directed to employees by fellow employees, as well as harassing behavior from non-employees with whom employees have contact as a result of employment.

2. Workplace Harassment

Offensive behavior toward an employee may constitute workplace harassment if:

- The conduct occurs because of a person's inclusion in a legally protected class;
- The conduct is unwelcome;
- The conduct results in a tangible employment action against the alleged victim (termination, demotion, denial of promotion, decrease in pay, or altering that individual's duties in a way that blocks the individual's opportunity for promotion or salary increase);
- Or if the conduct is sufficiently severe or pervasive to create a hostile, intimidating or offensive work environment, to unreasonably interfere with a person's work performance, or to otherwise adversely affect terms, conditions, or opportunities of a person's employment.

Such behavior can include, but is not limited to:

- Repeating stereotypical jokes or making stereotypical comments related to race, age, sex, sexual orientation, gender identity or expression, national origin, citizenship, marital status, genetic information, religion or disability or any other legally protected characteristic;
- Displaying derogatory pictures or offensive printed material;
- Insults, name-calling, and any other words or comments that demean, stigmatize, intimidate, or single out a person because of one's sex, sexual orientation, gender identity or expression, race, religion, national origin, citizenship, marital status age, disability, genetic information, or other legally protected status;
- Physical contact, invading one's physical space, damaging one's personal property, offensive gestures, or any other demeaning physical act directed at someone based on their legally protected status.

3. Sexual Harassment

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment or a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- Unwanted sexual advances;
- Offering employment benefits in exchange for sexual favors;
- Making or threatening reprisals after a negative response to sexual advances;

- Visual conduct that includes leering, making sexual gestures, or displaying sexually suggestive objects or pictures, cartoons or posters;
- Verbal conduct that includes making or using derogatory comments, epithets, slurs or jokes;
- Verbal sexual advances or propositions;
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes or invitations;
- Physical conduct that includes touching, assaulting, or impeding or blocking movements.

Unwelcome sexual advances (either verbal, written or physical), requests for sexual favors, and other verbal, written or physical conduct of a sexual nature constitute sexual harassment when:

- submission to such conduct is made either explicitly or implicitly a term or condition of employment;
- submission or rejecting of the conduct is used as a basis for making employment decisions; or
- the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

4. Employee Responsibilities

All employees are responsible for assisting in the prevention of harassment by refraining from participation in, or encouragement of, actions that could be perceived as harassment. An employee who feels they have experienced or witnessed sexual or other unlawful harassment in the workplace is required to immediately report such incident. Employees are required to report incidents to either: their immediate supervisor, their department head or any other department head, the Director of Human Resources and Administration, or the Executive Director. Employees are assured that concerns and reports can be made without fear of reprisal or retaliation.

5. Supervisor Responsibilities

Each supervisor and department head is responsible for assisting in the prevention of harassment by monitoring the work environment for signs that harassment may be occurring; counseling employees on the types of behavior prohibited, and knowing and following procedures for reporting and resolving complaints of harassment set out below.

6. Complaint Procedures

All allegations of sexual or other unlawful harassment will be quickly and discreetly investigated. To the extent possible, confidentiality of the complainant and

any other witnesses, as well as the harasser, will be protected against unnecessary disclosure.

- Any employee encountering harassment is encouraged to tell the person directly responsible that their actions are unwelcome and offensive. The employee should document all incidents of harassment in order to provide the fullest basis for investigation.
- If the incident is serious (i.e., physical advance), unacceptable or repeated, especially if the employee has asked the offender to refrain from such behavior in the past, a written complaint should be filed immediately.
- A complaint should be reported to one's immediate supervisor, a supervisor from another department, their department head or any other department head, the Director of Human Resources and Administration, or the Executive Director. The employer representative taking such complaint must document all information including dates, times, places, names, and quotes.
- The employee will be informed as to how and when the employer representative intends to follow up on the complaint. If the situation warrants, immediate steps to protect the employee from further harassment may be taken.
- If necessary, an investigation panel may be appointed by the Executive Director, made up of one non-supervisory employee, one supervisor not directly responsible for the employee filing the complaint, and the Director of Human Resources and Administration.

7. Corrective and/or Disciplinary Action

Any employee engaging in sexual or other unlawful harassment will be subject to disciplinary action, including one or more of the following:

- An order to *stop* by their supervisor or immediate department head
- A written warning that violations will be punished
- Suspension with or without pay
- Discharge Dismissal

In addition, the filing of a false complaint, or false statements during an investigation will be subject to disciplinary action as stated above.

8. Recourse through Other Policies/Agencies

Employees who have encountered harassment, or employees accused of harassment, are not precluded by this policy from filing a complaint with the Equal Employment Opportunity Commission (EEOC). Employees may also file an appeal or grievance through the ACSA's grievance policy.

F. OFFICIAL PERSONNEL FILES (Revised 06/21)

The official personnel file will contain all personal information related to an individual employee's performance, wage and salary, selection, employee relations, arbitration hearings, education and training history, and is to be maintained by the Executive Director or his designee(s). Information pertaining to any personnel related aspect of employment or job performance (e.g., letters of reprimand, letters of commendation, unemployment compensation requests, etc.) will also be contained in this file. It is important to keep the Director of Human Resources and Administration informed of any changes to personal status (change of address, phone number, marital status, emergency phone numbers, change in beneficiary, etc.).

Any medical information associated with employment, FMLA records and Immigration I-9 records, will be kept in a separate confidential file with access only to the employee and the Executive Director, or his designee.

The access, dissemination, and purging of information contained within the file will be in accordance with the Government Data Collection and Dissemination Practices Act as may from time to time be amended. There will be no dissemination of any personnel information contained within the official personnel file to any individual organization not having regular access unless a Voluntary Release of Information Form has been completed both by the employee and the requesting individual agency.

The following individuals will be designated as having regular access to all official personnel files:

- The Executive Director and/or his designee(s) authorized in writing;
- The members of a Grievance Panel;
- The Virginia Employment Commission - Unemployment Compensation Division;
- Federal, State, or local agencies to create additional personnel records after employment;
- Federal, state or local law enforcement agencies during the investigation of a violation or potential violation of the law.

The following individuals will be designated as having regular access to a limited number of the official personnel files:

- Individual employees or former employees will have regular access to their own personnel file after having satisfactorily demonstrated their identity, and may review their file in the presence of a member of the Administration staff;
- Department heads and immediate supervisors can access the official files of employees under their supervision and review only in the presence of a member of the Administration staff with written authorization;
- The Executive Director is authorized to allow access in other situations.

G. GRIEVANCE AND APPEALS POLICY AND PROCEDURES (Amended 09/16)

1. Policy

It is the policy of the Albemarle County Service Authority (ACSA) to provide fair, equitable, and satisfactory working arrangements for its employees. Every effort will be made to resolve employee grievances informally with the least amount of worry and delay. However, in some cases it becomes necessary to proceed through a formal appeal and panel review to handle thoroughly a given grievance. Accordingly, the following procedures and regulations are established. This procedure does not apply to department heads or employees within their probationary period.

2. Definition of Grievance

As defined in Section 15.2-1507.A.1 of the Virginia State Code, a grievance will be defined as "...a complaint or dispute by an employee relating to his employment, including but not necessarily limited to (1) disciplinary actions, including dismissals, disciplinary demotions and suspensions, provided that dismissals shall be grievable whenever resulting from formal discipline or unsatisfactory job performance; (2) the application of personnel policies, procedures, rules, and regulations, including the application of policies involving matters referred to in" *paragraph 3 below*; "(3) discrimination on the basis of race, color, creed, religion, political affiliation, age, disability, national origin or sex, sexual orientation and (4) acts of retaliation as a result of the use of or participation in the grievance procedure or because the employee has complied with any law of the United States or of the Commonwealth, has reported any violation of such law to a governmental authority, has sought any change in law before the Congress of the United States or the General Assembly, or has reported an incidence of fraud, abuse, or gross mismanagement. For the purpose of clause (4) there shall be a rebuttable presumption that increasing the penalty that is the subject of the grievance at any level of the grievance shall be an act of retaliation." Complaints of sexual harassment will be addressed through procedures set out in Section E Policy against Harassment in the Workplace; however, employees may file an appeal or grievance based on the administration of those procedures.

3. Management Rights

Employees are advised that conditions of employment and law and policy established by the ACSA are not grievable. By State law, wages, salaries, and fringe benefits are likewise not grievable.

In addition, it is to be understood that establishment of this grievance procedure will in no way remove the right of the ACSA to do the following, provided, however, that none of these rights may be exercised in an arbitrary or capricious manner:

- Direct the work of its employees
- Hire, promote, transfer and assign employees
- Suspend, demote or dismiss employees for cause

- Maintain the efficiency of ACSA operations
- Relieve employees from duty because of a lack of work or for other legitimate reasons
- Take actions necessary to carry out duties of the ACSA in emergencies
- Determine the methods, means and personnel necessary to carry out operations
- Control and manage the ACSA's property and maintain the ACSA's function and operations.

4. Determination of Grievability

If some question should exist concerning the grievability of a specific problem, and if the question cannot be resolved to the satisfaction of both the employee and their supervisor at the departmental level, the employee may make a request for a ruling of grievability from the Executive Director, who will respond within five working days. Only after grievability has been determined will a grievance be processed through the grievance panel stage. The decision of the Executive Director may be appealed by a grievant to the Circuit Court for a hearing de novo on the issue of grievability. Proceedings from review of the decision of the Executive Director will be instituted by filing a notice of appeal with the Executive Director within ten (10) working days after the date of the decision and giving a copy thereof to all other parties.

5. Grievance Procedures

An employee wishing to file a grievance will have the right to follow all the steps of this procedure as listed below with complete freedom from reprisal. This does not, however, confer the right upon anyone to make slanderous or libelous statements.

STEP 1

An employee who has a grievance, as defined herein, will within twenty (20) *calendar* days of the occurrence of the action or event causing the grievance or of the date when the employee could have reasonably been expected to have learned of the act or event, contact their immediate supervisor for a discussion of the grievance. The supervisor will immediately discuss the grievance with the employee and make a careful inquiry into the facts and circumstances of the complaint. The supervisor will give the employee a written reply within seven (7) working days following receipt of the complaint. A copy of the written grievance and the supervisor's written reply will be forwarded to the Department Head.

STEP 2

If the grievance is not resolved as a result of STEP 1, the employee may within five (5) working days thereafter file a written grievance with their department head. The employee must be sure that the written grievance is complete in all detail at this stage of the procedure. No additions, deletions or adjustments to the original grievance will be allowed or accepted at a later point within the procedure. The department head will

then make a separate inquiry into the complaint and inform the employee in writing of their decision and the reasons therefore within seven (7) working days following receipt of the written grievance. A copy of the written grievance and department head's written reply will be forwarded to the Executive Director.

STEP 3

If the department head's response does not resolve the grievance, the employee may within five (5) working days thereafter file a written request for a hearing with the Executive Director containing the employee's explanation of what has occurred. A copy will also be sent to the employee's department head. Upon receipt of the written request for a hearing, and verification that STEPS 1 and 2 have been exhausted, the Executive Director will within five (5) working days schedule the hearing requested, or decline to act and pass the request to STEP 4. If the Executive Director grants the hearing, he may request the presence of the department head or any other ACSA official at the hearing, and the employee may also have a representative(s) of their choice present. The Executive Director will give the employee a written reply within five (5) working days after conclusion of the hearing. A copy of the reply will be sent to the employee's department head.

STEP 4

If the Executive Director's reply does not resolve the grievance, the employee may within seven (7) working days thereafter request in writing to the Executive Director that their grievance be submitted to a panel hearing. In submitting this written request it is not necessary that the employee again provide a written explanation of what has occurred as this was contained in their written request submitted at STEP 2 and 3 and as part of the record will be made available to the grievance panel.

Within seven (7) working days after the date of the written request for a panel hearing, or after referral by the Executive Director as one option in STEP 3, the Executive Director will supply the department head with a list of five (5) prospective panel members to hear the grievance, none of whom may have been involved in an earlier phase of the grievance. Three members who will constitute the panel will be selected from this list - one member will be chosen by the department head; one member will be chosen by the grievant; and the remaining member will be selected by the first two appointees. The Executive Director will arrange an organizational meeting of the grievance panel within five (5) working days from the date of selection at which time a chairman will be chosen and a date established for a panel hearing. This date will be within ten (10) working days of the organizational meeting. The panel has the responsibility to interpret the application of appropriate ACSA policies and procedures in the case. It does not have the prerogative to formulate or to change policies or procedures.

The employee may have present at the hearing a representative or legal counsel at their own expense. Copies of the written record in the case from STEP 2 and 3 will be provided the panel members by the ACSA.

The conduct of the hearing will be as follows:

- The panel will limit attendance at the hearing to persons having a direct interest in the case.
- The panel may at the beginning of the hearing ask for statements clarifying the issues involved.
- Exhibits, when offered, may be received in evidence by the panel, and when so received will be marked and made part of the record.
- The employee and supervisor, or their representative, will then present their claim and proofs and witnesses who will submit to questions or other examination. The panel may, at its discretion, vary this procedure but will afford full and equal opportunity to all parties and witnesses for presentation of any material or relevant proofs.
- The parties may offer evidence and will provide such additional evidence as the panel may deem to be necessary to an understanding and determination of the dispute. The panel will be the judge of relevance and materiality of the evidence offered. All evidence will be taken in the presence of the panel and of the parties.
- All evidence taken by the panel will be under oath.
- The majority decision of the panel will be submitted to the ACSA Board of Directors for review, and will thereafter be final unless the Board finds that the panel exceeded its authority.

H. POLICY OUTLINING EMPLOYEE RECRUITING PROCEDURES (Revised 06/16; 6/25)

1. Purpose

It is the goal of the ACSA to employ the best qualified candidates for available ACSA positions while engaging in recruitment and selection practices that are in compliance with all applicable employment laws and which are free from any form of hiring discrimination, based on an individual's sex, race, color, national origin, age, religion, disability, or any other legally protected characteristic.

The procedures outlined here are intended to ensure that all hiring opportunities and the process of accepting and reviewing applications are handled properly and in a consistent manner for all positions that may become available.

2. Job Posting Procedures

The ACSA believes in promoting from within, and is committed to employing the best candidates for approved positions and engaging in effective recruitment and selection practices. All open positions will be announced electronically and posted both internally and externally.

All advertisements will be prepared by the Director of Human Resources and Administration, both for internal and external publication. Requests for advertisement should be received in that office at least five (5) working days prior to the proposed publication date(s). All internal publications will be advertised for a minimum of 10 business days. Employees will be notified by email and posting.

~~Completed applications~~Resumes will be submitted to the Director of Human Resources and Administration. ~~Initial review will ensure that the application has been properly completed and signed. A cover letter detailing reasons a candidate should be considered are preferred.~~

~~Once Upon~~ initial review, ~~has been made,~~applicationsresumes will be forwarded to the hiring department head for review and interview selection. The Administration department will arrange interviews. The Director of Human Resources and Administration will arrange pre-employment drug screenings, physicals, and background checks for the final candidate. Reference checks will be conducted by the hiring department head or Director of Human Resources and Administration. A verbal offer should be made contingent upon the completion of both screenings and background checks, followed up with a written offer of employment.

Upon completion of the interview process, all applicants will be advised of the selection outcome. This may be done in writing by the Director of Human Resources and Administration.

I. WHISTLEBLOWER POLICY AND PROCEDURES (Revised 06/16)

1. Policy

The Whistleblower Policy encourages employees to come forward with credible information on illegal practices or serious violations of Albemarle County Service Authority (ACSA) policies and procedures. This policy describes how to report suspected wrongdoing and specifies that the ACSA will protect the reporting person from retaliation.

2. Encouragement of Reporting

The ACSA expects employees to report any illegal practices or serious violations of ACSA policies, including illegal or improper conduct by the ACSA itself, by its leadership, or by others on its behalf. Appropriate subjects to raise under this policy include:

- Financial improprieties, accounting or audit matters, violation of the ACSA Rules, Regulations and Policies, or other similar illegal or improper practices or policies.
- Matters of alleged discrimination or harassment via Human Resources channels unless those channels are themselves implicated in the wrongdoing.

- This policy is intended to encourage reporting of wrongdoing, and is not intended to provide a means of appeal for general adverse employment decisions.

3. Protection from Retaliation

The ACSA prohibits retaliation against staff for making good faith complaints, reports, or inquiries under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. Retaliation is any adverse action taken against an employee for reporting information pursuant to this policy. The ACSA reserves the right to discipline persons who make knowingly false complaints, reports, or inquiries in bad faith.

4. Where to Report

Complaints, reports, or inquiries may be made under this policy on a confidential or anonymous basis. The report of the incident shall include:

- Names of involved employee(s) and other parties
- Factual description in detail of the specific violation

Complaints should be directed to the Executive Director and/or the Chairman of the Albemarle County Service Authority Board of Directors; if both persons are implicated in the complaint, report, or inquiry, it should be reported to the Vice-Chairman of the Albemarle County Service Authority Board of Directors and/or the remaining Board members. The ACSA will conduct a prompt, discreet, and objective review or investigation. Employees must recognize that the ACSA may be unable to fully evaluate a vague or general complaint, report, or inquiry that is made anonymously, and it may be difficult to conduct any investigation without specific facts or identification of the reporting employee in confidence.

5. Discipline of Retaliating Employee

Any employee of the ACSA who retaliates against an individual in violation of this policy will be subject to discipline up to and including termination.

6. Administration

The Executive Director shall be responsible for administration of this policy.

J. USE OF TECHNOLOGY

1. Purpose

To better serve our customers and provide our employees with the best tools to do their jobs, ACSA makes available to our workforce access to one or more forms of electronic media and services, including the computer, internet, email, voicemail,

phone, wireless devices and network systems, hereafter referred to as “Technology Systems”.

The ACSA encourages the use of Technology Systems and associated services; they can make communication more efficient and effective and because they are valuable sources of information about vendors, customers, technology, and new products and services. However, all employees and everyone connected with the organization should remember that electronic media and services provided by the ACSA are ACSA property and their purpose is to facilitate and support ACSA business. All users of Technology Systems have the responsibility to use these resources in a professional, ethical, and lawful manner.

To ensure that all employees are responsible, the following guidelines have been established for using Technology Systems. The intent is to clarify the ACSA’s policy regarding the use of these systems. This policy does not enumerate all of the possible uses of Technology Systems.

2. Scope

This policy applies to all ACSA employees who access ACSA-owned equipment. An employee’s right to access the Technology Systems immediately ceases upon termination of employment.

3. Unacceptable Use

ACSA employees may not abuse their access to the Technology Systems. Abuse may consist of either excessive or unacceptable use. Generally, a use is unacceptable if it conflicts with the ACSA’s purpose, goal or mission or with an employee’s authorized job duties or responsibilities. Examples of unacceptable uses include, but are not limited to, the following:

- Excessive personal use of the Technology Systems (personal use will be deemed excessive if, in the opinion of an employee’s Department Head, the use detracts from the individual employee’s or the Department’s productivity). In addition, personal or unauthorized use of ACSA-owned phones is not permitted.
- Communicating to promote personal business ventures or to advertise or solicit funds for political, religious, or other personal causes;
- Communicating for illegal purposes including, but not limited to violating copyright laws, using or copying unauthorized software, or accessing restricted systems;
- Interfering with or disrupting network users, services, or equipment including, but not limited to damaging equipment, knowingly spreading malware, impersonating another user, accessing a system without authorization, or destroying communication systems or electronic files;

- Purposely accessing or distributing any communication which may constitute or contain intimidating, hostile, pornographic, offensive or discriminatory material on the basis of sex, race, color, religion, national origin, sexual orientation or disability. As a benchmark, users should avoid any language that would be inappropriate in a courteous letter or memorandum. (The content of e-mail and voicemail messages is subject to established ACSA personnel and harassment policies as well as all state and federal laws).

4. Electronic Communication

Employees are perceived to act as representatives of the ACSA in all of their work-related communications. Responsible use of electronic communication requires discretion, professionalism and awareness of potential liability.

Employees must understand at all times that:

- Electronic communications may be public records and may be the object of discovery requests in litigation matters. Even after e-mail messages have been deleted, they may exist indefinitely in stored printouts and/or back-ups. Employees should exercise awareness that they are creating ACSA documents.
- Electronic media are subject to copyright and trademark laws. All copyright and trademark laws apply to electronic communication. Employees should ensure that they are entitled to any file or software they download, message they circulate, or product they use prior to appropriating or distributing the item in question.
- Electronic communications, including e-mail, must be retained in compliance with Virginia State Library Records Retention and Disposition Guidelines and are subject to the Freedom of Information Act.

5. Monitoring

Electronic Communication is a privilege. The Technology Systems are business tools provided by the ACSA. The ACSA has a legitimate interest in protecting confidential information, preventing abuse of the systems and maintaining employee productivity. The ACSA reserves the right to monitor, review and audit employee's use of these systems at any time. By using the ACSA system, the user implicitly consents to monitoring.

No electronic communication is assured to be confidential. Authorized passwords will routinely be created and made available to employees. The use of a password does not create any right of privacy nor guarantee of an employee's privacy. Any password shall be protected so that it is not further disclosed to any person who does not need to know the password. The unauthorized use of passwords is strictly prohibited.

Access to an employee's electronic communication shall be allowed to managers, supervisors or department head upon request. In addition to possible monitoring by managers, supervisors and department heads, network administrators may review files and communications (except where protected by agency-specific confidentiality laws) to keep the Technology Systems working properly and ensure that users are using the systems responsibly. Users should not expect that their use of ACSA systems will be "personal" or private. In addition, ACSA may review phone bills or logs and confirm the nature and appropriateness of phone calls made by any ACSA communications device (including cell phones). The ACSA expressly reserves the right to access, retrieve, review and delete any communication created, received or sent in the Technology System at any time without notice.

6. Request for Wireless Devices

An employee's Department Head may approve the issuance of an ACSA-owned wireless device to an employee whose position regularly requires remote communications. Department Heads shall be responsible for determining which employees should receive a wireless device and for monthly monitoring of the employee's use. All ACSA-owned wireless and peripheral devices shall remain property of the ACSA and must be returned upon request or if employment ceases. The ACSA may take legal action to recover costs of damaged or lost devices or related equipment.

7. Personal Communication Devices

The ACSA is committed to providing a work environment that is safe, customer focused, and free of unnecessary distractions related to personal communication devices such as cell phone usage. The use of personal communication devices in the workplace can interfere with employee productivity and safety; and can create issues regarding privacy, breach of ACSA security, unacceptable customer service, and loss of sensitive information. This includes, but is not limited to personal cell phone calls and texting.

ACSA encourages a reasonable standard of limiting personal calls and texting to rest periods (i.e. one 10-minute break) and meal periods. Cell phones and texting must not interfere with the employee's productivity, safety, or become a disturbance to others. Cell phones must be set to vibrate or silent mode instead of sounding ring tones. Flexibility will be provided in emergency and urgent circumstances demanding immediate attention.

Employees whose job responsibilities include regular or occasional driving are expected to refrain from using cell phones and texting while in moving company vehicles. Passengers are also discouraged from distracting drivers by the use of personal communication devices while in company vehicles. Safety must come before all other concerns.

ACSA is not responsible and will not be liable for the loss or damage of personal communication devices or electronic devices brought into the workplace.

8. Violations

Any employee who abuses the privilege of their access to e-mail, assigned ACSA phone, or the Internet in violation of this regulation may be subject to disciplinary action, including possible termination of employment, legal action, and criminal liability.

K. SOCIAL MEDIA POLICY

1. Purpose

To address the fast-changing landscape of the Internet and the way residents communicate and obtain information online, ACSA may consider participating in social media formats to reach a broader audience. While the ACSA's website is the primary Internet presence, the ACSA recognizes that, when used appropriately, social media may be useful in furthering the goals and the missions of its departments.

2. Scope

This policy applies to all ACSA employees.

3. Internal Post and Comments

A social media presence should be second priority to the ACSA website. Posts should be brief and wherever possible have links that direct users back to the ACSA's official website for more information, forms, documents, or online services necessary to conduct business with the ACSA. To maintain consistency, the Webmaster, as well as those designated by the Executive Director, are the only authorized agents to establish, post or engage in social media as official representatives of the ACSA.

Social media content and comments containing any of the following shall not be allowed for posting:

- Comments not topically related to the post being commented upon;
- Harassing statements;
- Matters in litigation or otherwise in dispute, or that likely could be in the future;
- Non-public information of any kind;
- References to illegal or banned substances and narcotics unless for public educational purposes;
- Pornographic, sexually-oriented, otherwise offensive or illegal materials;
- Defamatory, libelous, offensive, or demeaning material;
- Do not engage in a combative exchange;

- Solicitation of business other than official ACSA business;
- Comments supporting/opposing political campaigns/ballot questions;
- Information that might compromise the safety or security of public buildings or activities;
- Disparaging/threatening comments about or related to anyone;
- Personal, sensitive or confidential information of any kind.

4. Public Comments

The comments expressed on ACSA social media accounts, other than those posted by the ACSA; do not reflect the opinions and position of the ACSA or its employees.

Once a comment on a post is added, the ACSA reserves the right to remove submissions which contain the following:

- Vulgar language;
- Personal attacks of any kind;
- Offensive or disruptive comments;
- Spam;
- Advertising;
- Clearly off topic comments;
- Promoting particular services, products, or organizations;
- Inappropriate links;
- Advocating illegal activity;
- Infringement on copyrights or trademarks;
- Violations of ACSA policies.

In the event a public comment needs to be removed due to aforementioned reasons, the ACSA's authorized agent must take note of the comment and when it was made and remove the comment.

5. Complying with Regulations

The ACSA is responsible for complying with all applicable laws, policies and regulations. This includes adherence to established laws and policies regarding copyright, records retention, and the Virginia Freedom of Information Act (FOIA).

PART III

POSITION CLASSIFICATION AND COMPENSATION

A. POSITION CLASSIFICATION PLAN (Revised 6/14, 2/16)

1. General Principles

Position Classification is a basic tool of personnel management designed in order to define the placement of the positions within the pay structure.

The process of determining the placement of a position in the pay structure is determined by an outside consultants' analysis of the market.

a. Hiring Zones

Hiring Managers have the authority to offer the minimum salary range plus 20%; any amount above would require the Executive Director's approval.

2. Maintenance of Position Descriptions

It will be the duty of each department head to submit to the Executive Director revised position descriptions for all affected positions each time a department or division under their supervision is permanently or substantially reorganized with respect to the essential functions for which any one position was created. In addition, the Executive Director may request department heads or employees to submit position descriptions on a periodic basis, or at any time he has reason to believe there has been a change in the essential duties and responsibilities of one or more positions. Position descriptions will be maintained by the Director of Human Resources and Administration and made available to all employees.

3. Creation and Allocation of Positions

Establishment of new positions requires the approval of the Board of Directors upon recommendation by the Executive Director. The head of the respective department will complete a position description covering the essential duties and

responsibilities of the proposed position. The Executive Director, with the assistance of an outside consultant, will recommend allocation of the position to the pay structure.

4. Job Descriptions

a. *Objectives and Scope*

The job descriptions are not intended to be restrictive. The use of a particular description as to duties, qualifications or other factors will not be held to exclude others of similar kind or quality. Descriptions are intended to indicate the kinds of positions which will be allocated to the pay structure established. A position description may not be a description of the work of one person but may summarize that of several persons doing similar work.

The working titles given to positions herein were selected on the following basis:

- i. to be as clear and descriptive as possible;
- ii. to use terms unique to the ACSA's specific work requirements;
- iii. to be as brief as possible;
- iv. to indicate the level of difficulty;
- v. to conform to applicable state and federal laws.

Position Descriptions consist of:

- i. Job Title
- ii. Direct Reports
- iii. Access to sensitive confidential information
- iv. Handling of ACSA funds
- v. FLSA Status
- vi. Background Checks Required
- vii. Position Summary
- viii. Duties and Responsibilities
- ix. Qualifications - Education
- x. Years of Experience, Specialized Knowledge, Skills and Abilities (KSAs), Professional Licensures and Certifications
- xi. Other Characteristics
- xii. Working Conditions, Exposures and Physical Requirements

b. *Job Title*

The Job Title is a brief and descriptive designation of the type of essential functions performed. Where there is more than one level in an occupational series, a designation of "Senior", I or II may be given to the position with a higher degree of difficulty and/or seniority.

c. *General Definitions of Type and Complexity of the Work*

i. Type and Complexity of the Work. In developing these job descriptions, a series of standardized terms may be used. For clarity in interpreting and evaluating the job requirements, an explanation of these terms is presented here.

- Unskilled - work requiring the use of common physical skills in the performance of uncomplicated tasks.
- Semi-Skilled - work requiring the use of specialized physical skills in the performance of uncomplicated tasks.
- Skilled - work requiring the use of specialized physical skills in the performance of complicated tasks.
- Clerical - work requiring the use of basic language, mathematical and social skills in the orderly duplication, processing, recordation and maintenance of informational documents.
- Skilled Clerical - work requiring the use of basic language, mathematical, social and specialized physical skills in the orderly production, duplication, processing, recordation and maintenance of informational and financial documents, and requiring typing and/or stenographic skills.
- Technical - work requiring the specific application of detailed procedures and techniques to recurring situations or problems. Work may also require specialized physical skills.
- Professional - work requiring the application of advanced knowledge and personal ingenuity, creativity, estimation or related input and often advanced social skills, to the solution of complex problems or situations.
- Administrative - work requiring the application of general procedural knowledge and advanced social skills in the planning, organizing, coordinating, directing and/or control of agency activities, procedures and practices.

ii. Level of Work may include the following terms:

- Routine - the intermediate level of the type of work performed, requiring the incumbent to handle a restricted scope of simple or more basic assignments or problems.

- Responsible - the intermediate level of the type of work performed, requiring the incumbent to handle a variety of the typical assignments or problems.
 - Difficult - the senior and often supervisory level of this type of work, requiring the incumbent to handle all assignments or problems, except those requiring unit or department policy or procedural change.
 - Complex - the highest level of mastery of this type of work, often a managerial position. It requires the incumbent to handle or direct the handling of all assignments or problems.
- iii. Supervision/Direct Reports. This evaluation considers the time and effort required of another employee (supervisor) during the normal work period. The following terms have been used:
- Regular Supervision - employee generally works independently, following standard practices requiring only occasional supervision, work is checked periodically for quality, accuracy and quantity; supervisor normally available for consultation and advice upon request.
 - General Supervision - requires only general direction, working from broad policies and on general objectives. Refers specific matters to superior only when interpretation of municipal or agency policies is deemed necessary; sets own standard of performance, limited only by general policies and budget; direct responsibility for final results.
 - Supervision Exercised - indicates the employee's responsibility to supervise the work of others, and is based both on the type of supervision exercised and the size of the group over which the supervision is exercised. For the purpose of uniformity, a small group is usually less than six employees; a medium group is between six and twenty employees; a large group is more than twenty employees.

d. Duties and Responsibilities

This section is intended to enable the reader to develop a more complete concept of the actual work performed in the various positions by task and dimension. It lists the functions for which the position was created, including the most common combination of tasks and responsibilities and gives some indication of the range of duties found in the position. These are the primary functions for

which employees will be evaluated, although all areas of responsibility will be discussed.

e. *Specialized Knowledge, Skills and Abilities (SKSAs)*

This section describes the entry level skills, knowledge, and experience needed for the position, followed by representative skills, knowledge and abilities that, throughout the employee's career progression, can lead to mastery of skills, including technical or professional, and relationship-oriented.

In developing these representative skills, use may be made of terms such as "some knowledge." For clarity in interpreting and evaluating the job requirements, definitions of these terms follow:

- Some Knowledge - sufficient familiarity with the subject to know elementary principles and terminology and to understand simple problems.
- General Knowledge - sufficient knowledge of the subject to enable the employee to work effectively in a limited range of work situations.
- Thorough Knowledge - almost complete coverage of the subject matter; work calls for sufficient comprehension to solve unusual as well as commonplace work problems.
- Comprehensive Knowledge - the most advanced degree of knowledge likely to be found; work calls for complete mastery and understanding of the subject.

f. *Working Conditions, Exposures and Physical Requirements*

This section lists the personal attributes and physical requirements which are necessary for successful performance of the essential tasks of the position.

B. SALARY PLAN (Revised 6/14, 2/16)

1. Objectives and Scope

The specific objectives of the ACSA's Plan will be to:

- Establish and maintain a sound salary structure which will attract, motivate and retain qualified employees;
- Establish and maintain a pay structure which will ensure equity of compensation and accurate titling reflective of the ACSA's work, based on systematic evaluation of each job;

- Maintain the pay structure in proper relation to competitive pay practices in the appropriate labor market in which the ACSA competes;
- Ensure each ACSA employee a performance and salary evaluation at specified intervals;
- Provide motivation to employees by offering a salary scale which rewards improved and outstanding performance, and which gives ACSA management the flexibility of distributing increases among employees based on performance.

2. General Principles

It is intended that the general level of salaries be externally competitive with other employers in the appropriate labor market. Periodic updating of the Plan is accomplished in order to maintain an effective comparative plan.

3. Exclusion from Salary Plan

The following will not be included in the Salary Plan:

- Executive Director; Positions involving seasonal or temporary employment;
- Student interns and work-study employees;
- Board of Directors.

4. Method and Period of Compensation

The ACSA pays its employees semi-monthly, on the 15th and the last day of each month. All employees are paid by direct deposit, and are provided ~~an hand-delivered~~electronic summary of deposit amount, pay period deductions, and leave balances through an online Employee Self-Service portal. Upon employment a direct deposit application is required; a payroll check will be issued for the period of time necessary to process the direct deposit application.

5. Promotion

Promotion opportunities are available to all qualified employees. When employees are promoted, their salary will be increased in the new pay grade to a level 10% higher than present salary, or to the minimum for that grade, whichever is greater. The effective date of all promotions will be the first day of the pay period.

Performance evaluations will be handled as follows:

- An employee who is promoted on July 1 and who is eligible for a base pay increase from the previous evaluation period will receive the base pay increase prior to being assigned a salary in the new grade;

- An employee who is promoted at other times during the year will be given an exit evaluation by the supervisor in the out-going position (if 3 months or more since their last scored evaluation). At the end of the annual evaluation period the employee will be evaluated by the supervisor in the new position and will be eligible for a weighted base pay increase. The weighted base pay increase will be calculated utilizing the scored evaluation of both the out-going position and new position. See Appendix A, Definitions, Weighted Base Pay Increase.

6. Performance Pay Pool

Based on the results of performance evaluations and the overall percentage approved by the Board of Directors, performance pay increases may be given annually on July 1. Employees who have reached the maximum point within their hiring range may receive a cash bonus.

7. Cash Bonuses

Cash bonuses may be approved by the Executive Director in consideration of an employee's participation in an extraordinary project which is definite in length, which may include overtime worked, and which task will not become part of an employee's continued job duties once the project is complete, but which task was instrumental to the work of the ACSA.

Specific cash bonuses (3% maximum per fiscal year) will be awarded in connection with pre-approved skills development completed outside of normal working hours. See Part IV, Section M., Skills Development and Continuing Education.

8. Market Adjustments

A market adjustment (an increase in the minimum, mid- and maximum point of hiring ranges), may be made to reflect changes in market conditions. Such adjustments will be made following survey performed at least every four years and subsequent analysis of like organizations around the state, conducted as market conditions warrant.

9. Administrative Increase

An administrative increase within the salary range may be awarded to a full-time employee displaying exceptionally outstanding service. Department Heads recommending such an increase must submit a letter of justification to the Executive Director.

C. **PERFORMANCE EVALUATION PLAN (Revised 6/14, 10/18, 6/25)**

1. Objective

The purpose of the performance evaluation plan is, primarily, to measure and reward performance based upon predefined and agreed upon job-related performance criteria. This will allow for salary adjustments based on determinations of individual performance, encourage excellence in each employee's performance through the development of performance goals, and support human resource planning efforts by the ACSA. The performance evaluation may also be used as a factor in determining order of lay-off; as a basis for skill development goals, promotion, demotion, transfer or dismissal, and for such other purposes as are set forth in these regulations.

2. Performance Levels

The five levels to be used in performance evaluations, and their definitions, are as follows:

5	Excellent Performance: Performance is notably superior and always well above the performance standards set for the position. Employee's level of work and initiatives significantly advance and improve the workflow of the department and the ACSA interests. This rating requires detailed justification including specific incidents of achievement.
4	Above Average Performance Exceeds Expectations: Employee's performance demonstrates consistent work efforts and abilities significantly above the expectations for the this position. The employee serves as an example to other employees. This rating requires specific incidents of achievement.
3	Meets Requirements: Employee's performance meets the expectations for the position. Details indicating the attainment of job description standards are required.
2	Needs Improvement: Additional effort is needed to improve performance. The supervisor must document how and why performance must improve.
1	Unsatisfactory: Employee does not perform, or make reasonable efforts to achieve performance standards. Employee's performance does not meet minimum performance levels and appropriate action must be implemented and documented.

3. Evaluation of Performance and Related Increase to Base Salary

~~Each All~~ performance evaluation forms ~~contains the essential tasks~~ six core values and objectives of an employee's position that are equally rated. ~~80% of the final score is based on the Job Performance Score. The performance score is comprised of dimensions and tasks. The dimensions and tasks listed on the evaluation are identical to those listed on the job description. The amount of effort indicated on the job description, translates to the weighting score assigned to a particular dimension, as~~

~~listed on the performance evaluation. The other 20% of the final score is based on the Competency Score. The ACSA has identified 3-6 key core competencies values and objectives~~ that are critical to employee success:

I. Cooperation/ & Teamwork – 50% Score Weighting

~~Works harmoniously with others to get a job done; responds positively to instructions and procedures; able to work well with staff, co-workers, peers and managers; shares critical information with everyone involved in a project; works effectively on projects that cross functional lines; helps to set a tone of cooperation within the work group and across groups; coordinates own work with others; seeks opinions; values working relationships; when appropriate facilitates discussion before decision-making process is complete. Respectful of coworkers when working with others and makes valuable contributions to help the organization achieve its goals. Adjusts to unexpected changes.~~

II. Skills Development/Technical Competencies – 25% Score Weighting

~~Works to improve performance by pursuing opportunities for continuous learning/feedback; exhibits a “can-do” approach. Demonstrates knowledge of techniques, skills, equipment, procedures and materials. Applies knowledge to identify issues and internal problems. Demonstrates the skills necessary to perform the essential functions of the job.~~

III. Quality and Safety of Work

~~Work is completed safely, accurately (few or no errors), efficiently, and within the deadlines with minimal supervision.~~

IV. Reliability and Dependability

~~Consistently performs at a high level; manages time and workload efficiently to meet responsibilities. Reports for work on time, provides advance notice of need for absences.~~

V. Communication Skills – 25% Score Weighting

~~Writes and speaks effectively, using conventions proper to the situation; states own opinions clearly and concisely; demonstrates openness and honesty; listens well during meetings and feedback sessions; explains reasoning behind own opinions; asks others for their opinions and feedback; asks questions to ensure understanding; exercises a professional approach with others using all appropriate tools of communication; uses consideration and tact when offering opinions. Oral and or written communications are clear, organized, and effective; listens and comprehends well.~~

VI. Judgement, Decision Making & Initiative

Makes thoughtful, well-reasoned decisions, exercises good judgment, resourcefulness and creativity in problem solving. Identifies problems and solutions, thrives on new challenges and seeks out additional responsibilities.

a. Conversion of Performance Scores to Base Pay

Once an overall score has been determined, it is applied to the Pay Matrix to determine the base pay increase for which the employee is eligible. These factors, approved by the Executive Director, will be applied toward the total pool of funds appropriated annually by the Board of Directors, and may result in an increase for each employee.

4. Performance Evaluations

Two types of performance evaluations will be conducted. The first - an interim evaluation - will be conducted prior to February 1 to discuss performance and to note any changes in conditions or assumptions affecting goals (see Part II, Section B-5 for more detailed information.) The second - the final performance evaluation - will be held annually prior to July 15.

The Executive Director, with the support of the Director of Human Resources and Administration, will review and sign the completed performance evaluations.

An employee will not be eligible for a pay raise until the performance evaluation form has been completely processed. An evaluation will be done for employees at the maximum limit of their salary range even though they may not be eligible for a base pay increase. These employees may receive a cash bonus equal to the percent increase based upon the pay matrix, provided the Board of Directors has adopted funding for a performance pool increase.

5. Appeal of Employee Evaluation

Any ACSA employee who feels that their performance evaluation is not correct will have the right to appeal the evaluation through the Department Head, who will make a final attempt to resolve the grievance prior to referring it to the Executive Director, who will have final administrative authority.

PART IV

BENEFIT POLICIES

For the purposes of these policies, a “full time employee is defined as an ACSA employee scheduled to work a full eight-hour day, five days a week. Full-time employees are eligible for maximum fringe benefits. A “part-time” employee is defined as an ACSA employee scheduled to work less than the prescribed workweek for a full-time employee. Part-time employees earn annual leave, sick leave, and holidays at rates corresponding to the number of hours worked.

A. FLEXIBLE BENEFITS PLAN

The ACSA makes available to its employees a flexible benefits plan which offers eligible employees the opportunity to reduce their taxable earnings, using pre-tax wages to pay for many medical, dental, voluntary insurance programs, and dependent care expenses, as provided for in Sections 105, 106, 125 and 129 of the Internal Revenue Code. The flexible benefits plan is adopted by the Board of Directors and is incorporated by reference in this Personnel Management Plan.

The Flexible Benefits Plan Year is from ~~September 1~~January 1 through ~~August~~December 31 of each year. No changes can be made during the Plan Year except in cases of marriage, divorce, death of a spouse or dependent, birth or adoption of a child, employment or termination of employment of a spouse, or a change in employment status that affects benefits. To enroll, application must be submitted ~~by August 31~~during open enrollment of each year or within 30 days of date of hire. More detailed information is available from the Finance Director or the Director of Human Resources and Administration.

B. EMPLOYEE BENEFITS CHOICE PROGRAM (*Added 7/08, Revised 6/25*)

In an effort to allow employees more choice in the health and wellness benefits appropriate for each individual and family, ACSA has adopted an Employee Benefits Choice Program. Each year prior to adoption of the new fiscal year’s annual budget, the ACSA Board of Directors will determine a monthly amount per employee, (Benefit Dollars) to be contributed by the ACSA for benefits. Employees can utilize their Benefit Dollars and voluntary contributions to:

1. pay the premium amount of the employee’s health and dental insurance;

- ~~2. purchase any voluntary benefit plans in effect at that time;~~
- ~~32. deposit into the employee's health care reimbursement account; or~~
- ~~43. deposit into an ACSA-sponsored investment program.~~

C. DEFERRED COMPENSATION (Revised 07/07)

The ACSA participates in two separate deferred compensation programs, which allow employees to defer a portion of their annual compensation through various non-taxable investment programs.

The ACSA will match employee contributions, ~~for VRS Plan 1 & Plan 2 employees,~~ in an amount determined annually by the Board of Directors. ~~The ACSA will match employee contributions for those employees under the Hybrid Retirement Plan only after the employee has contributed the maximum 4% of creditable compensation. See the Director of Human Resources and Administration if there is a question as to what plan you are under, or if you need more detailed information.~~

D. HEALTH INSURANCE (Revised 7/14)

Employees are covered by a comprehensive health insurance program. A portion of the employee's coverage is paid by the ACSA. The employee's family may also be covered under the plan for an additional cost; however, spouses of employees with affordable employer-provided coverage are not eligible for coverage.

Employees who are married to another ACSA employee will be eligible for two Board contributions toward health coverage. It is the responsibility of the employee to notify the Director of Human Resources and Administration of this situation and, upon notification, the change in contribution will be made with the next payroll. In no event will the ACSA be responsible for retroactive payments to employees who fail to provide this notification. For further clarification, two married benefits-eligible employees who choose to participate under the same plan receive Benefit Dollars up to the full cost of the health plan selected by the employee, but not to exceed the aggregate total of the married employee's portion of the employee's coverage paid by the ACSA.

Upon employment, employees will be given a brochure detailing coverage options and premium costs. Coverage will be effective dependent upon the employment start date. The current program is a self-funded, network provider plan. This plan also includes vision care benefits, a prescription drug benefit, and a separate mail-in prescription drug program designed for additional cost savings. More detailed information is available from the Director of Human Resources and Administration.

The ACSA will allow an employee to opt out of the health insurance program only if written proof of coverage with another insurance program is made available to ACSA. In such case, the employee will receive a portion of those Benefit Dollars extended to all

other employees, as determined periodically by the Board of Directors, to be used for other voluntary benefits as set out in Part IV, Section B.

E. DENTAL INSURANCE (Revised 7/08, 8/15, 6/25)

The ACSA makes available to employees both a Basic and High Option comprehensive dental insurance program. This is a voluntary benefit with ~~no contribution from the ACSA; however, employees are permitted to use Benefit Dollars and voluntary contributions to pay premiums through payroll deduction, on a pre- or post-tax basis~~ a portion of the employee's coverage paid by the ACSA. Employees are eligible for coverage within 30 days of employment, and ~~at~~ during an annual open enrollment period. Families are also eligible for coverage in the dental program as additional insureds on the employee's coverage.

Employees who are married to another ACSA employee will be eligible for Board contributions toward dental coverage. It is the responsibility of the employee to notify the Director of Human Resources and Administration of this situation and, upon notification, the change in contribution will be made with the next payroll. In no event will the ACSA be responsible for retroactive payments to employees who fail to provide this notification. For further clarification, two married benefits-eligible employees who choose to participate under the same plan, receive Benefit Dollars up to the full cost of the dental plan selected by the employee but not to exceed the aggregate total of the married employee's portion of the employee's coverage paid by the ACSA.

F. SHORT AND LONG-TERM DISABILITY INSURANCE (Added 07/08, Revised 6/21)

The ACSA makes available to VRS Plan 1 and Plan 2 employees both a short- and long-term disability insurance program. These are voluntary benefits with no contribution from the ACSA; however, employees are permitted to use Benefit Dollars and voluntary contributions to pay premiums through payroll deduction, on a pre- or post-tax basis. VRS Hybrid employees are eligible for both short- and long-term disability coverage paid for by the ACSA.

G. AFLAC ACCIDENT ~~AND CANCER INSURANCE~~, CANCER AND LUMP SUM INSURANCE (Added 07/08; Revised 6/25)

The ACSA makes available to employees ~~both an accident, and cancer, and lump sum~~ insurance ~~policy-policies~~ through AFLAC. These are voluntary benefits with no contribution from the ACSA; however, employees are permitted to use Benefit Dollars and voluntary contribution to pay premiums through payroll deduction, on a pre- or post-tax basis.

H. VIRGINIA RETIREMENT SYSTEM RETIREMENT PLAN

1. Service Retirement

The ACSA is a participant in the Virginia Retirement System (VRS), a plan which is mandatory for all ACSA employees. The Commonwealth of Virginia supplements Federal Social Security benefits with provisions for retirement due to disability or age. VRS has three plans:

- i. Plan 1- Employees whose membership date is before July 1, 2010, and were vested as of January 1, 2013 are in VRS Plan 1.
- ii. Plan 2- Employees whose membership date is on or after July 1, 2010, or whose membership date was before July 1, 2010 but were not vested as of January 1, 2013 are in VRS Plan 2.
- iii. Hybrid Plan- Employees whose membership date is on or after January 1, 2014. Eligible employees in Plan 1 or Plan 2 may opt into the Hybrid Plan during a special election window.

More detailed information is given to all employees at the time of employment, or employees are encouraged to visit the VRS website at www.varetire.org.

2. Disability Retirement

Unlike regular retirement benefits, VRS Plan 1 & Plan 2 employees are eligible for disability retirement, both work-related and non work-related, from the first day of employment. Members are eligible for disability retirement if it is determined that they are mentally or physically unable to perform their present duties, and the inability to perform these duties is likely to be permanent. Such determination is made and must be supported through objective medical evidence submitted as a part of the application process, as well as through documentation and recommendation from the ACSA. VRS will no longer offer any disability coverage for permanently disabled Hybrid Plan employees. Permanently disabled Hybrid Plan employees will be insured by The Standard.

I. LIFE INSURANCE

The ACSA participates in a life insurance program under the Virginia Retirement System. Life insurance costs for the employee are paid by the ACSA. Employees are insured for two times the next highest \$1,000.00 of their annual salary, with double indemnity for accidental death or dismemberment.

J. OPTIONAL LIFE INSURANCE

Additional amounts of life insurance can be purchased by the employee for the employee, spouse, and/or children, through payroll deduction on a pre- or post-tax basis and using Benefit Dollars if desired. Rates are available from the Director of Human Resources and Administration. This program is managed in combination with the VRS program. (12/95)

K. RETIREMENT PAY/PAYMENT UPON DEATH (Added 10/94, Revised 6/21)

1. Service Bonus

In recognition of employee service to ACSA, employees who are eligible to retire under the Virginia Retirement System will be paid upon their retirement \$200 per year for each year of full-time continuous service to the ACSA.

2. Payment Upon Death in Service

Upon the death of an active employee, a payment for the former employee's years of service at the rate of \$200 per year for each year of continuous full-time employment will be paid out, and included, in the former employee's final paycheck.

L. VOLUNTARY EARLY RETIREMENT INCENTIVE PLAN (VERIP)
(Added 10/94; Amended 10/17; 6/23)

1. Eligibility

Participants in the ACSA VERIP must meet the following requirements:

- Be eligible for early or full retirement under the provisions of the Virginia Retirement System (VRS).
- Have been employed by the ACSA for 10 consecutive years prior to retirement, be at least 50 years of age and currently employed.
- Employees retiring under the disability provisions of VRS and/or Social Security will not be eligible for the VERIP.

2. Benefits

- a. VERIP benefits will be paid monthly for a period of five years after retirement or until age 65, whichever comes first.
- b. Benefits under VERIP will be calculated as follows:
 - i. Compute the annual VRS benefit as indicated by VRS. This computation will include any reductions for early VRS retirement if appropriate.
 - ii. Re-compute the annual VRS benefit with the addition of five more years' service or the number of additional years needed to reach age 65, whichever is the lesser.
 - iii. The difference between these two calculations will be the annual VERIP benefit to be paid on a monthly basis.
- c. The Executive Director may recommend to the Board of Directors an annual adjustment to the early retirement benefit after having been apprised of the VRS adjustment for retirees.
- d. By September 30 of each year, the Board will pay the employee the amount of the Board's annual contribution toward an

employee's health insurance for the fiscal year beginning the prior July 1 through June 30 or the appropriate number of months thereof, as long as the employee is covered by VERIP benefits.

- e. If the retiree returns to work in a part-time position with ACSA and chooses to participate in the ACSA's health care program while receiving VERIP benefits, there will be no additional Board contribution toward the individual's health insurance. VERIP stipends will continue if the retiree returns to work in a part-time position with ACSA.

3. Health Insurance Continuation

VERIP participants qualify to receive a cash benefit from the Authority that is intended to defray health and dental expenses during the first few years of retirement. This benefit can be paid on an annual, taxed basis. Participants may choose to participate in the Flexible Benefits Plan, on a monthly, pre-tax basis, with the benefit being credited directly toward the retiree's health insurance premium. Participants may continue benefits contributions toward health insurance coverage through the Authority, until Medicare-eligible (typically on the first day of the 65th birthday month).

Any retiree who participates in the group medical/dental insurance plan shall continue to be eligible to participate, at their own cost, until they are eligible for Medicare coverage.

4. Application

Application for VERIP must be made to the Executive Director six months prior to the employee's desired retirement date.

5. Approval

The Board, on the recommendation of the Executive Director, must approve all those who participate in the VERIP.

6. Duration

Once an employee has been approved for VERIP, the benefits will continue without interruption as outlined in this policy. Subsequent alterations or deletion of this policy will not affect the benefits of those who have retired under these provisions.

This policy automatically continues on May 1 unless the Board acts to discontinue the policy for the year.

M. SKILLS DEVELOPMENT AND CONTINUING EDUCATION

Among the Guiding Principles of the ACSA is to promote professional excellence. In order to achieve these goals to educate, train, mentor and encourage

employees to achieve their highest potential, the ACSA has developed a Career Plan. Each employee is encouraged to use developmental opportunities to enhance their career progression, develop fully in their current position, and/or prepare for and become eligible to seek promotional opportunities within the organization.

1. Program Guidelines

Through its annual operating budget the ACSA makes available the necessary funding for employees to utilize developmental opportunities, in-class, on-line, or at-conference, as well as opportunities to enrich skills through on-the-job training. A number of training opportunities will be available during the workday, time for which managers have committed to set aside throughout the year; other opportunities may exist at conferences held during the day, either locally or out of the area, or informational webinars. The majority of skill development courses will be available through on-line courses, evening classroom study, or correspondence courses. ~~The ACSA's Training Lab could be made available with approval from the Director of Human Resources and Administration.~~

2. Eligibility

Employees who are within their 12-month probationary period will be limited to on-the-job skills development and required safety training. Employees with more than 12 months of service are eligible to apply for all developmental opportunities.

3. Requests for Participation in Developmental Opportunities

~~A listing of available courses will be published and made available electronically by the Administration Department.~~ Employees who desire to participate in one or more courses must apply, using the form provided, to their Department Head, with a copy to the Administration Department by the due date(s) set for registration deadline.

4. Recommendation for Participation in Developmental Opportunities

In addition to employee requests, a recommendation may be made by supervisors/department managers for an employee to increase development in certain areas. A written request, using the form provided, must be submitted by the supervisor/department manager, signed by the employee, to the Administration Department by the due date(s) set for registration deadline.

5. Continuing Education

In addition to specific courses, employees may wish to seek certifications with or without licensing or pursue an industry-related college degree. Through a process of written request to the Department Head, including course overview and individual timeline to complete the required program of study, employees may apply to enter a course of study in a degree program. The number of employees that may enter a course of study in an ACSA sponsored degree program is contingent upon annual funding. Upon written recommendation from the Department Head, review and recommendation from the Director of Human Resources and Administration and written approval by the Executive Director, a formal agreement, which outlines the employee's

responsibilities for participation in such a program, will be entered into and funds will be budgeted for such courses. Funding may be actual costs of the program or comparable market rates for certain private and for-profit institutions. This program is contingent upon annual Board approval. Degree program funding does not include application or other miscellaneous fees, and courses satisfactorily completed will be reimbursed, along with cost of textbooks for each course. See Page [94-65](#) for associated increases in pay related to achievement of an industry-related degree, certification, or license.

Note: Employees who are within their twelve-month probationary period will be limited to on-the-job skills development and required safety training.

<i>ACSA Sponsored Degree Program</i>	<i>ACSA Sponsored Course</i>
<ul style="list-style-type: none"> Employee must submit a memorandum, in thorough detail, along with an outline of the course of study, including number of credits required for degree, type of degree, number of courses expected to be completed per semester, a listing of courses included in the degree program, and the cost of each credit hour, to their supervisor and department head asking to be included in the ACSA Degree Program. Department head will submit approval for provision of funding, along with employees' original request to participate to the Executive Director prior to the Fiscal Year in which courses will begin for final approval. Once approved, employee will be required to sign a Continuing Education Agreement, and will not be required to submit a course request or course evaluation for any classes related to degree program. Employee pays for class up front and is reimbursed after completion. Employee is reimbursed for tuition and books upon completion of each class with a "C" or better. Employee is eligible for a base salary increase at completion of degree. Failure to remain at the ACSA for two 	<ul style="list-style-type: none"> Employee must submit course request memorandum for each class, along with the requested course information/description that clearly outlines hours, credits, CEU's, etc. to be earned, for approval by supervisor, department head, Executive Director, and Director of Human Resources and Administration. Once approved, employee will be required to sign a Continuing Education Agreement, and complete a course evaluation form at the end of the course. ACSA pays for course prior to start of the course if job related. If employee receives a "C" or better they do not have to reimburse ACSA for class. Employee is eligible for a cash bonus (the annual cash bonus maximum is 3% per fiscal year).

years after completion of program will require employee to repay all monies invested by ACSA.	<ul style="list-style-type: none"> Failure to remain at the ACSA for one year after completion of course will require employee to repay all monies invested in class.
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1 Prepare a **Course Request Memorandum** (*available on the Intranet*) addressed to your Department Head. Be sure to include the name(s) of course(s), course overview, including the number of CEU's, credits, or contact hours, and cost. You are required to list any objectives you wish to meet by participating in the course(s), as well as how the course information can be utilized in your current job.

2 Upon receipt of your request, you will be given a **Continuing Education Agreement**, outlining the conditions of approval for you to review and sign (*a signed agreement is required for each fiscal year*). Your supervisor, Department Head, Director of HR and Executive Director will then review the course information, research the source (if needed) and determine if this course is approved. If there are other opportunities your Department Head feels may better suit your goals, at either another location or of the same quality for less, this will be discussed with you at this point.

3 The Director of HR will prepare a **Course Approval Memorandum** and provide to the employee, Department Head and Executive Director, along with the Continuing Education Agreement. A copy will be forwarded to you that will include course registration instructions. Please let the Course Registrar know if you need any assistance. As noted in the agreement, any changes that occur regarding the length of study, or any changes to your plans, will need to be communicated to your Department Head immediately.

4 Upon completion of the course(s), you will be required to complete and submit a **Training Evaluation Form** (*available on the Intranet*) with proof of hours, credits, certification, etc. within seven days of course(s) completion. Any course(s) eligible for a bonus will be processed and received within 1-4 pay periods.

**ACSA Sponsored
Course Request
And
Approval Process**

ACSA Career Plan Bonus Chart

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

ACSA Sponsored Degree Program:

Upon Completion of:	Eligible for Base Salary Increase of:
(4 YR) Job-Related Bachelor's Degree while employed at ACSA	10%
(4 YR) Job-Related Technical Certification while employed at ACSA w/License	10%
(2 YR) Job-Related Master's Degree while employed at ACSA	7%
(4 YR) Job-Related Technical Certification while employed at ACSA w/o License	5%
(2 YR) Job-Related Associates Degree while employed at ACSA	5%
(N/A) Job-Related Professional License while employed at ACSA	5%
(N/A) Job-Related Professional certification while employed at ACSA	2.5%

TYPES OF CREDITS AWARDED:

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

Updated: January 2016

N. EMPLOYEE ASSISTANCE PROGRAM

The Employee Assistance Program is provided through the University of Virginia Faculty and Employee Assistance Program. This program is provided to ACSA employees and their families to help with personal difficulties that may arise, including problems of alcohol misuse or drug use, financial or family problems. All employees and any family members are eligible to take advantage of this service. By contacting the EAP a qualified counselor will set up an appointment for consultation; if continued counseling is recommended and pre-authorized, it is covered under the employee's health insurance. The program is completely confidential; only the employee and counselor will know of participation unless the employee chooses to advise their supervisor or Director of Human Resources and Administration. The number to the UVA FEAP office is 243-2643 or 1-800-847-9355.

O. RECOGNITION POLICY (Added 12/12, Revised 09/15)

1. Service Recognition

Employees with five (5) or more years of complete service, up to and including 50 years, are recognized at the five (5) year service milestones. An honorary recognition is given to one-year employees. These service milestones are recognized annually in the form of a meaningful presentation at the employee winter luncheon during the calendar year in which the milestone occurs.

- 1 year: Honorary recognition will be given to first year employees that will include a certificate in a presentation folder signed and presented by the Executive Director.
- 5 years: A certificate in a presentation folder signed and presented by the Executive Director indicating years of service and the employee will receive a \$75.00 bonus in their last paycheck of their anniversary month.
- 10 years: A certificate in a presentation folder signed and presented by the Executive Director indicating years of service and the employee will receive a \$150.00 bonus in their last paycheck of their anniversary month.
- 15 years: A certificate in a presentation folder signed and presented by the Executive Director indicating years of service and the employee will receive a \$225.00 bonus in their last paycheck of their anniversary month.
- 20 years: A certificate in a presentation folder signed and presented by the Executive Director indicating years of service and the employee will receive a \$300.00 bonus in their last paycheck of their anniversary month.
- 25 years: A certificate in a presentation folder signed and presented by the Executive Director indicating years of service and the employee will receive a \$375.00 bonus in their last paycheck of their anniversary month. A resolution and plaque from the Board of Directors is presented at the Board meeting during the employee's anniversary month.
- 30 years: A certificate in a presentation folder signed and presented by the Executive Director indicating years of service and the employee will receive a \$450.00 bonus in their last paycheck of their anniversary month. A

resolution and plaque from the Board of Directors is presented at the Board meeting during the employee's anniversary month.

- 35 years: A certificate in a presentation folder signed and presented by the Executive Director indicating years of service and the employee will receive a \$525.00 bonus in their last paycheck of their anniversary month. A resolution and plaque from the Board of Directors is presented at the Board meeting during the employee's anniversary month.
- 40+ years: A certificate in a presentation folder signed and presented by the Executive Director indicating years of service and the employee will receive a \$600.00 bonus in their last paycheck. A resolution and plaque from the Board of Directors is presented at the Board meeting during the employee's anniversary month.

Please note that the award will be treated as additional wages and will be taxable. For more information about taxable gifts, please refer to the *Internal Revenue Service Taxable Benefits Guide for federal state and local governments*.

2. Retirement Recognition

The ACSA is dedicated to acknowledging and appreciating the work of its employees for their years of service to the ACSA and the community. VRS eligible retirement recognitions are presented at or around the employee's retirement date.

Recognition may include:

- A framed resolution presented by the Board of Directors during the monthly board meeting.
- A wristwatch with the ACSA logo, or a gift selected by the employee with a value up to \$400.00. Non-ACSA logo gifts are subject to taxes.
- A reception, open to all employees, hosted by the department and/or the Executive Director.
- Provided that:
 - There is minimum disruption to organizational services.
 - Food and non-alcoholic beverage costs are reasonable.
 - No alcohol is to be served during normal work hours.
 - No compensatory time or overtime is accrued for voluntary attendance at after-hour social events.
 - Please note that the ACSA will not fund retirement luncheons or dinners hosted by and for the department members only.

3. Safety Recognition

The ACSA is dedicated to providing a safe work environment and recognizing those employees that contribute to its success. Please refer to *{Part 1, section-Section B, Safety Incentive Programs}* of the ACSA Manual of Safety Policies for details on our Safe Driver and General Safety Incentive Programs.

PART V

HOLIDAY AND LEAVE POLICIES

A. HOLIDAYS (Amended 07/16, 10/17, 6/18, 6/21, 06/24)

The ACSA will observe the following holidays and other such holidays as may be prescribed by the ACSA Board.

New Year's Day	January 1
Martin Luther King Day	Third Monday in January*
President's Day	Third Monday in February*
Memorial Day	Last Monday in May
Juneteenth Day	June 19*
Independence Day	July 4
Labor Day	First Monday in September
Veterans Day	November 11*
Thanksgiving (2 ½ Days)	Closed at noon on the day before Thanksgiving, closed on Thanksgiving, and closed on the day following Thanksgiving
Christmas Eve	December 24
Christmas Day	December 25

*Floating Holidays. ACSA offices will remain open on these four holidays. Holiday leave may be taken on the day formally observed with pre-approval from your supervisor, or anytime thereafter during the same calendar year; the four leave days will not accrue if not taken within that time, with the exception of Veterans Day which has to be used by November 10th of the following year.

When a holiday falls on a Saturday, the preceding Friday will be observed. When the holiday falls on a Sunday, the following Monday will be observed. All full-time employees of the ACSA will be entitled to holiday benefits.

B. ANNUAL LEAVE (Amended 7/16, 10/17, 6/25)

All full-time employees of the ACSA will be granted annual leave by the ACSA as follows:

Years of Service	Pay Period Accrual Rate	Maximum Carryover/Payment
Under 5 years	4 hours	250 hours (31.25 days)
5-9 years	5 hours	300 hours (37.50 days)
10-14 years	6 hours	350 hours (43.75 days)

15-19 years	7 hours	400 hours (50 days)
20-24 years	8 hours	450 hours (56.25 days)
25 years or more	9 hours	500 hours (62.50 days)

Full-time employees on vacation leave will be paid their regular wage based on the standard work week not to exceed 40 hours per week. No Family/Medical Leave Act (FMLA) provisions apply during the first 12 months of employment. See Part V, Section D regarding FMLA-qualifying leave. Except in cases of illness or emergency, annual leave must be approved in advance. Vacation leave schedules may be planned by department heads to avoid the need for temporary increase in personnel.

Annual leave accrues at the end of the day on the 15th and the last day of the month, at the end of each pay period. It is credited to the employee and available for use on the first day of the next pay period. An employee must have worked or have been on paid leave or FMLA for the entire pay period in order to accrue annual leave. Employees returning to the ACSA will be granted credit for prior service to calculate their annual leave accrual rate.

Upon separation or retirement, a full-time employee will be paid for the maximum carryover/payment based on years of service. In event of death of the employee, the employee's survivor/estate will be paid for accumulated annual leave to the maximum carryover/payment based on years of service.

C. SICK LEAVE (Amended 7/00, 12/13, 07/16, 8/17, 10/17, 10/18, 6/21, 6/25)

Sick leave will be defined as leave with pay granted for an illness; bodily injury resulting in temporary disability; medically required confinement; and medical and dental appointments for the employee. In case of illness, injury, or medically required confinement, FMLA procedures may apply. See Part V, Section D. In all cases an employee will notify their department head by telephone or messenger promptly; sick leave for medical and dental appointments should be approved in advance and, if FMLA-qualifying, will be handled in accordance with Part V, Section D.

Sick leave with pay will be earned at the rate of one day per month worked for all full-time employees. If not exhausted in the year in which it accrues, leave balances may be carried over from year to year without limit. Full-time employees on approved sick leave will be paid their regular wage based on the standard work week not to exceed 40 hours per week, and retain all benefits and seniority while on approved sick leave. No FMLA provisions apply during the first 12 months of employment. See Part V, Section D regarding FMLA-qualifying leave.

Sick leave accrues at the end of the day on the 15th and the last day of the month, at the end of each pay period. It is credited to the employee and available for use on the first day of the next pay period. An employee must have worked or have been on paid leave or FMLA for the entire pay period in order to accrue sick leave.

In all requests for sick leave, a request ~~form~~ must be ~~signed-submitted~~ by the employee, certifying the reason for such request, through an online Employee Self-Service portal. A doctor's certificate or other documentation of illness may be required by your department head should absence exceed three consecutive days or when misuse of sick leave is suspected. This certificate or documentation will include:

- the nature of the employee's condition, and;
- the expected date on which the employee will be able to return and perform normal work duties (in cases where applicable);

A determination of FMLA-qualifying absence will follow. An employee's abuse of this policy may result in the employee's immediate dismissal from the ACSA.

Full-time employees are eligible to take up to 24 hours of earned Sick Leave annually (Family Sick Leave) to care for an immediate family member (immediate family is defined as: spouse, parent, spouse's parent, ~~son, daughter, child, brother, sister, sibling~~, grandparents, grandchild, step-children, step-parents, guardian, and any persons residing in the same household as the employee).

The Sick Leave policy guidelines for employees that are members of the VRS Hybrid Plan are the same as those outlined above, with the exception of the following:

- a. Employees that are members of the VRS Hybrid Plan cannot accrue or carry more than 480 hours (60 days) of sick leave at a time.
- b. Sick, Annual or Holiday Leave may be used by eligible employees wishing to increase Short Term Disability payments up to 100% or full pay.

D. FAMILY AND MEDICAL LEAVE ACT (FMLA) LEAVE (Added 7/00; Revised 01/10, 07/16; Amended 6/25)

Employees are eligible to take up to 12 weeks of unpaid family/medical leave within any calendar year or up to 26 weeks of unpaid leave during a single 12 month period to provide care for a service member (military caregiver leave), and be restored to the same or an equivalent position upon return from leave provided the employee has worked for the company for at least 12 months, and for at least 1,250 hours in the last 12 calendar months. Periods of previous employment with the ACSA can be counted in making the 12-month, 1,250-hour employment pre-condition if the employee's service break was seven (7) years or less.

1. Reasons for FMLA Leave

Employees may take up to 12 weeks of unpaid family/medical leave for any of the following reasons:

- the birth of a ~~son or daughter~~child or in order to care for such ~~son or daughter~~child;
- the placement of a ~~son or daughter~~child with the employee for adoption or foster care, and in order to care for the newly placed ~~son or daughter~~child;
- to care for a spouse, ~~son or daughter~~child under the age of 18 or who is 18 years of age or older and incapable of self-care because of a mental or physical disability, or parent (“covered relation”) with a serious health condition;
- the employee’s own serious health condition that renders ~~him/her~~them unable to perform an essential function of the position;
- any qualifying exigency arising out of the fact that the employee’s spouse, ~~son, daughter~~child, or parent is a covered military member on “covered active duty.”

Leave due to birth or adoption must be completed within the 12-month period beginning on the date of birth or adoption. In addition, in cases where both spouses in a married couple are employed by the ACSA, the two spouses together may only take a combined total 12 weeks leave during any 12-month period for the birth or adoption of a child, or for the care of the same ~~son, daughter~~child, or parent (“covered relation”). (Each employee is entitled to a total of 12 weeks leave for their own serious illness or care of spouse.)

Employees may take up to 26 weeks of unpaid leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member’s spouse, ~~son, daughter~~child, parent, or next of kin. The single 12-month period for military caregiver leave begins on the first day the employee takes leave for this reason and ends 12 months later.

2. Notice of FMLA Leave

If the need for FMLA leave is foreseeable, the employee must give their immediate supervisor at least 30 days’ prior written notice. If 30 days’ notice is not practicable, notice must be given as soon as possible and practical taking into account all the circumstances. The employee must make a reasonable effort to schedule planned medical treatment so as not to unduly disrupt ACSA’s operations. An employee should consult with his or her immediate supervisor prior to scheduling treatment in order to work out a schedule that best suits the employee’s and ACSA’s needs. As in all cases of leave, a leave request form must be submitted to the immediate supervisor. FMLA leave forms are available from the Director of Human Resources and Administration. These forms must be used when specifically requesting FMLA leave. In cases where FMLA leave has not been specifically requested, but has

been determined as FMLA-qualifying leave, a FMLA leave form will be provided and must be completed as soon as possible so that FMLA leave may be approved.

3. Certification

If FMLA leave is requested due to the employee's or a covered relation's serious health condition, qualifying exigency or to care for a covered service member with a serious injury or illness, the employee must obtain and supply appropriate certification. Certification is not required for leave to care for a healthy newborn child, or for placement with the employee of a ~~son or daughter~~ child for adoption or foster care. Certification forms are available from the Director of Human Resources and Administration. When leave is requested, or following three consecutive days away from work, the ACSA will notify employees of their FMLA rights, provide the associated forms, and advise them of the requirement for certification within 15 days. Even in cases of advance notice, certification is required within 15 days. Failure to provide requested certification in a timely manner may result in delay of leave until such time as it is received. The Director of Human Resources and Administration, Executive Director, or FMLA coordinator may contact a health care provider directly to authenticate or clarify certification. In no case is a direct supervisor or department head allowed to make such contact due to privacy rights. In addition, the ACSA, at its expense, may require an examination by a second health care provider designated by the ACSA, if initial certification is deemed incomplete or unsatisfactory. If the second health care provider's opinion conflicts with the original certification, the ACSA, at its expense, may require a third, mutually agreeable, health care provider to conduct an examination and provide a final and binding opinion. The ACSA may require subsequent recertification.

4. Reporting While on FMLA Leave

In cases of leave for the employee's own serious health condition, or to care for a covered relation, employees shall, upon request, contact their department head at least once per week regarding the status of the condition and the employee's intention to return to work. In addition, notice must be given as soon as is practicable (within two business days if feasible) if the dates of leave change or are extended, or initially unknown.

5. Exceptions to Federal Unpaid Leave Provision

FMLA leave is unpaid leave (with the exception of worker's compensation benefits). If leave is requested due to birth, adoption, or foster care placement of a child or qualifying exigency, any accrued paid sick and paid vacation leave first will be substituted for unpaid FMLA leave. If leave is requested for an employee's serious health condition, to care for a covered relation with a serious health condition, or to be a military caregiver, any accrued paid vacation and paid sick leave first will be substituted for any unpaid FMLA leave. The substitution of paid leave time for unpaid leave time does not extend the 12-week leave period for qualifying FMLA leave or the 26-week leave period for military caregiver leave. Further, in no case can the substitution of paid

leave time for unpaid leave time result in receipt of more than 100 percent of an employee's salary. FMLA leave runs concurrently with other types of leave, i.e., paid vacation, including leave for work-related injury or illness.

6. Medical and Other Benefits

During an approved FMLA leave, the ACSA will maintain health benefits for the employee, as in cases of active employment. If paid leave is substituted for unpaid FMLA leave, the ACSA will continue to deduct from wages the health insurance premium normally paid for the employee's portion and the addition of dependent, spouse, or family coverage. If FMLA leave is unpaid, the employee is responsible to pay in advance and by the 25th of each month, the monthly premium for only the additional family coverage options noted above. Employees will be advised if payments are more than 15 days late; if payments are not received within 15 days from the date of the late notice, coverage will cease, effective on the last day for which premiums have been paid. The ACSA does not currently contribute any portion of ~~dental insurance premiums or other voluntary~~ benefits premiums, other than those set out in Section IV, B, and any additional premiums must continue to be paid by the employee as set forth above.

Membership with the Virginia Retirement System will not be affected by FMLA leave; however, no wages will be reported during periods of unpaid leave. In addition, life insurance premiums may not be paid by the ACSA during periods of unpaid leave and may be required to be paid by the employee. Upon return from FMLA leave, the ACSA will resume its contribution to life insurance and wage reporting to VRS, with no lapse in credited service.

7. Exemption for Highly Compensated Employees

Highly compensated employees (i.e., highest paid 10 percent of employees) may not be returned to their former or equivalent position following a leave if restoration of employment will cause substantial economic injury to the ACSA. The ACSA will make this fact-specific determination on a case-by-case basis. The ACSA will notify the employee at the time of a FMLA leave request if he/she qualifies as a "highly compensated" employee, if the ACSA intends to deny reinstatement, and of the employee's rights in such instances.

8. Intermittent and Reduced-Schedule FMLA Leave

FMLA leave due to an employee's serious health condition, to care for an employee's covered relation with a serious health condition, or to care for a covered service member with a serious injury or illness can be taken intermittently (in separate blocks of time, due to a single health condition) or on a reduced-leave schedule (reducing the usual number of hours worked per workday or workweek), if medically necessary. Requests for intermittent or reduced leave schedule for birth or adoption of a child must be approved in advance and will be approved on a case-by-case basis. If FMLA leave is unpaid, the ACSA will reduce the employee's salary based on the

amount of time actually worked. In addition, while on intermittent or reduced-schedule leave, the ACSA may temporarily transfer the employee to an available alternative position that better accommodates the recurring FMLA leave and which has equivalent pay and benefits.

E. *BEREAVEMENT LEAVE (Amended 07/16, 10/18)*

The ACSA recognizes that bereavement is a difficult life event, requiring time to grieve and fulfill family obligations. The ACSA further recognizes that failure to take this time may negatively impact work and the employee's transition back to a normal routine.

It is the ACSA's policy to provide full-time employees with paid bereavement leave following the death of an immediate family member. Up to 24 hours per occurrence, or loss, can be used as bereavement leave when necessary because of death in the immediate family (immediate family is defined as: spouse, parent, spouse's parent, ~~son, daughter~~child, ~~brother, sister~~sibling, grandparents, grandchild, step-children, step-parents, guardian, and any persons residing in the same household as the employee).

Bereavement leave will be granted by the department head if requested by the employee for a period not to exceed 24 hours per occurrence or loss. This leave will commence upon notification and approval by the department head. For absences in excess of 24 hours, employees are eligible to use any leave available (annual, floating, sick or standby).

1. Condolence Policy

The Director of Human Resources and Administration will send an expression of sympathy on behalf of the Albemarle County Service Authority when notified of the death of an employee or employee's immediate family member.

For the purpose of this policy, an immediate family member is defined as a spouse, parent, spouse's parent, ~~son, daughter~~child, ~~brother, sister~~sibling, grandparents, grandchild, stepchildren, stepparents, guardian, and any person residing in the same household as the employee.

The Director of Human Resources and Administration should be notified as soon as possible by the employee's supervisor or Department Head when a death has occurred. Depending on the wishes of the family, the Director of Human Resources and Administration will either send flowers to the funeral home or the employee's home address.

F. *LEAVES OF ABSENCE (Amended 07/16)*

Certain circumstances may warrant the granting of leaves of absence without pay, including absence following an FMLA-qualifying leave where the allowed 12-

weeks' leave has been depleted. All requests must be agreed upon by the department head and the Executive Director. These requests must be presented in writing and, in cases related to FMLA-qualifying leaves, must include a certification stipulating the reason for the extended leave and anticipated return to work. An employee must make arrangements for a continuation of benefits during a leave of absence.

G. COURT LEAVE (Amended 07/16)

An employee's absence from work for jury duty or for attending court in a non-official capacity as a witness will be defined as "court leave." Court leave will be granted by the Department Head upon submission by the employee of an official summons for jury duty or witness service. Employees summoned for jury duty are entitled to court leave for the actual period of absence, whether or not they are selected to serve. However, employees who initiate or are otherwise involved in private legal actions of any kind (excluding employee grievance proceedings), whether such actions involve the ACSA or not, will not be permitted to treat time spent during working hours in connection with such actions as compensable working time. Such employees will be required to use accrued leave or unpaid leave for all hours spent in connection with such actions that occur during working hours.

An employee having been granted court leave will be compensated at the regular rate of pay during these court appearances, as well as retain compensation received from court. If the employee's presence is required for less than a full workday, the employee is required to contact their department head concerning return to work. Any employee who fails to contact the department head risks loss of pay for that day.

Any employee appearing in court either as a defendant or plaintiff in a case will not be eligible for this leave.

H. MILITARY LEAVE (Amended 07/16, 6/21)

The purpose of this policy is to provide ACSA employees time required to fulfill military training obligations for the Armed Forces of the United States, National Guard, or Naval Militia or other employees who are called to active military service. Employees will have their job status protected in full compliance with current federal and state regulations.

Any full-time employee who is also a member of the organized reserve forces of any of the armed services of the United States, National Guard, or Naval Militia, or called to active duty, is entitled to a leave of absence from their duties without loss of accumulated leave or regular salary on all days when in training or when called to duty by the Governor of Virginia, in accordance with the Code of Virginia, Article 10, Section 44-93 and Title 38 of the United States Code, Chapter 43, Section 2024 (d). Up to fifteen (15) days, or time as required by federal law, of Military Leave is available to those employees who are officially engaged in training or called to service. Employees are required to submit a copy of their orders, prior to the effective date of the leave, to

the Executive Director for approval. The ACSA will pay to the employee the difference between the employee's military pay and their regular ACSA pay for the period of time that the employee is on Military Leave. It is not intended that the employee receive an amount of compensation greater than he would normally have received from their regular employment for the period of the Military Leave.

This policy does not apply to periodic weekend drills or attendance at military schools.

I. UNAUTHORIZED ABSENCE (Amended 07/16)

Unauthorized absence will be defined as:

- absence from the job during a scheduled work period without approval of the employee's supervisor or department head;
- failure to report to work at the expiration of an authorized leave or to request an extension of time;
- unauthorized absence from duty during required hours of attendance;
- unauthorized absence without leave is without pay and not eligible to use leave balance.

J. WORKER'S COMPENSATION

All ACSA employees are covered by Worker's Compensation. As stated in the Code of Virginia, Section 65.1-1: "The purpose of the Worker's Compensation Act is to provide compensation to a worker for loss of their opportunity to engage in work when their disability is occasioned by an injury suffered from an accident arising out of and in the course of their employment."

If an employee suffers an accident, such accident should be reported immediately to the supervisor and, in turn, Administration Department. If the employee is unable to report such accident, it should be reported by the department head. Employees suffering an accident or injury during the course of their employment will be placed on sick leave initially; if disability is expected to extend beyond seven working days, worker's compensation insurance will provide compensation from that time forward. An employee may not receive payment from Worker's Compensation and sick leave at the same time. If an employee does not have a sick leave or annual leave balance large enough to cover the seven-day period of absence, the employee will be placed on leave without pay.

PART VI

ADMINISTRATIVE PROCESSES AND PROCEDURES

A. POLICY OUTLINING TRAVEL (Revised 03/19, 6/21, 6/25)

1. Policy Statement

The Albemarle County Service Authority (ACSA) will ~~reimburse~~ provide financial resources to individuals traveling on official ACSA business ~~for reasonable and necessary expenses incurred by either reimbursing or cost-advancing approved travel expenses~~. Travel expense ~~accounts are~~ documentation is open to the public and must be able to sustain the test of public review. When planning and paying for travel, reasonableness, economic feasibility, economy, ~~economy,~~ prudence, and necessity are of primary concern. The use of ACSA funds to accommodate personal comfort, convenience, and ~~taste preference~~ is not permitted.

It is the policy of the ACSA to limit costs to only those expenses that are necessary for providing essential services to our ratepayers. ~~Further, travelers and travel planners must~~ Travelers should seek ways to reduce the cost of travel.

Department Heads must communicate ACSA travel policies, regulations and procedures to all employees who travel on ACSA business. Additionally, Department Heads must ensure that all travel expenses conform to the ACSA travel regulations.

2. Definitions

- Department Head or Designee – A Department Head is the officially appointed or designated individual who directs, and is ultimately responsible for, the overall operations of a department. A designee is any other person appropriately designated to act on behalf of the Department Head. Such designation must be documented in writing (email/memo) by the Department Head.
- Base Point – The primary place, office, or building where the traveler performs ~~his/her~~ their duties on a routine basis. Multiple base points are not allowed. It is the Department Head's responsibility to assign the Base Point.
- Commuting Mileage – Round-trip mileage traveled routinely by the employee between ~~his-~~ their residence and ~~base-~~ Base point Point. Mileage and other commuting cost incurred during commuting ~~status~~ are considered ~~a~~ personal expenses and are not reimbursable.
- Non-ACSA Employee – Any individual who is not employed by the ACSA, but who is conducting ACSA business. ~~This would~~ Examples

may include members of the Board of Directors, interviewees, and others. These individuals may be reimbursed in accordance with this policy.

- Official Station – The area within a 50-mile radius of an employees' Base Point or residence, whichever is in closer proximity, based on the most direct route to the travel destination.
- Travel Request Form – This documentation, signed by the Department Head and the Executive Director, is used for the pre-authorization of anticipated expenses to beA form used to record pre-approved estimates and actual expenses incurred by an individual while traveling on official ACSA business. Expense reconciliation, including any reimbursement or cost-advancement, occurs through the use of this form.
- Expense Report Form – Original, authorized documentation for requesting reimbursement of expenses incurred by an individual while traveling on official ACSA business. This documentation, including itemized, original hotel bills and receipts as required, provides support for reimbursement of travel expenses.
- Travel Status – Travel outside of an employee's official Base PointOfficial Station, requiring an overnight stay to conduct ACSA business or training.
- Trip – Any period of continuous travel between when the traveler leaves his residence or base point and returns to his residence or base point.

3. Travel Reimbursement RequirementsRequired Travel Documentation

Although not all-inclusive, the following information is required for expense reimbursement reconciliation and must be submitted with the Travel Request Form.

- Authorization and approvals (See Approval section)
- Approval for mileageMileage reimbursement estimate at IRS mileage rate (See Current Mileage Rates)
- Reason forPurpose of travel and any unusual fees such as charges for changing reservation/ticket
- Hard copy confirmations of expenses if online methods were used to procure services (to confirm cost).
- Reason for business phone calls, internet service, or fax services

- Itemized receipt for lodging or comparative statement if alternative lodging is used (i.e., apartment)
- Estimate of meal expenditure (Per Diem)
- Receipt for registration fees
- ~~Reason-Justification~~ for “for-hire transportation” (i.e., rideshare, taxi, shuttle, metro, ~~limousine~~)

Travelers must keep itemized receipts and accurate records of all expenses (excluding Per Diem) to ensure correct reporting and submission of ~~travel reimbursements~~ the Travel Form. Travel reimbursements will not be made from travel charge card statements only. Each day’s expenses must be shown separately on the ~~vouchers~~ supporting documentation.

Travelers must complete the Actual Expenses portion of the ~~submit an Expense Report~~ Travel Form (with receipts attached as applicable) and submit the form for the estimates listed on the approved Travel Request Form to the Finance Department Head within 10 business days ~~14 working days~~ after completion of the ~~trip~~ travel. By signing the ~~expense report form~~ Travel Form, the traveler is certifying the accuracy of all information and the legitimacy of the travel. The ~~signature of the traveler’s~~ Department Head ~~and the Executive Director~~ certifies that the ACSA agrees that the travel was necessary and the incurred expenses/reimbursement request requested reimbursements are is reasonable and proper. ~~It is the responsibility of~~ The Department Head and the Finance Department are required to ensure that any type any particular travel expense is of reimbursement (Travel, Vendor Payment, Petty Cash, etc.) is not paid more than once, i.e. to ensure that an expense that was cost-advanced is not also reimbursed.

4. Travel Planning

a. Introduction

The traveler receives approval from the Department Head and Executive Director to proceed with intended training/travel. Lodging and Conference Registrations may be procured following written approval from the Department Head and Executive Director. Official submission and approval of the Travel Form is required prior to incurring any other reservations or expenditures. ~~Travelers must prepare a Travel Request Form, which includes cost estimates, and forward it to their Department Head and then to the Executive Director for approval, prior to any registrations, reservations, or other expenditures.~~

Estimated Total cost includes lodging, transportation, meals, conference registration, and any other travel costs or course fees. ~~Overtime is not an allowable expense. Costs of the trip that may be direct~~ Direct billed registration

~~fees, such as lodging or conference registration~~ must also be included in the cost estimate. The estimate must accompany both the Travel ~~Request~~ Form and any applicable direct-billed Vendor Payment vouchers. ~~For planned travel,~~ ~~the~~The traveler must document that a reasonable effort was made to obtain efficient, effective, and cost beneficial means of travel for the ACSA.

~~b.~~ Internet Usage

~~In addition to all other policies set forth in this travel policy, the following policies must be complied with when using the Internet to purchase travel services. Usage of the Internet to procure travel services is allowed. Use caution and prudent judgment when choosing an Internet travel service site. Hidden fees, significant pre-payments, or nonrefundable advances can apply that may not be reimbursable. The traveler must comply with procurement guidelines.~~

~~When paying for services via the Internet, the following methods may be used:~~

- ~~• ACSA Visa Charge Card may be used for all types of purchases (i.e., hotel, transportation tickets)~~
- ~~• Personal Credit Card~~

~~In addition to other documents required by policy, the following supplementary documents must be submitted with the Expense Report Form when procuring services via the Internet:~~

- ~~• A hardcopy of the final page from Internet site showing total cost and confirmed service.~~
- ~~• Airline confirmation (ticket stub) of the type of ticket purchased (e.g. coach, business).~~

~~cb.~~ Travel Training Involving Multiple Employees

Where it is determined that a seminar, workshop or training program is essential to staff development for ~~five or more~~multiple employees, the department ~~shall investigate~~will explore the option of bringing the trainer on site instead of authorizing employees to travel to an off-site location. The department shall document the comparative cost of an on-site session and retain such documentation on file with the departmental travel records. The department must also explore the practicality of fulfilling the desired staff development goals through use of ~~studio and~~ video teleconferencing where these options may be more cost effective.

In selecting locations for meetings, Department Heads shall give first preference to ACSA-owned facilities. For meetings of policy, advisory, or supervisory boards, the selection of a meeting site should avoid the appearance of overly extravagant or luxurious arrangements.

~~Additionally, no~~ No more than two Department Heads shall travel together on an airplane.

d. Conference Procurement

~~In planning for an ACSA-sponsored conference, the Lodging and Meals Expense guidelines in these regulations should be used as a measure of reasonableness. Department Heads should be prudent in selecting the most cost beneficial option available. The ACSA should follow all purchase and procurement guidelines. Documentation supporting the procurement must justify any costs in excess of the guidelines based on the overall conference procurement costs (i.e., free room space or other no or low-cost amenities needed for meetings).~~

~~For reimbursements where these guidelines are used, "Cost based on Procurement Guidelines" must be clearly stated on the Expense Report Form.~~

5. Lodging

a. Introduction

Lodging may be reimbursed when an individual is traveling overnight on official business outside their ~~official Base Point~~ Official Station. Lodging expense ~~reimbursement~~ varies with the travel destination, but all expenditures must be necessary and reasonable. ~~Primary responsibility for ensuring the reasonableness of amounts reimbursed rests with the~~ The Department Head ~~or designee. This includes ensuring~~ ensures that all travel expenditures have been approved at the appropriate level required, as defined in these regulations.

b. Lodging Reimbursement Rates

~~When overnight stays are required while on travel status, first preference shall be given to selecting lodging in the economy class. Check, request and confirm government rates both at the time reservations are made and during check-in. While on Travel Status, approval shall be given to lodging venues which are hosting the training. Preference is also extended to hotels suggested by the training, showing prudence while selecting amongst the offered options. Traveler shall inquire about the Government Rate when obtaining pricing. Preference is given to lodging accommodations which offer refundable~~

reservations given advance notice, even if they are not the most economical option available.

Reimbursement for lodging is limited to actual expenses incurred, up to the guideline amount[†], plus including hotel taxes, fees, and surcharges. ~~Expenses in excess of the guidelines will not be reimbursed, unless approved in advance by the employee's department Department head Head and Executive Director.~~ Travelers who do not plan with careful consideration of these guidelines will bear the additional expense personally. ~~In such cases, taxes and surcharges will be prorated and reimbursed only for the appropriate rate.~~

c. Non-Canceled Hotel Reservations

Communicate travel plan changes to the hotel as soon as possible when a confirmed reservation is being held. ~~Since hotels can charge for non-canceled reservations, these charges will not be reimbursed if the traveler is negligent in canceling reservations.~~ Cancellation fees assessed by the hotel due to the employee's negligence with a timely cancellation will be the responsibility of the employee to absorb all associated fees, including room charges.

d. Hotel Bills

~~Submit with the approved Travel Request Form the original, itemized hotel bills obtained at time of checkout, and other supporting receipts for lodging expense.~~ Itemized, original hotel bills, provided at checkout, and any additional lodging receipts should be submitted with the Travel Form. For hotel rooms obtained through ~~Internet providers~~ the internet, (Priceline, Expedia, Orbitz, Travelocity, etc.), the traveler must submit the ~~hardcopy final paged~~ documentation from the ~~Internet site~~ website showing total cost and confirmed services. Any unusual charges must be fully documented. Meals should not be charged to the room, as Meals and Incidental Expenses (M&IE) are provided to the employee.

6. Meals and Other ~~Travel~~ Incidental Travel Expenses (M&IE)

a. Introduction

An A monetary allowance for Meals and Incidental Expenses (M&IE) is paid provided to the employee when an employee is ~~traveling overnight conducting non-routine official ACSA business away from their work site~~ in Travel Status.

[†] ~~Please see the GSA.gov website for lodging maximum's by city.~~
(<http://www.gsa.gov/portal/content/104877>)

b. M&IE Reimbursement Allowance

The allowance is paid in accordance with guidelines by the United States General Services Administration (GSA)~~Federal Government, at www.gsa.gov/portal/category/21287~~. Under M&IE, the GSA website provides the Per Diem amounts for a full day of travel as well as the breakdown for breakfast, lunch, dinner and incidentals. First and last day of travel are reimbursed at 75%~~(see website)~~. ~~When meals are provided at no cost in conjunction with travel events, the applicable M&IE Per Diem reimbursement rate shall be reduced by the amount shown for the applicable meal in the M&IE Rate Table. Per Diem should be requested at least three weeks prior to travel. Under the Per Diem plan, employees incurring meal expenses would be allocated the allowable amounts and would not be required to provide documentation or receipts. Employee provided with the Per Diem while in Travel Status are not required to provide receipts.~~

The ~~amount of~~ Per Diem amount depends on which will not include meals are included in the provided by the training seminar/conference unless the traveler has documented dietary restrictions. The itinerary/conference brochure is required with the Travel Request form when requesting Per Diem.

c. Allowed Allowable Expenses

- Taxes, fees, and surcharges paid by the traveler for lodging.
- ~~Business Telephone Calls, Telegrams, Internet Access, Hotel Business Center Charges, and Facsimiles for official business purposes and paid for by the traveler may be claimed on the Expense Report Form. A full explanation must be stated on the Expense Report Form accompanied by supporting documentation. Individuals using personally owned cellular telephones may be reimbursed for business calls when shown to be cost beneficial or necessary. In this case, an itemized cell phone statement must be included and attached to the Expense Report Form. In the event that free minutes are used for business calls, reimbursement is not permitted.~~
- Tolls and parking fees are reimbursable when paid for by the traveler ~~in the course of~~while conducting official ACSA business. A receipt is required for all parking expenses (when available), and when reimbursement claims, or where toll expense claims are greater than \$20 per travel instance. ~~Reimbursement must be claimed as an "other expense" on the Expense Report Form.~~

d. ~~Disallowed-Prohibited~~ Expenses

Disallowed expenses include:

- Lost, damaged, or stolen articles
- Alcoholic beverages
- ~~Damage to personal vehicles, clothing, or other items~~
- ~~Services to gain entry to a locked vehicle~~
- ~~Movies charged to hotel bills~~
- All expenses related to the ~~personal~~ negligence of the traveler, such as fines, towing charges, services to gain entry into a locked vehicle, and damage to personal vehicles, clothing, and other items.
- Entertainment expenses
- ~~Towing charges~~
- Expenses for children, spouses, and companions while on travel status
- ~~Overtime; and~~
- Travel Insurance (Personal injury or loss, trip interruption/cancellation, etc.)

The above list is not all-inclusive. Travelers should use prudent judgment and remember ~~that~~ all travel expense accounts documentation is are open to the public and must be able to sustain the test of public review.

e. Travel Credits

Travel credits, reduced rates, or free services received from ~~public~~ facilities (i.e., airline, car rental agencies, ~~motel~~hotels, etc.) by ~~individuals~~ employees for whatever reason accrue to the ACSA. Any such credit, reduced rate, or free service must be reported to the Finance Department and must be deducted from the amount of travel expenses claimed.

7. Non-Travel Related Meals

a. Business Meals

~~Generally, meal expenses must involve an overnight stay to qualify for reimbursement. Meal expenses are generally approved when an employee is in Travel Status.~~ In these instances, the traveler must adhere to the travel regulations outlined earlier for meal ~~reimbursement~~ Per Diem.

Individuals who are not in a travel status are eligible to have a meal provided ~~for meal reimbursement~~ if they participate in a business meal.

Such meals occur while the individual is on official business and must:

- Include Department Head or designee approval.
- Involve substantive and bona fide business discussions and include the original, itemized receipt.
- List by name all persons involved in the meal and the reason for the meal. If the ~~reimbursement meal~~ is for a group of ~~conference~~ participants, identify the number of people fed and an explanation of additional meals, if necessary (e.g., coverage of walk-ins).
- Be reimbursed for actual expenses up to the amount shown for the applicable meal, in the M&IE Rate Table according to the GSA Published Guidelines, excluding the incidental allowance.
- Delivery costs and a *reasonable* tip (not to exceed ~~45~~20%) are ~~reimbursable-allowable~~ as long as the total cost does not exceed the allowable reimbursement for the meal.

b. Overtime Meals (Non-Travel Related)

An overtime meal reimbursement is allowable ~~a fixed dollar amount allowed~~ while working in an overtime status. Overtime status is when work occurs beyond an employee's normal, scheduled work hours.

An overtime meal ~~reimbursement is allowed~~ is allowable when ~~overtime worked is:~~

- Essential²¹ to the ACSA's mission
- Permitted by ACSA policy
- Approved by Department Head, or Supervisors, ~~and~~
- ~~In excess of the employee's normal, scheduled work hours.~~

Note: ~~Scheduled work hours and overtime hours worked for overtime meals must be included on the Expense Report. The onsite Supervisor has the~~

²¹ In evaluating whether an overtime meal is *essential* to the ACSA's mission, Department Heads must determine that the work cannot be completed during the normal workday, following workdays, or that the overtime is required to provide continuous water and sewer services during an emergency.

~~authority and discretion to authorize the purchase of coffee or other refreshments during overtime operations to provide ACSA personnel. Itemized receipts are to be turned in for reimbursement. Original itemized receipts are submitted to the Finance Department for reimbursement (not to exceed GSA's M&IE Rate referenced in section c below) to the employee or as supporting documentation for the ACSA company credit card. Documentation should include the purpose of the overtime, employee name(s), and any additional pertinent information.~~

c. Overtime Meal Rates

Overtime meal reimbursement guidelines (including all related taxes and tips) are provided ~~as follows:~~ in accordance with GSA's M&IE Rate Table.

Breakfast:	\$12.00
Lunch:	\$15.00
Dinner:	\$23.00

~~The applicable overtime meal reimbursement is payable to the employee only with original itemized receipts.~~

8. Transportation

a. ACSA-Owned Vehicle – Temporary Basis

Temporary use, outside of normal business hours, of ACSA-owned vehicles by persons performing official ACSA business is permitted as determined by the Department Head. ~~A written request must be made by the Department Head to the Executive Director explaining in detail the purpose or reason for such an assignment. Travelers are expected to carpool in an ACSA-owned vehicle when traveling to the same conference/training.~~

b. ACSA-Owned Vehicle-Permanent Basis

~~Departments that have employees who travel frequently on official ACSA business should request an ACSA-owned vehicle on a permanent basis, if it is cost beneficial to the ACSA. Such departments should conduct a cost/benefit analysis on an annual basis to evaluate whether the use of permanently assigned, departmental vehicles would be cost beneficial to the ACSA. Note: An employee's position may require the use of an ACSA vehicle on a permanent basis. The Department Head shall request authorization in writing from the Executive Director. The Employee will be taxed in accordance with IRC Section 274d: the IRS Publication 15-B, Employer's Tax Guide to Fringe Benefits.~~

c. ~~Personally-Owned~~Personally Owned Vehicle

Employees are permitted to use their personally owned vehicle when an ACSA-owned vehicle is not available, or when the use of a personally owned vehicle is cost-beneficial to the ACSA. Employees electing to use their personal vehicle as a matter of convenience will be reimbursed for mileage at a reduced rate of 50% of the current IRS rate. The ~~use-cost~~ of a personally owned vehicle should not exceed the sum of air fare to the destination. The ACSA will reimburse employees for the approved use of their personal vehicle on official ACSA business that is properly authorized, reasonable and appropriately documented and receives prior department head written approval.

The Travel ~~Request~~ Form should be checked with the appropriate choice.

d. Current Mileage Rates

Current IRS rate – when a personally owned vehicle is cost justified or an Authority-owned vehicle is not available.

The current IRS rates can be found at the following ~~sites~~website:

<http://www.irs.gov/Tax-Professionals/Standard-Mileage-Rates>

e. Cost Benefit Analysis

~~Departments must conduct a cost/benefit analysis to determine whether an ACSA-owned or a personally-owned vehicle should be used in official ACSA travel. It is expected that a good faith effort will be made to use an ACSA-owned vehicle. Generally, a personal vehicle is considered cost beneficial under the following circumstances:~~

- ~~• When occasional travel is planned for distances up to 100 miles per day. For overnight travel, consider the average daily mileage over the period the ACSA vehicle would otherwise be needed.~~
- ~~• For constant daily routine travel (departments should consider the cost effectiveness of an ACSA fleet).~~
- ~~• When an emergency exists and is approved by the Department Head or designee.~~

f. Mileage versus Air Costs

~~Planned personal vehicle or rental car costs cannot exceed the total cost of the trip using the most economical public air transportation available. All travel costs (including meals, lodging, parking, ground transportation, etc.) should be considered for each option. Reimbursement shall be limited to the least expensive option (flying vs driving). Department Heads or their designees are authorized to grant exceptions to this policy when justified. Comparative statements should be attached to the Expense Report Form for reimbursement.~~

ge. Commuting Mileage

Round-trip mileage traveled routinely and directly by the employee between ~~his-their~~ residence and ~~base point~~Base Point incurred on a scheduled workday is considered commuting mileage. ~~An employee can have only one assigned base point.~~ Commuting mileage and other commuting costs incurred on scheduled workdays are considered a personal expense and are not reimbursable.

h. Travel Routing

~~Travel routing, whether by public transportation, privately-owned vehicle, or AGSA-owned vehicle, shall be the most direct practicable route.~~

i. Base Point

~~An employee can only have one base point, even if the employee has multiple work locations. It is the Department Head's responsibility to assign the base point to be used for reimbursement purposes.~~

~~The employee's residence can be assigned by the AGSA as base point where it is considered cost beneficial to the AGSA. In this case, the mileage driven from the employee's residence to one or more temporary work locations, including the employee's central office, is official AGSA business mileage and is fully reimbursable. Departments are expected to establish stringent administrative controls at sufficiently high levels to ensure that the assignment of an employee's residence as their base point is authorized only when justifiable.~~

jf. Parking & Toll Expenses

Parking and Toll expenses are ~~reimbursable~~authorized expenses. A receipt is required, when available for all parking claims. Toll expenses do not require a ~~will be reimbursed without itemized receipt~~ if less than \$20 per instance. ~~Reimbursement must be claimed as an "other expense" on the Expense Report Form.~~

kg. Public Transportation

Public transportation travel includes:

- Rental Car
- Plane
- Train
- Bus
- Taxi, Rideshare or Shuttle and other “for-hire transportation”

Public transportation rates must not exceed those for ~~tourist or coach~~economy class accommodations. Receipts for such expenses must be retained for submission with the ~~Expense Report~~Travel Form.

Charges for changes to tickets/reservations to accommodate personal comfort, convenience and ~~taste preference~~ are not ~~reimbursable~~authorized expenses. Change fees must be explained on the Travel ~~Report~~Form.

For taxis, shuttle vans and other forms of “for-hire transportation,” a receipt is required ~~receipts are required for reimbursement, only~~ if the ~~reimbursement claim~~cost exceeds \$20 per instance. Additionally, a reason should be identified on the ~~Expense Report~~Travel Form for the necessity of the “for-hire transportation.” A maximum of ~~45~~20% tip of the taxicab or shuttle service fare is reimbursable as a transportation cost separate from Meals and Incidental Expenses. ~~For reimbursement, the Travel Expense Report must be divided into one amount for the fare and one amount for the tip.~~

~~Public transportation from place of lodging to restaurants is allowed only for official business needs.~~

lh. Air & Rail Tickets

Generally, air~~line~~ and rail travel should be economy class~~cannot exceed the rates charged for tourist/coach fare~~. With careful consideration of the reasonableness limitations specified in the **General Policy Statement** section of these regulations, the approving Department Head may grant permission for business class air or rail travel ~~under the following circumstances:~~as long as this is the most economical choice.

Air

- ~~When it does not cost more than the lowest available tourist/coach fare (comparison must be attached to the Expense Report Form), or~~
- ~~If the traveler pays the difference.~~

Rail

- ~~When it does not cost more than the lowest available tourist/coach fare (comparison must be attached to Expense Report Form), or~~
- ~~When reserved coach seats are not offered on the route, or~~
- ~~If the traveler pays the difference.~~

Reimbursement for first class or business class air or rail travel is prohibited.

Note: Documents ~~that validate~~validating the mode and class of travel are required for all air and rail reimbursements made directly to the employee.

~~m.~~ ~~Air & Rail Tickets—Purchase Options~~

~~There are two options available for the purchase of air and rail tickets:~~

- ~~ACSA VISA Credit Card may be used for all types of purchases~~
- ~~Personal Credit Card~~

~~nj.~~ ~~Additional Airline Fees~~

~~Certain airlines now charge additional fees for baggage and other services formerly included in the airfare cost.~~ When procuring airfare for business travel, travelers should consider total costs in selecting the most appropriate carrier. Airlines publish limits for baggage and the associated fees ~~associated~~ with those limits. Travelers are expected to be aware of these limits. In the event these limits must be exceeded for legitimate business purposes, the cost is ~~reimbursable~~allowable. A receipt and appropriate explanation must be included with the Request for Travel.

~~oj.~~ ~~Bus Travel~~

Permitted in lieu of automobile, airline, or train travel when cost beneficial.

9. Travel-Related Overtime

Supervisors and employees are encouraged to adjust the work schedule and provide employees time off during the same workweek in order to avoid an overtime situation. All non-exempt employees must be compensated for the additional hours at the overtime rate.

Employees are not compensated for social events, sightseeing or other event-sponsored social activities, or meals without speakers or work being performed.

a. Out of Town Travel – Special One-Day Assignment

A non-exempt employee is compensated for all travel time before, during, and after the normal working hours to attend a work-related seminar, training session, or other one-day work assignment that does not require an overnight stay and is outside of the employees Official Station, excluding any meal breaks.

b. Travel Requiring an Overnight Stay

Employees in Travel Status are compensated for travel that occurs during normal working hours (excluding any meal breaks) on both working and non-working days. Driving a vehicle, regardless of whether the travel takes place within or outside of normal working hours will count as hours worked. Traveling as a passenger in a vehicle (airplane, train, bus, boat, or automobile) is not considered hours worked outside of normal working hours. Any verifiable work that the employee performs is considered compensable hours even if these hours are outside of their normal working hours.

B. POLICY OUTLINING CREDIT CARD USE

1. Purpose

This defines the policy for issuance and use of Albemarle County Service Authority (ACSA) credit cards.

2. Scope

This policy applies to all employees.

3. Provisions

a. General

- Credit cards will be issued by the ACSA and used only for official ACSA business and in accordance with the ACSA Purchasing Manual adopted by the Board of Directors. Exclusive of approved travel or emergency, credit cards will be used only for those purchases for which a purchase order is not required (under \$5,000). All purchases must comply with the ACSA Procurement Policy.
- Credit cards will be used only for purchases for which there is approved budget authority.

b. Establishing Accounts

- The Director of Finance will establish all credit card accounts for the ACSA.
- Department heads will submit requests to the Director of Finance to establish credit card accounts within their departments. Requests to establish credit card accounts and/or issue credit cards to designated employees (other than department heads) will include the purpose for the use of the card.
- Authorization to maintain a credit card account will be valid until terminated by the department head, the Director of Finance, or the Executive Director. Any notice of deletion of an authorized user provided to the Finance Department will be accompanied by that user's card.

c. Credit Card Use

- The preferred method of payment for goods and services provided to the ACSA is through an ACSA check, purchase order, or through a business with which the ACSA has an account.
- Credit cards may be used for authorized purchases when one of the methods in 3 a. is not available or feasible.
- When making credit card purchases, the vendors will be informed that the ACSA is a tax-exempt organization. Provide the vendor with a tax exemption certificate (available from the Finance Department) when required.
- Orders may be made through the Internet only via a secure site with encryption technology. When it cannot be determined that the site is secure, ACSA issued cards may not be used for purchases on the Internet.
- Retain all documentation pertaining to the purchase (such as sales receipt or packing slip). This documentation must be provided to the Finance Department for reconciliation to the credit card statement.
- All meal purchases require an itemized receipt, state the business purpose of the purchase, a list of attendees, and fall within the meal cost limits outlined in the Travel Policy.
- Under no circumstances will ACSA credit cards be used for personal purchases.
- *Returns, Credits, and Disputed Items* - In most cases, disputes can be resolved directly between the cardholder and the vendor that provided the goods and/or services. The cardholder must use the following guidelines when returning an item:
 - If an item needs to be returned for any reason, the cardholder should send the item back to the vendor in the manner agreed upon.

- The vendor should issue a credit for items that are returned. This credit will appear on a subsequent credit card statement.
- The vendor should issue documentation of the return (such as a credit receipt). All documentation pertaining to returns must accompany the Request for Payment and reconciliation of the credit card statement.
- If the cardholder and vendor cannot resolve an issue, the cardholder should contact the credit card vendor (phone number on the back of the card). The credit card vendor will investigate the dispute on the cardholder's behalf and assist in the resolution. A temporary credit is normally issued pending final resolution of the issue.

d. Monthly Reconciliation

- ACSA credit card statements will be sent to the Finance Department for reconciliation. It is the department head's responsibility to forward receipts and requests for payment to the Finance Department in time to avoid any finance charges. Repeated failure to complete reconciliation in a timely manner will result in cancellation of the credit card account.
- Each receipt and request for payment for each account must be coded and signed or initialed by the department head. Each purchase will be supported with receipts. If an item has not yet been received, documentation verifying the order and the total cost will be forwarded to the Finance Department in lieu of a receipt.

e. Credit Card Security

- Authorized use of the credit card is limited to the person whose name appears on the face of the card. The credit card must not be loaned to another person except for certain instances in which it is in the ACSA's interest to allow a designated employee, under direct supervision of the cardholder, to make a specific purchase on the cardholder's behalf. Cardholders are personally responsible for the security of the card and ensuring that all purchases made with the card are properly authorized.
- If the credit card is lost or stolen, the cardholder must immediately notify the Director of Finance and the credit card vendor.
- The ACSA will be liable for use of the credit card by authorized users within the limits of this policy. It will not accept liability for the following:
 - Cards/account numbers that are fraudulently used.
 - Purchases made with stolen or lost cards beyond the liability limits established in the agreement with the credit card company.

f. Credit Cardholder Responsibilities

- Credit cardholders will execute the ACSA Credit Card Cardholder Agreement, before being issued a credit card.
- No later than 30 days prior to terminating employment with the ACSA, cardholders will cease use of the credit card in their possession and turn in the card to the Executive Director or the Director of Finance.
- Credit card statements through the end of the period during which the card was in the cardholder's possession will be reconciled before the cardholder is relieved of responsibility for credit card purchases. A final ACSA paycheck will not be issued until the employee is cleared of responsibility for the credit card formerly in his/her possession. The Executive Director or the Director of Finance will provide Human Resources (HR) with a statement that the individual is clear of credit card responsibility prior to the individual out-processing with HR and HR providing final pay and leave/sick leave time reimbursement information to Finance.
- Other than in the case of a reported lost or stolen card, if it is determined that a cardholder is responsible for an unauthorized purchase with a card, the cardholder will be required to reimburse the ACSA for the amount of the purchase.

Albemarle County Service Authority Credit Card Cardholder Agreement

I, _____, hereby accept an Albemarle County Service Authority Credit Card. As a cardholder, I agree to comply with the following terms and conditions regarding my use of the card:

1. I agree to comply with the provisions of the approved Albemarle County Service Authority Procurement Policy and the Albemarle County Service Authority Administrative Regulation regarding travel.
2. I agree to use this card only for Albemarle County Service Authority purchases and will not use it for personal purchases.
3. I understand that I may be held personally liable for unauthorized purchases made with this card either by me or due to my exercising lack of due care in providing security for the card or account number.
4. I understand my obligation to return the card immediately upon request and no less than 30 days prior to termination of my employment (including retirement). I understand and agree that I will not receive my final pay until such time as my final credit card statement has been received and is reconciled.
5. I understand my obligation to maintain supporting documentation for all charges made with the card. I further understand that my failure to do so may result in my personal liability for finance charges incurred as a result of insufficient documentation.
6. I understand my obligation to notify my department director (or Director of Finance) and the credit card vendor immediately upon discovering that the card has been lost or stolen.
7. I understand that Albemarle County Service Authority is a tax-exempt organization and I make every effort to ensure the ACSA is not charged sales tax on any purchases made with the credit card.

Employee	Title	Date
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Department Head	Date	Executive Director	Date
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Director of Finance	Date
---------------------	------

Finance Department Use Only:

Date Issued: _____	By: _____	
		Title

Employee Acknowledgment: _____	
	Title

Date Returned: _____	Received By: _____	
		Title

Employee Acknowledgment: _____	
	Title

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APPENDIX A

DEFINITIONS

- An Administrative Decrease will be defined as a reduction within the salary range of a disciplinary action from the result of unsatisfactory job performance or misconduct. Supervisors recommending such a decrease must submit a letter of justification to the Executive Director.
- An Administrative Increase will be defined as an increase within the salary range that is awarded to a full-time employee displaying exceptionally outstanding service. Supervisors recommending such an increase must submit a letter of justification to the Executive Director.
- An Administrative Termination will result when employees are hired to fill positions that are later determined to be unfunded in the budget, or when employees are found not to meet the minimum qualifications of the position, following the actual start of work. Employment will be administratively terminated as soon as convenient following determination of the discrepancy.
- The Anniversary Date will be defined as the original date of employment or rehire date.
- A Cash Bonus is defined as a bonus which may be awarded by the Executive Director in consideration of an employee's participation in an extraordinary project which is definite in length, which may include overtime worked, and which task will not become part of an employee's continued job duties once the project is complete, but which task was instrumental to the work of the ACSA. Cash bonuses may also apply to employees at the end of a salary zone, not automatically awarded, but based on the employee's meeting certain predefined performance goals during the year.
- A Demotion will be defined as a reduction to the appropriate pay zone in conjunction with a change to lesser job duties and responsibilities. When an employee is reduced to a lower pay zone, their salary within the new pay range will be determined by the Executive Director.
- A Department Head will be defined as Director of Engineering, Director of Finance, Director of Human Resources and Administration, Director of Information Technology and Director of Operations.
- A Dismissal will be defined as an involuntary termination of employment initiated by the ACSA as a result of the employee's unsatisfactory work performance or misconduct.

- The Evaluation Date for all employees will be annually by July 1, with the exception of persons hired within the prior twelve months. Those employees are eligible for their first base pay increase, based on performance and skill achievement, following twelve months of initial employment. On the following July 1 they will again be evaluated, and will qualify for a weighted base pay increase. All future evaluations will be performed, and salary increases will be effective, annually on July 1.
- Failure to Appear will be defined as failure by an employee to report to work during the first scheduled workday following notice of employment without previous notification to the ACSA.
- A Full -Time Employee will be defined as an ACSA employee who is scheduled to work a full eight-hour day and five day week. They are eligible for maximum fringe benefits.
- An Interim Evaluation is performed by February of each year, or at the time an employee is promoted out of the current position. Interim evaluations are used to discuss performance and to note any changes in conditions or assumptions affecting predefined goals. In cases of promotion, interim evaluations are used to document performance in the employee's position prior to promotion; they are placed in the personnel file to be used at the end of the evaluation period. At that time the employee is evaluated on performance in the new position and both evaluation scores are then used to determine an overall performance rating and weighted base pay increase. No increases are awarded at the time of interim evaluations.
- A Market Adjustment will be defined as an increase in the minimum, mid- and maximum point ranges of all pay zones to reflect changes in market conditions. Such adjustments will be made following survey and subsequent analysis of like organizations around the state, conducted at least every four years.
- A Part -Time Employee will be defined as an ACSA employee who is scheduled to actually work less than 30 hours a week and less than 130 hours per month. Part- time employees will earn annual leave, sick leave, and holidays at rates corresponding to the number of hours worked. Part-time employees are not eligible for life insurance, retirement benefits under VRS, nor health care coverage.
- A Performance Pay Pool is based on the results of performance evaluations and the overall percentage approved by the Board of Directors, performance pay increases may be given annually on July 1. Employees who have reached the maximum point within their hiring range may receive a cash bonus.

- A Position is a group of currently assigned duties and responsibilities requiring the full or part-time employment of one person. A position may be occupied or vacant.
- The Position Classification Plan is the approved system tool to internally define the placement of positions, within the pay structure.
- The Probationary Period will be defined as the first 12 calendar months of employment following date of hire, rehire, or promotion. The probationary period cannot be waived. See Part II for more details regarding the probation period.
- A Promotion will be defined as an advancement to a higher salary grade which is granted to an employee in conjunction with increased job duties and responsibilities. When employees are promoted, their salary will be increased in the new salary grade to a level 10% higher than present salary, or to the minimum for that hiring zone, whichever is greater. See Part II for more details regarding promotion.
- A Reclassification will be defined as the re-assignment of a position to the appropriate job family, and/or hiring zone where the previous classification does not accurately reflect the actual duties performed. Reclassification differs from promotion in that the actual duties of the employee do not change.
- Resignation will be defined as a voluntary termination of employment through written notification to the ACSA initiated by the employee. Written notification will indicate the actual date and hour the resignation is to become effective and will be signed by the employee.
- Retirement will be defined as the termination of a full-time employee who is scheduled to begin receiving retirement benefits from state and/or federal agencies.
- A Suspension will be defined as the temporary prohibiting of an employee to perform their duties. The suspension period will be without pay.
- A Temporary Employee will be defined as one employed in a position in which the length of employment is fixed.
- Transfer Between Departments will be defined as the transfer of an employee from one department to another. If a transfer between departments involves a promotion or demotion, the rules of the appropriate action will apply. When employees transfer between departments to the same pay range no change of status occurs.

- A Verbal Reprimand will be defined as a discussion between the supervisor and the employee wherein the employee is advised and cautioned with reference to unsatisfactory work performance or misconduct.
- A Weighted Performance Pay Increase is awarded on July 1 only to those employees whose salaries have changed during the previous fiscal year due to promotion, demotion, or successful completion of an initial 12 months service. For example, if an employee is promoted in March, they are at that time given an interim evaluation on 8 months service performed in the outgoing position. The following July they are evaluated by the new supervisor for 4 months service in the new position. The evaluation scores will be weighted, 8/12 based on the previous evaluation and 4/12 based on the current evaluation, with the base pay increase based on the total score. If an employee is hired in September and works an initial 12 months, they are evaluated the following September and is eligible for a base pay increase at that time. The following July they are again evaluated. The evaluation score is weighted, 10/12 based on the current evaluation and 2/12 based on the previous evaluation. A weighted base pay increase is calculated using the previous 12 months gross base salary, with the calculated increase applied to current salary at July 1.
- A Written Reprimand will be defined as a written documentation to the employee from the supervisor wherein the employee is advised and cautioned with reference to unsatisfactory work performance or misconduct.

APPENDIX B

ACSA SALARY PLAN PAY GRADES

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<u>Department</u>	<u>Grade</u>	<u>Title</u>	<u>Minimum</u>	<u>Mid-Point</u>	<u>Maximum</u>
Finance	1	Meter Technician-I	\$39,359	\$51,166	\$62,974
Maintenance	1	Utility Worker I	\$39,359	\$51,166	\$62,974
Finance	2	Accounting Clerk	\$44,279	\$57,562	\$70,846
Finance	2	Meter Technician-II	\$44,279	\$57,562	\$70,846
Administration	2	Administrative Office Associate	\$44,279	\$57,562	\$70,846
Maintenance	2	Utility Worker II	\$44,279	\$57,562	\$70,846
Finance	3	Customer Service Representative-I	\$49,854	\$64,811	\$79,767
Engineering	3	Utility Location Technician	\$49,854	\$64,811	\$79,767
Maintenance	3	Facilities Maintenance Technician	\$49,854	\$64,811	\$79,767
Maintenance	3	Electrical Pump Apprentice	\$49,854	\$64,811	\$79,767
Maintenance	3	Hydrant Technician	\$49,854	\$64,811	\$79,767
Maintenance	3	Valve Technician	\$49,854	\$64,811	\$79,767
Finance	3	Senior Meter Technician	\$49,854	\$64,811	\$79,767
Maintenance	3	Utility Worker III	\$49,854	\$64,811	\$79,767
Maintenance	3	Maintenance Administrative Assistant	\$49,854	\$64,811	\$79,767
Engineering	4	Sr. Util. Location Technician	\$56,086	\$72,912	\$89,738
Engineering	4	Engineering Technician	\$56,086	\$72,912	\$89,738
Administration	4	Executive Assistant	\$56,086	\$72,912	\$89,738
Finance	4	Customer Service Representative-II	\$56,086	\$72,912	\$89,738
IT	4	GIS Technician	\$56,086	\$72,912	\$89,738
IT	5	Systems Analyst	\$63,083	\$82,008	\$100,933
IT	5	Information Technology Technician	\$63,083	\$82,008	\$100,933
IT	5	Utility Data Analyst	\$63,083	\$82,008	\$100,933
Finance	5	Procurement/Financial Specialist	\$63,083	\$82,008	\$100,933
Finance	5	Payroll/Revenue Specialist	\$63,083	\$82,008	\$100,933
Maintenance	5	Crew Leader	\$63,083	\$82,008	\$100,933
Maintenance	5	CCTV Technician-I	\$63,083	\$82,008	\$100,933
Maintenance	5	Electrician/Pump Technician	\$63,083	\$82,008	\$100,933
Administration	5	Human Resources Technician	\$63,083	\$82,008	\$100,933
Finance	5	Sr. Customer Service Representative	\$63,083	\$82,008	\$100,933
Engineering	5	Reg. Compliance Spec.	\$63,083	\$82,008	\$100,933
Engineering	5	Construction Inspector	\$63,083	\$82,008	\$100,933
IT	6	SCADA Technician	\$70,955	\$92,242	\$113,528
Maintenance	6	CCTV Technician-II	\$70,955	\$92,242	\$113,528
Maintenance	6	Crew Leader II	\$70,955	\$92,242	\$113,528
IT	7	GIS and CMMS Coordinator	\$79,811	\$103,754	\$127,697
Finance	7	Meter Operations Supervisor	\$79,811	\$103,754	\$127,697
Engineering	7	Civil Engineer	\$79,811	\$103,754	\$127,697
Finance	7	Accounting Supervisor	\$79,811	\$103,754	\$127,697
Finance	7	Customer Service Supervisor	\$79,811	\$103,754	\$127,697
IT	7	Systems Engineer	\$79,811	\$103,754	\$127,697
IT	7	ISO Systems Engineer	\$79,811	\$103,754	\$127,697
Engineering	7	Environmental Compliance Supervisor	\$79,811	\$103,754	\$127,697
Maintenance	8	Operations Supervisor	\$89,760	\$116,688	\$143,616

APPENDIX B

ACSA SALARY PLAN PAY GRADES

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Maintenance	8	Facilities Supervisor	\$89,760	\$116,688	\$143,616
Engineering	9	Sr. Civil Engineer	\$101,021	\$131,327	\$161,633
IT	10	Director of Information Technology*	\$113,594	\$147,672	\$181,750
Administration	10	Director of Human Resources and Administration*	\$113,594	\$147,672	\$181,750
Maintenance	10	Director of Operations*	\$113,594	\$147,672	\$181,750
Finance	11	Director of Finance*	\$127,793	\$166,131	\$204,469
Engineering	11	Director of Engineering*	\$127,793	\$166,131	\$204,469

APPENDIX B

ACSA SALARY PLAN PAY GRADES

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<u>Department</u>	<u>Grade</u>	<u>Title</u>	<u>Minimum</u>	<u>Mid-Point</u>	<u>Maximum</u>
Finance	1	Meter Technician I	\$44,022	\$55,028	\$74,837
Maintenance	1	Utility Worker I	\$44,022	\$55,028	\$74,837
Administration	2	Administrative Office Associate	\$46,223	\$57,779	\$78,579
Finance	2	Meter Technician II	\$46,223	\$57,779	\$78,579
Finance	3	Accounting Clerk	\$48,534	\$60,668	\$82,508
Maintenance	3	Maintenance Administrative Assistant	\$48,534	\$60,668	\$82,508
Maintenance	3	Utility Worker II	\$48,534	\$60,668	\$82,508
Finance	4	Customer Service Representative I	\$50,961	\$63,702	\$86,634
Finance	4	Senior Meter Technician	\$50,961	\$63,702	\$86,634
Engineering	4	Utility Location Technician	\$50,961	\$63,702	\$86,634
Finance	5	Customer Service Representative II	\$53,509	\$66,887	\$90,965
Maintenance	5	Pump Technician	\$53,509	\$66,887	\$90,965
Engineering	5	Engineering Technician	\$53,509	\$66,887	\$90,965
Administration	5	Executive Assistant	\$53,509	\$66,887	\$90,965
Maintenance	5	Inventory & Equipment Technician	\$53,509	\$66,887	\$90,965
Maintenance	5	Facilities Maintenance Technician	\$53,509	\$66,887	\$90,965
Engineering	5	Senior Utility Location Technician	\$53,509	\$66,887	\$90,965
Maintenance	6	Hydrant Technician	\$56,185	\$70,231	\$95,515
IT	6	Information Technology Technician	\$56,185	\$70,231	\$95,515
IT	6	Systems Analyst	\$56,185	\$70,231	\$95,515
IT	6	Utility Data Analyst	\$56,185	\$70,231	\$95,515
Maintenance	6	Jetting Technician	\$56,185	\$70,231	\$95,515
Maintenance	6	Valve Technician	\$56,185	\$70,231	\$95,515
Maintenance	7	CCTV Technician I	\$58,994	\$73,742	\$100,933
Engineering	7	Construction Inspector	\$58,994	\$73,742	\$100,933
IT	7	GIS Technician	\$58,994	\$73,742	\$100,933
Administration	7	Human Resources Technician	\$58,994	\$73,742	\$100,933
Finance	7	Payroll/Revenue Specialist	\$58,994	\$73,742	\$100,933
Finance	7	Procurement/Financial Specialist	\$58,994	\$73,742	\$100,933
Engineering	7	Regulatory Compliance Specialist	\$58,994	\$73,742	\$100,933
Finance	7	Senior Customer Service Representative	\$58,994	\$73,742	\$100,933
Maintenance	8	Crew Leader I	\$63,124	\$78,904	\$107,311
Maintenance	8	Electrician Technician	\$63,124	\$78,904	\$107,311
Maintenance	9	Crew Leader II	\$68,805	\$86,006	\$116,969
IT	9	SCADA Technician	\$68,805	\$86,006	\$116,969
Finance	10	Accounting Supervisor	\$74,997	\$93,746	\$127,697
Finance	10	Customer Service Supervisor	\$74,997	\$93,746	\$127,697
Finance	10	Meter Operations Supervisor	\$74,997	\$93,746	\$127,697
IT	10	Systems Engineer	\$74,997	\$93,746	\$127,697
Engineering	11	Civil Engineer	\$82,497	\$103,121	\$140,245
Engineering	11	Environmental Compliance Supervisor	\$82,497	\$103,121	\$140,245
Administration	11	Safety Supervisor	\$82,497	\$103,121	\$140,245
IT	11	GIS and CMMS Coordinator	\$82,497	\$103,121	\$140,245

APPENDIX B

ACSA SALARY PLAN PAY GRADES

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IT	11	ISO Systems Engineer	\$82,497	\$103,121	\$140,245
Maintenance	12	Facilities Supervisor	\$90,746	\$113,433	\$154,268
Maintenance	12	Operations Supervisor	\$90,746	\$113,433	\$154,268
Engineering	13	Senior Civil Engineer	\$100,729	\$125,911	\$171,239
Administration	14	Director of Human Resources and Administration*	\$112,816	\$141,020	\$191,787
IT	14	Director of Information Technology*	\$112,816	\$141,020	\$191,787
Maintenance	14	Director of Operations*	\$112,816	\$141,020	\$191,787
Engineering	15	Director of Engineering*	\$126,354	\$157,942	\$214,802
Finance	15	Director of Finance*	\$126,354	\$157,942	\$214,802

***Exempt from FLSA overtime provisions**

R E S O L U T I O N

WHEREAS the Albemarle County Service Authority in 1983 adopted a Personnel Management Plan for the Authority; and

WHEREAS the Personnel Management Plan has been amended from time to time by the Board of Directors, having last been amended and re-enacted in June 2024;

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of the Albemarle County Service Authority that the Personnel Management Plan of the Albemarle County Service Authority is hereby amended and re-enacted incorporating changes attached hereto.

I, Quin Lunsford, do hereby certify that the foregoing is a true and exact copy of a resolution adopted by the Board of Directors of the Albemarle County Service Authority in a regularly scheduled meeting held on June 19, 2025, by a vote of _ to _.

Quin Lunsford, Secretary-Treasurer