

Albemarle County Service Authority Board of Directors

1 The Board of Directors of the Albemarle County Service Authority (ACSA)
2 met in a regular session on April 17, 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:** Kenny Barrow, Roland Bega, Deanna Davenport, Mike
8 Derdeyn, Tonya Foster, Tanya Johnson, Terri Knight, Quin Lunsford,
9 Jeremy Lynn, Alex Morrison, Richard Nelson, Emily Roach, Sabrina Seay,
10 Danielle Trent, April Walker.

11 **Staff Absent:** None.

12 **Public Present:** Deborah Anama, RWSA; Neil Williamson, Free Enterprise
13 Forum.

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

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

19
20 2. Approve Minutes of March 20, 2025

21 There were no corrections or additions to the minutes of March 20,
22 2025. Ms. Palmer stated that she had a question that stems from a question
23 she asked at the last meeting, which begins on page 4 of the minutes, line
24 23. She stated that her question was about Mr. Lynn's statement beginning
25 on page 5, line 9, where he says "...the ACSA's recent update to the
26 construction specifications also calls for redundant feeds and secondary
27 connections so had the specifications been in place before the project, the
28 requirement would have fallen on the school system." She asked if that
29 means the school would have been financially responsible for the
30 infrastructure and if Mr. Lynn could elaborate on the changes to the
31 specifications.

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1 Mr. Lynn stated that when the new specifications were adopted, one
2 of the big items was independent water connections. He stated that
3 developments with more than 100 ERCs require a second, independent
4 water connection. He mentioned that the ACSA also picked out a couple of
5 other large users such as schools and hospitals and included them in that
6 requirement. He stated that any school built in the future must have two
7 water connections. He noted that when the Mountain View Upper
8 Elementary School project was presented and the ACSA was reviewing and
9 approving it, the update to the specifications had not been made.

10 Ms. Palmer asked what other large users would be included in that
11 requirement. Mr. Lynn replied hospitals, nursing facilities, and other large
12 critical customers for whom they want to eliminate or significantly reduce the
13 likelihood of a water outage. Ms. Palmer stated that she recalls there was
14 not much push back on the new specifications. Mr. Lynn replied that there
15 were some questions from the development community, and he thinks they
16 probably preferred that the specifications were not updated to include the
17 new requirement. He stated that he feels the ACSA increased it to an
18 appropriate level where it will not significantly impact future development.

19 Ms. Palmer asked if Mr. Lynn had any recollection of what the cost
20 was to the ACSA for the Galaxie Farms project. Mr. Lynn replied that he
21 believes the budget was \$79,000 for both the design and construction of the
22 secondary feed.

23 ***Mr. Tolbert moved to approve the minutes of March 20, 2025;***
24 ***seconded by Ms. Swanson. All members voted aye.***

25
26 3. Matters from the Public

27 There were no matters from the public.

28
29 4. Response to Public Comment

30 There was no response to public comment.

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5. Consent Agenda

a. Monthly Financial Reports –

b. Monthly Capital Improvement Program (CIP) Report –

c. Monthly Maintenance Update – Ms. Swanson stated that there was a hydrant completely taken out by a vehicle in her section of the County. She asked if Mr. Morrison could speak about how the ACSA handles insurance claims for infrastructure damaged by vehicles. Mr. Morrison replied that if the ACSA's hydrant is hit by a vehicle, there is generally a police report which is transmitted to the ACSA. He stated that this is when Ms. Roach and her team submit a claim against the individual's insurance to recoup the costs for the repair. Ms. Swanson asked what costs the claim includes. Ms. Roach stated that when maintenance repairs the hydrants, they track the man hours, equipment, and materials, all of which are submitted to the insurance company along with a 25% increase. She noted that 99% of these claims are fully covered. Ms. Swanson asked if there are many hydrants that get hit and if there is a sense of the percentage of those that end up covered by insurance. Ms. Roach replied that there are probably a couple per year that get hit and roughly 90% are covered. She added that sometimes it is not worth the cost to submit it to insurance.

d. IT Monthly Update –

e. Rivanna Water and Sewer Authority (RWSA) Monthly Update – Ms. Swanson asked if there was any word about the grant funding for the Crozet GAC expansion. Mr. Lunsford replied that his understanding is that \$1million of the grant has been frozen. He stated that RWSA is hopeful that the remainder will be funded. Ms. Swanson asked if Mr. Lunsford could speak to the NRCS grant anticipated for the Beaver Creek Dam improvements. Mr. Lunsford replied that \$1 million of that grant has been frozen as well. He noted that RWSA has a presentation scheduled for next Tuesday to speak about some of these changes.

Ms. Palmer asked if there would be any changes to permitting. Mr. Lunsford replied that he is not aware of any. He noted that the withdrawal

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1 permit was recently approved for Crozet and the Urban withdrawal permit
2 is nearing approval.

3 Ms. Palmer stated that she was also curious as to the definition of
4 the Upper Sugar Hollow Pipeline. She stated that “upper” suggests that
5 there is a lower one and she does not recall seeing it referred to as this way
6 before. Mr. Lunsford replied that they would get that information for her.

f. ACSA Board Policy Future Issues Agenda 2025

g. National Drinking Water Week –

9 ***h. Authorization for Procurement – Vac-Con Dual Engine TITAN*** – Ms.
10 Swanson asked if the ACSA is looking to surplus the current Vac-Con truck.
11 Mr. Morrison replied yes. He stated that the current Vac-Con truck is a 2010
12 and will go to auction once there is a replacement. He noted that it is well
13 past its useful life and is off the road more than it is in use.

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

6. Operational Presentation – Myrtle Street (Crozet) Waterline Replacement Project

21 Mr. Morrison stated that Richard Nelson, Senior Civil Engineer,
22 would be presenting alongside him to give the Board a walkthrough of this
23 in-house project that is nearing completion. He stated that Mr. Nelson would
24 begin by going over the initial review and collaboration for this project, as
25 well as some of the internal design document development and the VDOT
26 coordination and timeline constraints. He stated that he would then give the
27 Board an update on the in-house construction and status, followed by
28 information on some additional coordination to address aging culverts on
29 Myrtle Street and closing remarks.

30 Mr. Nelson began with the initial review and collaboration. He stated
31 that there is an existing 6-inch PVC water main along Myrtle Street that was

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1 installed in the 1980s. He mentioned that due to age and material, the water
2 main was identified on the ACSA's project list for replacement. He stated
3 that every year, VDOT submits their paving schedule for the next year, so
4 in 2024 they released the 2025 schedule. He mentioned that Myrtle Street
5 fell on the 2025 schedule, which pushed the ACSA to move into the design
6 phase and come up with a rough construction schedule. He noted that this
7 project was a good candidate for in-house consideration due to the low
8 traffic activity, the length of the project, and the existing utilities being
9 overhead.

10 Mr. Nelson moved to the next slide to discuss the development of the
11 internal design document. He stated that he utilized GIS data and imported
12 it into the ACSA's design software. He stated that they then coordinated
13 with the maintenance team to address any comments on the initial design
14 before the final design and estimated budget amount were done. He
15 mentioned that they also performed site visits to gain a better idea of what
16 the actual field installation would look like.

17 Mr. Nelson stated that in terms of coordinating with VDOT, the ACSA
18 had to obtain a land-use permit from them. He stated that typically for CIP
19 projects, the ACSA will overlay the entire road when repaving. He noted,
20 however, that because this area was in VDOT's 2025 paving schedule, the
21 ACSA staff only had to repave where the trench was. He added that VDOT
22 plans to repave the area in early June 2025, thus the ACSA staff agreed to
23 have the project complete by the end of May 2025.

24 Mr. Morrison stated that ACSA crews were mobilized in early March
25 2025 to begin the replacement. He stated that, to date, the new water main
26 has been installed and fully tested including chlorination, flushing, pressure
27 testing, and bacteriological sampling. He mentioned that crews are currently
28 working to switch all the water services from the old main to the new water
29 main. He noted that 8 have been switched over, with 13 remaining. He
30 added that there are also two fire hydrants that will be installed as part of
31 this project, which will be the last items installed.

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1 Mr. Morrison stated that when crews were first mobilized, they
2 conducted test digs on two culvert pipes that cross Myrtle Street. He stated
3 that they were in bad shape and residents in the area noted seeing parts of
4 the road begin to subside where the culverts were. He stated that the ACSA
5 coordinated with VDOT to get the culverts replaced. He noted that this
6 allowed VDOT to replace their infrastructure and prevent a failure in the
7 future that would impact the new paving they are doing in early June.

8 Ms. Palmer asked if Mr. Morrison was referring to just the culverts
9 under the driveways. Mr. Morrison replied no and stated that the culverts
10 cross Myrtle Street. Ms. Palmer stated that she thought the County was
11 responsible for stormwater infrastructure, not VDOT. Mr. Morrison replied
12 that the County is in charge of stormwater infrastructure outside of the
13 VDOT right-of-way. He stated that since these culverts are within the VDOT
14 right-of-way, it is their responsibility.

15 Mr. Parcels stated that this is a nice example of collaboration, albeit
16 surprising. Mr. Morrison replied that it worked out very well and many of the
17 residents were appreciative of the two entities being able to work together
18 to complete the project.

19 Ms. Palmer stated that the culverts are crossing the road and
20 attaching to something outside of the VDOT right-of-way, which means that
21 if they are deteriorating under the road, there is deterioration somewhere
22 else. She asked who is coordinating with the County to make sure they
23 know the stormwater infrastructure is failing. Mr. Morrison replied that on
24 Myrtle Street there are open ditches on both sides of the road, thus there is
25 no connection to additional piping infrastructure outside of the right-of-way.
26 He stated that the culverts merely transfer the flow from the northern side
27 of the road to the southern side and into the ditch.

28 Ms. Swanson asked how many connections there were for this
29 project. Mr. Morrison replied that there were 21 total water service
30 connections. Ms. Swanson stated that this is fabulous, and she is happy to
31 see this level of collaboration. She asked if there was one piece of internal

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1 equipment or software that allows the ACSA to do this job in-house and was
2 instrumental in making it work. Mr. Nelson stated that when VDOT sends
3 out the paving schedule, the ACSA compares it to the ACSA's CIP
4 schedule. He stated that it also really depends on the size of the project and
5 how long it would take. Ms. Swanson asked how long this project was from
6 initial planning to completion. Mr. Morrison replied that the ACSA crew
7 mobilized in March. Mr. Nelson added that he began designing the project
8 around October 2024.

9 Mr. Morrison stated that internal collaboration is important. He said
10 as soon as the VDOT paving schedule comes in, it prompts internal
11 discussions between engineering and maintenance to see if any of the
12 roads fall within a future CIP project that has already been identified. He
13 stated that maintenance looks for valve boxes or manholes in the road that
14 need repairs before the paving occurs, as well as repairs that can be done
15 during the paving work.

16 Mr. Parcels asked if Crozet Avenue was on the VDOT schedule or
17 if it was something the ACSA had to do. Mr. Lynn replied that it was
18 something the ACSA had to do. He stated that Hillsboro Lane was on the
19 VDOT schedule a few years ago and the ACSA asked them to remove it
20 because they were going to be doing work there. Mr. Parcels stated that he
21 hopes there is similar collaboration with the Ragged Mountain pipeline
22 project. Mr. Lynn stated that the ACSA is partnering with RWSA to have
23 some of the finished water line installed with their project, and they are
24 working with VDOT as well. He stated that the ACSA will have some smaller
25 interconnects which may be done in-house or by the on-call water
26 contractor.

27 Ms. Swanson asked if there were limitations as to the size of the
28 projects the ACSA is able to complete in-house. Mr. Morrison replied that
29 they would not want to tackle a project involving thousands of linear feet of
30 pipe because it ties up in-house resources long-term. He mentioned,
31 however, that the real factor is location. He stated that if there is pipeline

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1 work on Route 29 or the 250 Bypass, the ACSA would prefer to bring in an
2 outside contractor as the traffic control plan is significant for those locations.
3 He noted that the ACSA's internal staff could handle it, but it would tie up a
4 lot of the organization's resources.

5 Mr. Tolbert asked if the ACSA leaves old water pipes in the ground
6 when they are abandoned. Mr. Morrison replied yes. Mr. Tolbert stated that
7 he assumes the ACSA keeps a record that they are there and asked if they
8 ever create issues. Mr. Morrison replied that generally no, they do not cause
9 issues. He mentioned that the ACSA does keep a record of the abandoned
10 infrastructure because Miss Utility requires them to indicate any abandoned
11 lines in the area.

12 13 7. Proposed FY 2026 Capital Improvement Program (CIP) Presentation 14 & Public Hearing

15 Mr. Lynn stated that he would jump right into the presentation, as
16 there were 23 projects to cover. He mentioned that there was a lot of work
17 that went into putting this CIP together, including a lot of internal staff time
18 and energy.

19 Mr. Lynn stated that the first slide shows the total FY 2026 proposed
20 budget of \$18.5 million. He stated that the pie chart shows a percentage
21 breakdown of that budget, with non-utility/facilities projects being the largest
22 portion primarily due to the Avon Operations Center. He noted that, as he
23 mentioned last month, there are three new projects being added to the CIP
24 budget this year – Albemarle High School AC Water Main Replacement,
25 ArcFlash Hazard Assessment Update, and the Emergency Response Plan
26 (ERP) Update.

27 Mr. Lynn moved to the next slide which showed a bar graph of the
28 CIP 10-year rate model projections. He noted that there are some rather
29 large budget numbers over the next three to four years due to the size of
30 the projects currently in the design phase. He noted that there are water
31 main projects with \$6-\$8 million budgets, and some sewer projects as well.

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1 Mr. Lynn stated that he would begin with water projects, the first
2 being the Scottsville Phase 4 Water Main Replacement project on the next
3 slide. He stated that this project would be replacing nearly 14,000 linear feet
4 of asbestos cement (AC) and cast-iron water mains. He mentioned that the
5 ACSA is replacing RWSA's transite water main that runs along James River
6 Road, so the two entities are working closely together on this project. He
7 noted that \$1 million has been included in FY 2026 for this project to
8 hopefully allow construction activities to begin towards the end of the fiscal
9 year. He added that the total budget is about \$7.7 million.

10 Mr. Parcels asked if, in this case, the ACSA would be responsible
11 for repaving. Mr. Lynn replied yes. He stated that the ACSA will be
12 responsible for meeting the paving requirements for all of these projects.
13 Mr. Parcels stated that the paving is a very big part of the project cost. Mr.
14 Lynn agreed, noting that none of the project areas are on VDOT's paving
15 schedule.

16 Ms. Palmer stated that it looks like a very rural area from the map.
17 She asked if there are homes along the way that are served by the water
18 main. Mr. Lynn replied that there are not many. Ms. Palmer asked where
19 the water main was going to. Mr. Lynn replied that it begins at the filter plant,
20 runs along James River Road, and into the downtown area. He noted that
21 the filter plant is in the bottom left-hand corner of the map, and the main
22 goes by the standpipe tank, along Warren Street, and then into downtown.
23 He stated that there are about six houses served by the main. He noted that
24 there are large tracts of land that may have one or two homes, but most of
25 the area is rural, undeveloped farmland.

26 Mr. Lynn stated that the next project was the Ragged Mountain
27 Phase 1 Water Main Replacement. He stated that the goal of this project is
28 to replace the ACSA's oldest active water main, which is over 90 years old
29 and is represented by the yellow line on the map. He stated that they are
30 working with VDOT and RWSA on the project. He mentioned that there are
31 three easements the ACSA needs to obtain, one of which has been signed.

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1 He noted that there is \$1 million in the proposed budget for FY 2026 and
2 the total project budget is a little over \$2.5 million.

3 Mr. Lynn moved to the next slide outlining the Northfields Water Main
4 Replacement project. He stated that this area has AC water mains from an
5 original well system dating back to the 1960s. He mentioned that the ACSA
6 has just started easement acquisition efforts and construction is scheduled
7 for FY 2027- FY 2029. He noted that this is a very large project, with almost
8 \$8 million in the total budget.

9 Mr. Parcels stated that it was mentioned before about difficulty in
10 receiving bids on some of the CIP projects. He stated that it may be difficult
11 to get bidders for this project because it is larger and long term and asked
12 how the ACSA will cope with that. Mr. Lynn replied that it is a challenge. He
13 stated that when there are projects of this size, he believes it opens up the
14 opportunity to receive bids from contractors outside of the local area. He
15 stated that this was the case with the Briarwood project. He noted that one
16 contractor is local, one is from Churchville, VA, and the other two are from
17 Alexandria and the south side of Virginia.

18 Mr. Parcels asked if having contractors from out of town affects the
19 mobilization costs. Mr. Lynn replied that it could have an effect, which could
20 then drive up the price of the project. He stated that the local contractor
21 market seems to be primarily focused on private development, as the ACSA
22 is not seeing the normal local contractors bidding on a lot of its projects.

23 Ms. Palmer asked if any of the customers in Northfields were still not
24 on public sewer. Mr. Lynn replied yes. He stated that there is another CIP
25 project for sewer in Northfields that he will get to later in the presentation.

26 Mr. Lynn stated that the next project was the Briarwood Water Main
27 Replacement project which will replace older PVC water mains that have
28 started to fail at an increasing rate. He stated that this has caused service
29 disruptions and costly repairs. He noted that four bids were opened last
30 week, and the consultant just provided the ACSA with an award
31 recommendation to begin the process. He mentioned that they plan to issue

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1 a Notice of Intent to Award and will begin working with Haymes Brothers,
2 Inc, with construction set to begin in the next couple of months. He added
3 that the total project budget is \$4.1 million. Mr. Parcels stated that as he
4 remembers, the budget is \$1 million over what was expected. Mr. Lynn
5 stated that tariffs will add another unknown to the equation. Mr. Parcels
6 asked if the pipes are made in the United States. Mr. Lynn replied that most
7 of them are made in the U.S.

8 Mr. Lynn stated that the Barracks West Water Main Replacement
9 was the next project. He mentioned that this apartment complex dates back
10 to the 1960s. He stated that they will be replacing cast iron and galvanized
11 water mains, as well as adding some fire hydrants for improved fire
12 protection. He stated that the ACSA is working on an easement with the
13 property owner and hopes to advertise in the next couple of months. He
14 noted that there is about \$100,000 in the FY 2026 budget with a total project
15 budget of \$3.5 million.

16 Mr. Lynn stated that another project similar to the Briarwood project
17 to replace increasingly failing PVC pipes was the Townwood Water Main
18 Replacement project. He stated that easement acquisition is underway, and
19 they believe most of the easements are related to the HOA property. He
20 mentioned that the ACSA has already had conversation with them, so the
21 process should be successful. He noted that there is \$3 million in the FY
22 2026 budget for construction.

23 Mr. Parcels stated that when he first saw this project on the CIP list,
24 he thought that perhaps it could be delayed until he read the rationale about
25 pipe breaks and loss of service. Mr. Lynn stated that this is a high-pressure
26 area with PVC mains that were installed in the early 1980s and have had a
27 fair number of breaks. He stated that this could have been a candidate for
28 a pipe saddle replacement, but the taps are so close together that by the
29 time they dig them all up they might as well have replaced the water mains.
30 He added that they decided this was a high priority project for the ACSA.

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1 Mr. Parcels stated that the high pressure could be causing some of
2 the breaks and asked if there is a PRV to help with that. Mr. Lynn replied
3 that currently, all the individual homes have PRVs. He stated that there is
4 an interconnect to Webland Drive, and they cannot make the interconnect
5 to the neighboring subdivision with a master PRV installed because the two
6 areas would be at different pressures.

7 Mr. Parcels asked why this area would need to be at a higher
8 pressure. Mr. Lynn replied that this is a high-pressure area because it is in
9 the Stillhouse pressure zone. He stated that water leaves the filter plant at
10 South Rivanna, immediately goes into the Stillhouse Pump Station and
11 pumps all the way out towards Ivy. Mr. Parcels asked if high pressure
12 means 80 psi. Mr. Lynn replied it is probably more like 100 psi or more.

13 Ms. Swanson asked what the age is of the homes in the area. Mr.
14 Lynn replied that the homes date back to the early 1980s. Ms. Swanson
15 asked if there would have been quest pipe in this area at that time. Mr. Lynn
16 replied that it is likely. Ms. Palmer asked if a lot of places in that area have
17 individual PRVs. Mr. Lynn replied that everyone on that Hydraulic/W Rio
18 Road corridor will have higher pressure and thus PRVs. Ms. Palmer stated
19 that she recalls Four Seasons being an issue years ago. Mr. Lynn stated
20 that Four Seasons was a problem because the ACSA had a PRV that did
21 not work properly. He stated that there was a fire during which water passed
22 through the PRV at a high flow rate. He mentioned that when the fire was
23 over, the PRV did not seat properly which allowed the high pressure into
24 the neighborhood. He noted that there were a number of insurance claims
25 for pipe damage inside and outside of homes.

26 Mr. Lynn moved to the next slide for an overview of the Broadway
27 Street Water Main Replacement. He stated that there is a signed contract
28 for this project and the ACSA has issued a Notice to Proceed, so
29 construction activity should begin in the next month or so. He noted that

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1 they feel there is enough money in the project budget that has already been
2 appropriated, thus there is none in the FY 2026 budget. He added that the
3 total budget is \$1.67 million.

4 Mr. Parcels asked why the Townwood project was so expensive,
5 relatively speaking. Mr. Lynn replied that there is a fair amount of pavement
6 restoration that is going to drive up the cost. He added that there is also
7 some “replace in place” work as the corridor is very tight in a few spots. He
8 stated that they are going to have to install a temporary line above ground
9 and replace the existing main in the same trench, which will be an additional
10 cost.

11 Mr. Lynn stated that the next project was the Raintree and Fieldbrook
12 PVC Water Main Replacement project. He stated that this was another
13 1980s era neighborhood with older PVC pipes. He stated that the design
14 phase is underway, and they should have the 90% design documents back
15 by the end of the month. He mentioned that construction is set for a couple
16 years out, in FY 2028-2029, and is anticipated to be an \$8 million project.

17 Ms. Palmer asked how much inflation is included in the budget when
18 the projects are a few years out. Mr. Lynn replied they do not add a lot,
19 perhaps about 5-10%. He stated that these are still high-level budget
20 numbers so until they reach the 90% phase, it is difficult to lock those
21 numbers in.

22 Mr. Lynn stated the Albemarle High School (AHS) AC Water Main
23 Replacement project is one of the new CIP projects that he shared with the
24 Board last month. He stated that the ACSA identified about 1,300 feet of AC
25 water mains to replace in coordination with the AHS Center II construction.
26 He stated that the purple portion of the map represents the portion of the
27 project that will be funded by the schools and the magenta color is what the
28 ACSA will be covering from an expense standpoint. He added that there is
29 \$200,000 in the budget for FY 2026 and the total budget.

30 Mr. Lynn moved to the next slide outlining the Exclusion Meters
31 Replacement project. He stated that in the 1990s, a number of customers

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1 approached ACSA, convincing them to install private exclusion meters to
2 reduce the amount of sewer charges paid. He mentioned that they started
3 out with almost 500 meters and are now down to about 140. He stated that
4 the maintenance staff, along with private irrigation contractors, will continue
5 to eliminate those remaining meters. He stated that hopefully, the \$527,500
6 that has already been appropriated in previous budgets will be enough for
7 this project and noted that there are no additional funds included in the FY
8 2026 budget.

9 Mr. Lynn stated that the last water project was the Annual Water
10 Repair and Replacement. He stated that this is an annual services contract
11 and was recently used to complete the Huntington Village interconnect
12 project. He noted that this is the type of contract that the ACSA will use for
13 small projects that are less conducive to the design-bid-build process. He
14 mentioned that the budget is increasing from \$200,000 to \$300,000 this
15 fiscal year to provide more flexibility for some of the interconnect and
16 replacement projects.

17 Mr. Lynn stated that he would now move on to the sewer projects,
18 beginning with the Airport Trunk Sewer Upgrade project. He stated that they
19 identified the need to upgrade the existing sewer to handle future
20 development at the Hollymead Town Center, as well as other parcels west
21 of Route 29. He stated that this project has proved challenging from an
22 easement acquisition standpoint, and they do anticipate possibly reaching
23 condemnation on one or two properties.

24 Mr. Parcels asked, as a reminder, if this project made more sense
25 than making a tie-in further north because of gravity. Mr. Lynn replied that
26 further north would have required a pump station, which would have
27 directed flow to another trunk sewer that may have needed to be upgraded
28 as well. He mentioned that this trunk sewer flows to the top of the Powell
29 Creek Interceptor owned by RWSA, and then into their pipe.

30 Mr. Lynn stated that they had engaged with an appraiser for one
31 property, but they may need to do another appraisal for the second property

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1 as conversations with the owner did not go well. Mr. Parcels stated that it
2 is going to be quite a disturbance in those backyards. Mr. Tolbert stated that
3 it is too bad they cannot run the sewer under Lake Hollymead. Ms. Swanson
4 asked why they couldn't run it under the lake. Mr. Lynn stated that there are
5 already services along that stretch, and they would have to continue to
6 maintain it anyway. He stated that it would be difficult to access the main in
7 the event of an issue, if it were under the lake. Mr. Parcels asked if they
8 could take a single pipe from the west side of Route 29 and connect at the
9 end of the lake to the other portion that has all the tie-ins. Mr. Lynn replied
10 that it would mean duplicate lines to maintain, which is an additional
11 expense, and they would still need easements. He noted that they have
12 never considered running sewer under a lake, which he thinks would be
13 difficult from a permitting standpoint and there is the issue of how it would
14 be accessed in the future.

15 Ms. Palmer stated that as a gardener she would not want her yard
16 torn up, but she is more sympathetic to the need for adequate sewer. Mr.
17 Lynn stated that it has been a challenge to acquire the easements because,
18 from their perspective, they are not receiving a benefit. He stated that other
19 than financial offers, those homeowners are not receiving an additional
20 service because they already have sewer service.

21 Mr. Roberts stated that he recalls there was some issue with one
22 customer and an easement in that area. Mr. Lynn stated that the property
23 he is referring to is the one they have to do an appraisal for. Mr. Roberts
24 stated that it was going to be a tough one because the customer has nice
25 trees along the driveway. Mr. Lynn replied yes and stated that the trees are
26 in the existing easement. Mr. Parcels asked if the previously allocated
27 amount of \$483,000 was going to cover the easement acquisition. Mr. Lynn
28 replied that it would cover the design and easements. Ms. Palmer stated
29 that she thought there were not supposed to be trees in easements. Mr.
30 Lynn replied that trees were not supposed to be in easements.

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1 Mr. Lynn stated that the project on the next slide was the Northfields
2 Phase 5 Sewer project. He noted that to Ms. Palmer's question earlier,
3 when the ACSA was designing the Northfields Water Main Replacement
4 project, they identified areas of the neighborhood that needed public sewer.
5 He stated that easement acquisition efforts have just recently started which
6 will add about 20 more homes to public sewer. He added that easement
7 acquisition efforts have just started and there is a total budget of \$1 million,
8 none of which is anticipated in FY 2026.

9 Ms. Palmer asked if the sewer main can go in the same trench as
10 the water. Mr. Lynn replied no, the sewer would go along the road. He stated
11 that they wanted to do all the excavation along the road for the sewer while
12 they were doing the water project.

13 Ms. Palmer stated that there was some money the County received
14 from the infrastructure bill years ago. She asked if the ACSA will be able to
15 use any of those funds. Mr. Lunsford stated that Ms. Palmer is referring to
16 the Septic-to-Sewer program. He stated that it has been months since they
17 were last updated on the program. Mr. Lynn stated that it was about \$0.5
18 million allocated to pay connection fees and physically connect customers
19 to public sewer. He stated that they thought they would get more
20 connections than they did, but each connection was around \$30,000-
21 \$40,000 so they have either spent a fair amount of the money or committed
22 all of the funds already. Ms. Swanson added that there were also some
23 limitations as to who could participate.

24 Ms. Palmer stated that she just wanted to make sure the ACSA takes
25 advantage of any available funds. Mr. Lunsford stated that the staff has
26 worked closely with the County to provide areas that could be reasonably
27 served without a lot of new infrastructure. He noted that there are also some
28 customers that may have qualified for the program that chose not to
29 participate because their septic was working at the time, and they did not
30 want to pay a monthly bill. Ms. Palmer stated that they may want to reach
31 out, as those homes may be owned by different people now.

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1 Ms. Swanson stated that a resident reached out to her about
2 potentially connecting to public sewer and their issue was they would have
3 to tie into the Raintree subdivision. She asked Mr. Lynn to speak about the
4 section of customers that are not able to connect without getting permission
5 from Raintree. Mr. Lynn stated that Northfields can go in multiple directions,
6 so the ACSA has taken advantage of pocketed areas of interested public
7 sewer which is why there are different phases to the project. He noted that
8 the customer Ms. Swanson is speaking of was found to be able to make a
9 reasonable connection without extending public utilities to serve one or two
10 homes. Ms. Swanson stated that the customer would have to then figure
11 out how to negotiate with the Raintree community. Mr. Lynn stated that if
12 the customer is unable to acquire the easement, they could ask the ACSA
13 Board to try and acquire the easement on their behalf, but it did not reach
14 that point with the customer she is referring to. Ms. Swanson asked how
15 many of the customers on that stretch would have to tie into the Raintree
16 subdivision. Mr. Lynn replied that there were only about two homes that did
17 not have access to sewer.

18 Mr. Lynn stated that he would now move on to the Buckingham Circle
19 Sewer project. He stated that this is a neighborhood that has expressed
20 significant interest in public sewer, based on survey results and attendance
21 at a community meeting. He mentioned that the ACSA staff was getting
22 ready to start a design. He noted that they had a design that was more than
23 10 years old that needed to be updated. He stated that there is \$525,000 in
24 the proposed budget for FY 2026 to begin construction activities, depending
25 on how easement acquisition efforts go. He noted it is more challenging to
26 acquire easements for sewer projects because the construction activities
27 are sometimes more intrusive due to the location of the sewer. He added
28 that there is \$3.1 million in the total budget for this project.

29 Mr. Parcels stated that the legend on the map was unreadable and
30 asked if Mr. Lynn could define the solid red versus the red outline. Mr. Lynn
31 replied that this will be a system where a lot of customers will have gravity

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1 sewer, and others will have to use individual pumps due to the topography.
2 He noted that the solid red represents the customers that will use pumps.
3 Mr. Parcells asked if the customers will be responsible for the pumping
4 within their own homes. Mr. Lynn replied yes. He stated that this was
5 discussed in great detail at the community meeting, and they found that
6 some of them currently have alternative drain fields with pumps.

7 Ms. Palmer asked if it was only the houses on the map that have
8 agreed to connect. Mr. Lynn replied no. He stated that the map is just
9 showing the gravity versus pump sewer service. He stated that there are a
10 lot of homes in the neighborhood that are interested in connecting right
11 away.

12 Mr. Lynn stated that the next project is the Bellair – Liberty Hills
13 Sewer project. He stated that similar to Buckingham Circle, there are a lot
14 of residents in this area that have expressed an interest in connecting to
15 sewer. He noted that there is a trunk sewer that runs along the western
16 portion of this area, so the ACSA is looking at how to serve off of that and
17 extend the public mains. He stated that they are going through the design
18 phase now and if all goes well, construction could begin in FY 2026. He
19 added that \$1 million has been included in the FY 2026 budget and the total
20 project budget is about \$8.5 million.

21 Mr. Lynn moved to the next slide outlining the Crozet Phase 3
22 Drainage Basin Sanitary Sewer Evaluation Survey (SSES). He stated that
23 in the fall, the ACSA saw a significant increase in sewer flows during wet
24 weather events and identified the need to evaluate this area and make
25 repairs. He noted that the area is primarily north of the railroad tracks that
26 run east-west through the Crozet community. He noted that the ACSA is
27 using industry best practices to identify the sources of inflow & infiltration
28 (I&I). He mentioned that there are about 250 manholes and 45,000 linear
29 feet of pipe. He stated that there was a Woodbrook Drainage Basin SSES
30 in the current budget, but those funds are being used for Crozet because
31 that area is a higher priority. He stated that there are no additional funds

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1 being requested currently but they may have to come back to the Board at
2 a future date, based on the level of recommendations that come out of the
3 study.

4 Mr. Lynn stated that the last sewer project is the Miscellaneous
5 Sewer Rehabilitation. He stated that every year, funds are set aside to help
6 with the ACSA's find and fix program. He stated that the maintenance staff
7 identifies deficiencies and defects in the sewer system, and the engineering
8 team then assigns those work orders to the on-call contractor. He noted that
9 \$400,000 has been included in the FY 2026 budget for this project.

10 Mr. Lynn stated that the next slide was the Customer Information
11 System (CIS) project. He stated that there are three primary components of
12 the CIS, which are the website, telephone system, and the billing system
13 replacement. He mentioned that the website has been updated, and the
14 ACSA will be going live with the new phone system next Thursday. He
15 stated that replacing the billing system will be the next item and there is \$1
16 million included in FY 2026 to implement that system. He stated that there
17 is a total project budget of \$2.8 million to be divided between water and
18 sewer.

19 Mr. Lynn moved to the next slide outlining the ESRI Utility Network
20 Implementation, Cloud Migration, and SQL Server project. He stated that
21 the ACSA is looking to make improvements to its GIS system and a
22 consultant has assessed the system in preparation for transition to Utility
23 Network. He mentioned that there are some stated benefits to Utility
24 Network such as access from multiple devices and the identification of
25 valves to close and isolate breaks. He noted that \$225,000 has been
26 included in the FY 2026 budget for the implementation work, with a total
27 budget of \$425,000. He added that these funds are also divided equally
28 between water and sewer projects.

29 Mr. Lynn stated that the next slide shows the massive project in the
30 ACSA's CIP – the Avon Operations Center. He stated that this project
31 addresses business resilience which is a part of the ACSA's Strategic Plan.

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1 He stated that the ACSA is losing space at the Crozet filter plant site and
2 space is becoming tight at the Operations Center on Spotnap Road, and
3 the organization needs room to grow as the system continues to grow. He
4 mentioned that this new site will include additional maintenance and storage
5 facilities, as well as a training area for equipment operators and a fueling
6 facility. He noted that construction activities are underway and will probably
7 continue for the next 18 months or so. He added that \$7.1 million has been
8 included in the FY 2026 budget, with a total project budget of \$18 million to
9 be split between water and sewer.

10 Ms. Palmer asked when the ACSA purchased the property on Avon
11 Street. She stated that she remembers it being a long time ago. Mr.
12 Morrison stated that the property was purchased in 1987.

13 Mr. Parcels stated that the \$7 million budgeted for this fiscal year will
14 wrap up the money portion of things but there is still a lot expected to be
15 happening in FY 2027. He asked if there was any chance of moving the \$7
16 million to another year. Mr. Lynn replied that it would just make it worse for
17 that year. Mr. Lunsford stated that the magnitude of this project has forced
18 the ACSA to look at other funding opportunities. He stated that Ms. Johnson
19 has been working closely with Davenport. Ms. Johnson stated that they
20 should have a draft report for the May Board meeting.

21 Mr. Lynn stated that the next project, ArcFlash Hazard Assessment
22 Update, is the second of the three new projects he presented last month.
23 He stated that they will be evaluating the electrical hazards of a variety of
24 ACSA's facilities. He stated that they have an old study, but the industry
25 recommendation is to update it at least every five years. He noted that there
26 is \$80,000 in the FY 2026 budget for this project. Mr. Parcels asked if the
27 ACSA had anything at its facilities above 440 volts, which would fall under
28 the PPE category 3. Mr. Morrison replied there was nothing above 480 volts.

29 Mr. Lynn stated that the next project was the Emergency Response
30 Plan (ERP) Update. He stated that the America's Water Infrastructure Act
31 (AWIA) requires water utilities to update their ERPs. He mentioned that this

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1 project is partly to comply with that regulatory requirement, and the ACSA
2 is also looking at improving its response to emergencies, protecting the
3 public health, and minimizing service disruptions. He stated that this update
4 must be completed by the end of FY 2026. He added that \$80,000 has been
5 included in the FY 2026 proposed budget for this project. He noted that they
6 will likely move right from the Risk and Resilience Assessment into the ERP
7 update, as it is the same consultant for both projects.

8 Mr. Lynn stated that last but not least was Developer Participation.
9 He stated that \$100,000 is included in the budget each year, to be split
10 between water and sewer. He stated that this allows the ACSA to increase
11 the pipe diameter to serve additional properties, if they identify the need to
12 do so during plan review for private development. He mentioned that any
13 upsizes always come before the Board for approval before entering into an
14 agreement to financially compensate the developer for the additional cost
15 associated with the oversizing.

16 Ms. Palmer asked if the ACSA had not always funded the upsizing.
17 Mr. Lynn replied that the ACSA has always done this. He stated that there
18 is a policy in the ACSA's Rules and Regulations on oversizing. He noted
19 that when they revised the Rules and Regulations a year or two ago, they
20 did simplify the policy to make it less cumbersome on the developer's side.

21 Mr. Armstrong opened the floor for the public hearing on the CIP
22 presentation. There were no comments from the public and thus, the
23 public hearing was closed.
24

25 8. Proposed FY 2026 Budget and Rates Overview Presentation

26 Tanya Johnson, Director of Finance, came forward to present this
27 item to the Board. She stated that today's presentation would highlight the
28 strategic focus of the FY 26 budget, provide an overview of revenue and
29 expense expectations, proposed rates for the upcoming fiscal year, and
30 areas of focus for the May 15th budget workshop.

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1 Ms. Johson stated that the FY 2026 budget is designed to continue
2 the ACSA's pursuit towards its goals as outlined in the 5-year strategic plan.
3 She mentioned that the four pillars of the plan are data optimization,
4 business resilience, customer experience, and employee experience. She
5 stated that the FY 2026 budget document references these strategic
6 initiatives that were a focus for the ACSA team as budget development
7 occurred during the winter and early spring.

8 Ms. Johnson stated that each department took an active role in the
9 development of their respective budgets and emphasized collaboration
10 across the departments. She stated that diverse groups of employees were
11 included with intentionality and leveraged to design the budget, ensuring
12 that authority-wide initiatives and CIP projects were considered from
13 multiple perspectives. She noted that from these conversations, needs were
14 identified and included in this budget. She mentioned that conversations
15 ranged from employee retention and recruitment to functionality and fit of
16 CIP projects. She added that organizational collaboration has consistently
17 led to the most successful outcomes, positively impacting external and
18 internal customers.

19 Ms. Johnson stated that if the FY 2026 budget and rates are
20 approved, the ACSA anticipates collecting \$45 million in water and sewer
21 charges, \$9 million in connection and capacity charges, and \$2.7 million
22 through investment income and miscellaneous usage charges along with
23 \$17 million from reserves. She mentioned that the \$17 million in reserves
24 includes the use of \$7.3 million in rate stabilization reserves to offset
25 increases in operating expenses. She noted that as of March 2025, there is
26 \$14.8 million in cash operating and 3R reserves. She stated that as of
27 March 2025, there is \$36.4 million in growth-related reserves and use of
28 \$10.2 million of those reserves is intended to offset the need for larger rate
29 increases in the upcoming year.

30 Ms. Johnson stated that in terms of budgeted expenses and capital
31 costs, RWSA charges for water and wastewater treatment and RWSA debt

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1 service make up 65% of the ACSA's total proposed budget. She noted that
2 increases from the RWSA are the single largest driver of the ACSA's budget
3 and rates to its customers. She stated that they anticipate an 18.9%
4 increase in water and wastewater treatment charges for FY 2026 and
5 similar increases are projected for the following four years. She noted that
6 she would review each of the ACSA's departmental budgets in detail at the
7 May budget workshop.

8 Ms. Johnson stated that the ACSA is proposing a 10% increase in
9 water rates and an 8% increase in wastewater charges for the FY 2026
10 budget. She stated that coupled with the application of rate stabilization
11 reserves, the ACSA believes this increase to be adequate. She mentioned
12 that system connection charges will increase from \$14,430 to \$15,000. She
13 noted that the FY 2026 budget includes funds for a comprehensive rate and
14 financial analysis to ensure rates remain reasonable and the ACSA's
15 financial position remains strong.

16 Mr. Parcels asked if the breakdown of the different levels in the
17 tiered rate system the ACSA uses is an industry standard. Ms. Johnson
18 replied that she does not know that it is an industry standard, as she has
19 seen it set up differently in other areas. She noted, for example, that the
20 City of Charlottesville has a set rate. Mr. Parcels stated that in terms of the
21 ACSA's tiers, he was looking at ways to boost revenue like making the first
22 tier 0-2,500 gallons and so on. Mr. Lunsford stated that 0-2,000 is pretty
23 standard and 0-3,000 is within reason. He noted that the levels in the tiered
24 system have been consistent at the ACSA for a number of years, thus a
25 change in those levels has not been evaluated. He added that changing
26 them could impact collected revenues for sure.

27 Ms. Palmer stated that when the tiered system was instituted,
28 customers were using more water. She stated that over the years, usage
29 has gone down considerably and asked if the change in usage patterns
30 warrants a review of those levels. Mr. Lunsford stated that it is certainly a
31 question the ACSA can ask as a part of next year's rate study. He noted

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1 that there are other things that are important to consider such as the number
2 of people living in a residence. He added that there are pros and cons to
3 consider, but the ACSA will certainly take direction from the Board.

4 Ms. Palmer stated that when this rate structure was set up years ago,
5 she recalls speaking with a few customers that had multiple children and
6 were very upset about it. She stated that group homes are interesting as
7 well. Mr. Lunsford stated that it stresses the importance of some of the
8 programs that the administration team handles such as the toilet rebate and
9 rain barrel rebate programs.

10 Ms. Swanson stated that she remembers speaking with Gary
11 O'Connell about a utility in Northern Virginia that had 10 levels in their rate
12 structure. Mr. Armstrong stated that it might be helpful to see a comparison
13 of what other communities are doing to help evaluate what the ACSA is
14 doing and whether it makes sense to change it. Mr. Parcels stated that
15 corollary to that would be any program the ACSA has or could implement
16 to provide rate stabilization for seniors or income-qualified customers. Ms.
17 Palmer stated that there were discussions surrounding that as well a long
18 time ago.

19 Ms. Johnson stated that the ACSA is proposing a system
20 development and capacity charge increase of 4% per ERC for water and
21 wastewater. Mr. Parcels stated that when he looks back at FY 2023-2024
22 and the average number of connections divided by the amount of money
23 the ACSA received, it was not fairly distributed. He stated, in other words,
24 Scottsville seemed to be receiving a huge discount for the number of taps
25 they had. He stated that looking at \$15,000 for FY 2026 and the projected
26 \$9 million in system connection charges, that comes out to be about 626
27 proposed new connections. He stated that this is a downward trend over
28 the past several years. He asked if the connection numbers in the active
29 private development report were the basis for these types of projections. He
30 also asked where staff sees the ACSA in FY 2025 in terms of projected
31 connections and related income. He noted that \$8 million was budgeted,

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1 which would be 650 connections. Ms. Johnson stated that she would have
2 to look at the numbers and get back to him.

3 Mr. Lunsford asked Mr. Parcels to clarify his question about
4 Scottsville. Mr. Parcels stated that when looking at the number of
5 connections in the table, the income recorded for those connections
6 averages out to be \$7,000 per connection as opposed to \$14,430. He noted,
7 for example, there were 10 connections listed for Scottsville in FY 2024 but
8 only \$72,000 reported as income. Mr. Lynn stated that there may be water
9 only customers, so they are only paying the water charges. He stated that
10 in terms of the active private development list, those are only projects that
11 are actively under construction. He noted that a project can reach
12 construction completion without having all the meter set. He stated that
13 there could be additional homes to be built after they come off of that list,
14 so it will not be a 1 to 1 situation. He mentioned that in terms of projecting,
15 they take all of the active projects and those they know have not been fully
16 built out and make a best guess. He asked if all the developers on the list
17 have paid the connection charges. Mr. Lynn replied that they have not
18 because they likely have not completed construction to allow them to
19 connect to the utility.

20 Ms. Palmer stated that she was listening to an Albemarle County
21 Board of Supervisors discussion the other day about the growth area
22 boundaries and there was a comment that the growth rate was about 5%
23 this year, compared to the usual 1%-2% that has been seen over many
24 years. She asked if the ACSA was seeing that amount of growth. Mr.
25 Lunsford stated that through March 2025, the ACSA is about 5% below what
26 was budgeted for new connections. He noted that this could change with
27 one apartment complex to 40% over budget. He mentioned that timing of
28 connections is difficult to predict, but they are not seeing any significant
29 deviation from the normal trend. Mr. Lynn added that they are seeing a
30 number of apartments which skews the ERCs because one unit is only .5

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1 ERCs. He added that this could be part of why the population and number
2 of connections are not going up at the same rate.

3 Ms. Johnson stated that in terms of the CIP program, the proposed
4 cost for water projects is \$7.9 million, \$1.9 million for wastewater, and \$8.5
5 million for facility and non-utility projects. She noted that the proposed total
6 CIP budget is \$18.4 million.

7 Ms. Johnson stated that areas of focus moving forward would be the
8 ACSA Strategic Plan and alignment of resources through the FY 2026
9 budget, proposed rate changes, comprehensive evaluation of charges from
10 RWSA, the strategic use of rate stabilization and growth reserves, and
11 departmental initiatives and priorities.

12 Mr. Parcels stated that the allocation from reserves is over \$17
13 million, which is \$1 million less than the CIP budget. He noted that \$10 million
14 of that \$17 million is coming from growth-related reserves and asked how
15 7% of the CIP growth-related. Mr. Lunsford replied that a lot of it is related to
16 the Avon Operations Center project which is 100% growth. He stated that
17 the ACSA staff performs an exercise every year to allocate growth/ non-
18 growth projects. He stated that some have different levels of growth-related
19 components, all of which are incorporated into the calculation. He added that
20 something similar is done for RWSA and the debt they issue for growth-
21 related projects. He noted that for any debt service that is not related to
22 growth, the ACSA pays for the operating revenues.

23 Ms. Johnson stated that the next step is the budget and rate
24 workshop at the May 15th Board meeting. She stated that a second workshop
25 and public hearing are scheduled for the June 19th meeting. She stated that
26 if approved, the budget and rates will be adopted at that same meeting, with
27 an effective date of July 1, 2025.

28
29 9. Resolution scheduling Budget and Rates Public Hearing for June 19,
30 2025

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1 ***Mr. Parcels moved to adopt a resolution that sets June 19, 2025,***
2 ***as the date for a Public Hearing on the Proposed FY 2026 budget and***
3 ***the preliminary schedule fixing and classifying such rates, fees, and***
4 ***charges for the ACSA, and authorizing the advertising of the Public***
5 ***Hearing; seconded by Ms. Palmer. The Chair asked for a roll-call vote:***
6 ***Mr. Parcels, aye; Ms. Palmer, aye; Mr. Tolbert, aye; Mr. Armstrong, aye;***
7 ***Mr. Roberts, aye; Ms. Swanson, aye.***

8
9 10. Items Not on the Agenda

10 There were no items not on the agenda to discuss.

11
12 11. Executive Session

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

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

20 The Board of Directors came back into regular session. The Clerk
21 read into record a Resolution stating that only matters so previously stated
22 and exempted from open discussion in regular session were discussed in
23 Executive Session (Attached as Page _____).

24 ***Mr. Parcels moved to approve the Resolution as presented***
25 ***to the Board, seconded by Mr. Roberts. The Chair asked for a roll-***
26 ***call vote: Mr. Parcels, aye; Ms. Palmer, aye; Mr. Armstrong aye; Mr.***
27 ***Roberts, aye.***

28
29 11. Adjourn

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

4 _____
5 Quin Lunsford, Secretary-Treasurer