

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 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

Albemarle County Service Authority Board of Directors

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.

Albemarle County Service Authority Board of Directors

1 Mr. Parcels stated that he had a suggestion about the wording on
2 page 24, line 22. He stated that he would change it to say "...along with \$17
3 million from reserves." He stated that he also had a correction and
4 suggestion about the wording on page 24, line 25. He stated that March 2026
5 should be March 2025, and the sentence should end after "3R reserves." He
6 stated that a new sentence should then begin that reads "She stated that as
7 of March 2025, there is \$36 million in growth-related reserves, and use of
8 \$10.2 million of those reserves is intended to offset the need." He went on
9 to offer a suggested rephrasing of page 28, line 15. He stated that it should
10 read "...how is 59% of the CIP growth-related." He added that on the same
11 page, line 22, he stated that he thinks it should say "the ACSA pays out of
12 the operations reserves."

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

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

17
18 3. Matters from the Public

19 There were no matters from the public.

20
21 4. Response to Public Comment

22 There was no response to public comment.

23
24 5. Consent Agenda

25 ***a. Monthly Financial Reports –***

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

Albemarle County Service Authority Board of Directors

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.

Albemarle County Service Authority Board of Directors

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.

Albemarle County Service Authority Board of Directors

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.

f. ACSA Board Policy Future Issues Agenda 2025

g. Annual Water Quality Report –

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

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

Albemarle County Service Authority Board of Directors

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.

Albemarle County Service Authority Board of Directors

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

Albemarle County Service Authority Board of Directors

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 Directors

7. 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

Albemarle County Service Authority Board of Directors

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

Albemarle County Service Authority Board of Directors

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

Albemarle County Service Authority Board of Directors

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

Albemarle County Service Authority Board of Directors

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.

Albemarle County Service Authority Board of Directors

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.

Albemarle County Service Authority Board of Directors

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.

Albemarle County Service Authority Board of Directors

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

Albemarle County Service Authority Board of Directors

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.

Albemarle County Service Authority Board of Directors

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

Albemarle County Service Authority Board of Directors

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

Albemarle County Service Authority Board of Directors

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

Albemarle County Service Authority Board of Directors

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.

Albemarle County Service Authority Board of Directors

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

Albemarle County Service Authority Board of Directors

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

Albemarle County Service Authority Board of Directors

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

Albemarle County Service Authority Board of Directors

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

Albemarle County Service Authority Board of Directors

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.

Albemarle County Service Authority Board of Directors

9. Items Not on the Agenda

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.

10. Adjourn

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

Quin Lunsford, Secretary-Treasurer