

BOARD OF DIRECTORS' MEETING

August 21, 2025
9:00 A.M.

AGENDA

This meeting is being held pursuant to and in compliance with Va. Code Section 2.2-3708(3). The ACSA Board of Directors is responsible for receiving public comment. The opportunities for the public to access and participate in the electronic meeting are as follows: Join the meeting virtually through Zoom by visiting our website at www.serviceauthority.org; call in and leave a message prior to the meeting at (434) 977-4511, or email the Board prior to the meeting at board@serviceauthority.org.

9:00 a.m.	1. Call to Order and Establish a Quorum –Statement of the Board Chair
9:05 a.m.	2. Approve Minutes of July 17, 2025
9:15 a.m.	3. Matters from the Public
9:25 a.m.	4. Response to Public Comment
9:35 a.m.	5. Consent Agenda
	a. Monthly Financial Reports
	b. Monthly Capital Improvement Program (CIP) Report
	c. Monthly Maintenance Update
	d. IT Monthly Update
	e. IT On-Premises/Cloud Server Cost Comparison
	f. Rivanna Water and Sewer Authority (RWSA) Monthly Update
	g. ACSA Board Policy Issues Agenda 2025
9:55 a.m.	6. Commercial Meter Sizing Practices
10:15 a.m.	7. Annual Year-End Appropriations
10:30 a.m.	8. ACSA Strategic Plan Update
10:50 a.m.	9. Items Not on the Agenda
11:00 a.m.	10. Executive Session
	11. Adjourn



ALBEMARLE COUNTY SERVICE AUTHORITY

STATEMENT OF CHAIR TO OPEN THE AUGUST 21, 2025 MEETING

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

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

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1 The Board of Directors of the Albemarle County Service Authority (ACSA)
2 met in a regular session on July 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; Ms. Kimberly Swanson.

6 **Members Absent:** Charles Tolbert.

7 **Staff Present:** Tim Brown, Mike Derdeyn, Tanya Johnson, Quin Lunsford,
8 Jeremy Lynn, Emily Roach, Keane Rucker, Sabrina Seay, Danielle Trent.

9 **Staff Absent:** Alex Morrison, April Walker.

10 **Public Present:** David Mitchell, Great Eastern Management Co.; Courtney
11 Rogers, Davenport & Co.; Drs. Doug and Victoria Weiss (remote), Albemarle
12 County Citizens.

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

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

18
19 2. Approve Minutes of June 19, 2025

20 There were no corrections to the minutes. Mr. Roberts noted that the
21 minutes were shorter this time. Ms. Palmer agreed and stated that she was
22 glad Mr. Roberts mentioned it. She stated that Mr. Parcels asked a question
23 last month about the health and retirement benefits and it seemed that the
24 minutes offered a shorter explanation that did not cover the entire answer to
25 the question at the time. She stated that she asked Mr. Parcels to send her
26 the answer that he got from ACSA staff via email. Mr. Lunsford stated that
27 he would review his notes, but he does not recall them going into an in-depth
28 conversation about it at the meeting. Ms. Palmer stated that she does not
29 remember how in-depth it was, but she is remembering more than what was
30 reflected in the minutes. Ms. Palmer asked if she was correct in noting that
31 the minutes were shorter than usual and if they were pared down for any

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1 specific reason. Ms. Trent replied that she transcribed the minutes as she
2 always does.

3 ***Ms. Palmer moved to approve the minutes of June 19, 2025;***
4 ***seconded by Mr. Roberts. All members voted aye.***

5
6 3. **Matters from the Public & Response to Public Comment**

7 Dr. Vicky Weiss, who joined the meeting remotely with her husband
8 Dr. Doug Weiss, stated that they were customers who live at 1705 Jumpers
9 Run. She stated that her comment would be brief as she and her husband
10 would both be seeing patients in a few. She stated that they wanted to
11 comment about the Airport Trunk Sewer project and how it relates to their
12 property. She stated that she wanted to ensure the Board was aware that
13 the scope of the project on their property has increased and now includes
14 the removal of 32 trees, 27 of which are not in permanent easements. She
15 mentioned that their property is disproportionately the most impacted by the
16 project, which the ACSA and its contractor agreed on during a recent site
17 visit. She noted that the project affects their property on multiple sides, as
18 well as their access. She stated that they are losing a lot of mature trees as
19 well. She added that they look forward to working with the ACSA to reach a
20 resolution to this difficult situation and are awaiting a comprehensive
21 proposal from the ACSA in that regard.

22 Mr. Lynn stated that Keane Rucker, ACSA Senior Civil Engineer, met
23 with Drs. Weiss late last week. He stated that the ACSA staff does recognize
24 the impact the project will have on their property. He stated that they
25 presented a revised landscape plan to Drs. Weiss yesterday for their
26 consideration and are currently working through that with them. He noted
27 that the ACSA is hopeful and optimistic that they will reach a resolution that
28 works for both parties.

29 Mr. Armstrong thanked Drs. Weiss for attending the meeting and
30 looks forward to hearing from them in the future.

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1 David Mitchell with Great Eastern Management Company was
2 physically present at the meeting and came forward to address the Board.
3 He stated that he wanted to speak to the Board today about one of their
4 properties in particular – the Pantops Shopping Center. He stated that he
5 was not sure if the Board had an opportunity to review the email Mr. Lynn
6 sent them about the meter service issue, but he would give them a brief
7 synopsis of what is going on. He stated that tenants come and go, and
8 sometimes they help them with improvements and sometimes they do not.
9 He noted that they have added an Enterprise Rental Car to the shopping
10 center and had to upgrade the meter because they added fixtures, which
11 they understood they would have to do.

12 Mr. Mitchell stated that in the case of Jim's Gym in the shopping
13 center, there were not any upgrades. He stated that they simply replaced
14 two existing toilets and two existing sinks. He mentioned that nowadays, new
15 fixtures use significantly less water than older ones and they do not leak as
16 often. He stated that the ACSA looked at all of the spaces served by the
17 meter that serves the gym and asked for an account of all the fixtures in that
18 section. He stated that the ACSA then determined that they needed to
19 upgrade the meter from a 3/4-inch meter to a 1-inch meter.

20 Mr. Mitchell stated that his argument today is multi-faceted. He stated
21 that he feels that the fee should be proportionate to what is going on and
22 what is being changed. He stated that he has to believe that they are not
23 using more water or sewer but actually reducing it over time. He mentioned
24 that paying an additional \$22,000 to upgrade the meter is not fair or
25 equitable. He noted that it is also a burden on the tenants. He stated that
26 Great Eastern paid the fee for them temporarily in the hope that they could
27 get a refund. He stated that this was not a foreseen cost. He stated that they
28 knew if they added fixtures, they may have additional costs, but they were
29 not adding anything in this case. He stated he would like the Board to
30 reconsider the way ACSA staff reviews entire sections of buildings when
31 someone applies for a building permit, which they apparently started in 2023.

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1 He stated that the key should be if someone is adding or changing fixtures,
2 as opposed to simply replacing them. He stated that they would like the
3 Board to change the policy so it only applies if fixtures are being added and
4 not replaced.

5 Mr. Mitchell stated that Mr. Lynn gave him a list from the last 18
6 months of instances where the meter size was increased. He stated that he
7 read through the list, and it seems to him that they were all cases where
8 fixtures were being added. Mr. Lynn noted that this was the big difference.
9 He stated that in all the other cases, there was a clear addition to the number
10 of fixtures. He stated that this situation was unique in that the fixtures were
11 simply being replaced. He noted that the ACSA Rules and Regulations apply
12 to adding or modifying, which the ACSA took to mean making changes. He
13 stated that if the Board feels differently, the ACSA staff is open to considering
14 changes to the Rules and Regulations.

15 Mr. Mitchell stated that he did take engineering classes and there
16 used to be a time when a single-family house had a 1/2-inch meter, then it
17 went to a 5/8-inch meter and now a 3/4-inch meter. He mentioned that no
18 one has ever complained about the water pressure or supply in that
19 particular section of the building. He stated that he just does not feel that the
20 larger meter size is necessary.

21 Mr. Parcels asked if Mr. Mitchell was saying that there was no
22 increase in the number of fixtures across all the entities that are served by
23 that one meter. Mr. Mitchell replied that he does not know. He stated that the
24 meter was set 30 years ago, and it is a retail shopping center, so tenants
25 come and go. Mr. Parcels stated that he thought Mr. Mitchell said they
26 added another business. Mr. Mitchell replied that the new business was in
27 another section of the shopping center, on a separate meter.

28 Ms. Palmer asked Mr. Mitchell if he was suggesting that the ACSA
29 should take into consideration all the different water pressures that are
30 around the whole community. He stated that he understands that it would be
31 an unreasonable request. Ms. Palmer stated that it would be too complicated

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1 to have a sliding scale, and she understands they feel they should be
2 grandfathered because they have been there for 30 years. Mr. Mitchell
3 stated that he feels the meter should be grandfathered with the meter that is
4 there and what is being used. He stated that he understands they are open
5 to evaluation if they add fixtures in the future.

6 Ms. Palmer stated that, to her knowledge, there is no grandfathering
7 policy. She asked if the Board were to do anything at all, which she is not
8 suggesting they should, would that be the direction they would be going in.
9 Mr. Lynn replied that there is a legal definition of grandfathering that he does
10 not want to mess up. He stated that there are likely customers throughout
11 the ACSA's service area that have an improper meter size, but it is meeting
12 their needs. He stated that the thought process, which is a practice the ACSA
13 has had for a long time, is that if they are presented with information through
14 a building permit, they will take that opportunity to evaluate whether the
15 current meter is the right size. He mentioned that one could say there are
16 other people that are currently being grandfathered because the ACSA is
17 not pursuing the issue and accepting them the way they are, until they come
18 through the County's permitting process.

19 Mr. Mitchell stated that in his case, it does not involve just one
20 business owner. Ms. Palmer stated, however, that Mr. Mitchell is the owner
21 of the whole building. Mr. Mitchell replied he is, but tenants pay their fees
22 through the goods and services they sell, and customers pay their fees
23 through buying those goods and services. He stated that his point is, this
24 business owner did not change their usage, they actually reduced it.

25 Ms. Palmer stated that she remembers the ACSA going through the
26 backflow situation where the staff proactively went out and checked
27 everyone's property. Mr. Mitchell stated that backflow is a matter of safety.
28 Ms. Palmer replied that she knows backflow is a safety issue, but she is just
29 thinking about proactively doing things versus waiting for a trigger, which is
30 what they have decided to do with the meter issue. Mr. Mitchell stated that
31 he thinks the ACSA should focus on the fact that the ACSA is not providing

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1 any additional water or sewer capacity for the space due to changing out the
2 toilets, but they collected \$22,000.

3 Ms. Swanson asked if there was something that happened with the
4 international plumbing guidelines. She stated that they installed low-flow
5 fixtures, but the building permit process triggered a review. She stated that
6 the ACSA has to now look at that flow rate and asked why it kicked over to
7 the larger meter size all of a sudden. Mr. Lynn replied that in this case, there
8 was a large quantity of fixtures. He stated that when all of the fixtures are
9 taken into consideration, they are well beyond the threshold to move from
10 the $\frac{3}{4}$ inch meter to a 1-inch meter. He added that based on the fixture counts
11 that were provided, they were at 43 gallons per minute and the cut-off
12 between the meter sizes is 20 gallons per minute. Mr. Mitchell stated that
13 this has been the case for at least the 20 years he has been around.

14 Mr. Armstrong stated that someone might say the tenants received
15 a benefit for 20 years. He stated that perhaps they can ask Mr. Lynn to put
16 this on the regular agenda for next month's meeting and discuss whether
17 there is any interest in changing the Rules and Regulations. He stated that
18 the Board appreciates Mr. Mitchell coming in and sharing, and they certainly
19 understand how it impacts him from a business standpoint. Mr. Mitchell
20 stated that it does not impact Great Eastern Management as they pass the
21 cost on to the tenant who ultimately passes it on to the community. He stated
22 that they paid the cost upfront for the tenant because they were halfway
23 through the project when they were told the meter had to be upgraded. He
24 stated that the tenant signed the lease, purchased all of the gym equipment,
25 and began doing some of the work, and then were told they could not open
26 until they paid the \$22,000. He noted that this is the reason Great Eastern
27 stepped in and paid the cost.

28 Mr. Roberts stated that he thinks it is a good idea for the Board to
29 discuss this because of the definition for making this change that Mr. Lynn
30 mentioned. He stated that he needs to know more about it.

Albemarle County Service Authority Board of Directors4. Response to Public Comment

See Item #3 above.

5. Consent Agenda***a. Monthly Financial Reports –***

b. Monthly Capital Improvement Program (CIP) Report – Mr. Parcels stated that he had a question about item #2 on page 58. He stated that there is a passage that says the ACSA was unable to secure an easement for the alternative alignment, thus WRA is reverting to the original design. He asked if this would change the cost or number of easements. Mr. Lynn replied that it will not change the number of easements, but it will probably make construction a bit more difficult. He mentioned that this was an area that the ACSA was trying to avoid from a constructability standpoint, thus they were exploring alternatives. He noted that they ran into roadblocks with the alternative alignment that are forcing them back to the original design. Mr. Parcels asked, in terms of negotiating the easement, if the property owner refused. Mr. Lynn replied yes, they refused.

Mr. Parcels stated that his next question was about the Airport Trunk Sewer project on page 62. He stated that when Mr. Wood attended the meeting last month, part of the discussion was about partially completing the project so that he could begin development. He asked how that was progressing. Mr. Lynn replied that when the ACSA staff met with Mr. Wood, it did not seem like it would be necessary. He stated that the timing to do the rezoning and site plan works out with the ACSA's current construction schedule. He stated that he does not think they will need to consider incremental construction, which is probably to the benefit of the neighborhood.

Mr. Parcels asked how many more easements the ACSA needs to move forward with the project. Mr. Lynn replied that they have 8 more to go. He stated that the Board heard from Drs. Weiss this morning, which will be a challenging one to get. He mentioned that the staff has met twice with

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1 them over the last couple of weeks and they are working on a landscape
2 plan. Mr. Parcels asked if, as part of the negotiations with Drs. Weiss, the
3 ACSA would come back at the end of the project and replant the 32 trees
4 they would lose. Mr. Lynn replied that the landscape plan will be included in
5 the contract documents, so the contractor will be responsible for them
6 following the installation of the new sewer main.

7 Ms. Palmer stated that Dr. Vicky Weiss stated that 27 of the 32
8 trees are not in the easement and asked why those would be replanted. Mr.
9 Lynn replied that they are in the temporary construction easement. Ms.
10 Palmer asked how big the temporary construction easement was. Mr. Lynn
11 replied that he thinks they have a 20 ft. permanent easement and are asking
12 for an additional 10 ft. Mr. Rucker added that they are asking for 10 ft. on
13 one portion of the alignment and 20 ft. on another portion going across their
14 driveway. Ms. Palmer stated that 10 ft. sounds standard for an easement.
15 Mr. Lynn replied that the landscape on the property is very mature and
16 secluded from the road, which will be impacted by the construction.

17 Mr. Roberts asked if this was the same parcel of land that the
18 owners expressed a concern about early on with the long driveway and
19 trees on both sides. Mr. Lynn replied yes. He stated that they had about 8
20 nice-looking Bradford Pears. He noted that they have lasted much longer
21 than normal, but they are very beautiful. Ms. Palmer stated that they are
22 non-native and very invasive trees.

23 Mr. Parcels stated that his next question was about the
24 Miscellaneous Sanitary Sewer Rehab on page 65. He asked if the
25 installation of the 50 lateral liners was helping the I&I issues. Mr. Lynn
26 replied that the liners have not been installed yet. He stated that they did
27 their CCTV before the work, and the contractor will be back at the end of
28 July to complete the work. He stated it should seal all the connections where
29 the two pipes meet each other and help with I&I reduction.

30 Mr. Parcels asked if the aerial sewer that they had to obtain pipe
31 thickness measurements for was an iron pipe. Mr. Lynn replied that it is a

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1 steel pipe that is a long-span aerial sewer crossing the creek. He stated that
2 there is some visible deflection in it, thus they think they may need some
3 concrete piers to support it in one or two locations. Mr. Parcels asked what
4 the timeline is for replacing it. Mr. Lynn replied that there are probably
5 alternatives to replacing it, but they will have Dewberry evaluate the
6 thickness and whether it can be relined, or if they need to look at a
7 replacement. Mr. Parcels asked if, in the meantime, they were going to go
8 with pier support. Mr. Lynn stated that they will probably look at all of that
9 wholistically. He mentioned that if they are going to have a contractor do the
10 pier work, it would make sense to replace the pipe at the same time. Mr.
11 Parcels stated that the CIP report says that project completion was last
12 month, yet there is a lot of work to be done. Mr. Lynn stated that he would
13 get that corrected.

14 Mr. Parcels stated that his next question was about the Energy
15 Audit. He noted that only one proposal was received, and he was curious
16 as to what the proposal was for. Mr. Lynn replied that the proposal was for
17 providing EV services. He mentioned that it was considerably higher than
18 what they anticipated, so Mr. Morrison is working with the facilities team to
19 see if they can perform some of the site work such as conduit installation,
20 to cut down on some of that cost. Mr. Parcels stated that they are
21 simplifying the project to make it more attractive to electrical contractors.
22 Mr. Lynn stated that they are trying to simplify it and remove some of the
23 unknowns.

24 Mr. Parcels stated that his next question was about item 20. He
25 stated that the third request for proposals resulted in no contractors for the
26 ACSA Operations Center Improvements. He asked what the next options
27 are. Mr. Lynn replied that they are waiting for some feedback from the
28 ACSA's procurement team to see what their next option is.

29 Mr. Parcels stated that his next question was about the private
30 development section. He stated that in Old Trail, there was a request for 52
31 additional units from the contractor, but he noticed that since May of 2023

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1 there have been about 290 units added and there is still more building to
2 take place. He asked if Mr. Lynn knew what the total buildout would be by
3 the time it is finished. Mr. Lynn stated that he does not know the answer to
4 the question, but he does think the Old Trail development is winding down.
5 He stated that this is probably one of the last big pieces of land that is left
6 to be developed. He mentioned that there are some small pockets in the
7 Village Center that may see some additional buildings, but he thinks they
8 are pretty close to finishing development in Old Trail. He added that he will
9 follow-up and find out what their ultimate buildout schedule is and share that
10 with the Board.

11 Ms. Palmer stated that sometimes these things change from phase
12 to phase. Mr. Lynn stated that a lot of it has to do with what product they
13 can sell. Ms. Palmer stated that one of the best examples of this is from
14 around 2002 when the Albemarle County Board of Supervisors approved
15 North Pointe. She stated that they had around 893 single-family units
16 planned and now it is down to 297. She stated that it depends on what they
17 can sell at any given time. Mr. Parcels stated that part of his concern is that
18 the ACSA was aware of the potential volume that would be needed and
19 whether the supply lines are sufficient to support that need. Mr. Lynn replied
20 that they are sufficient.

21 ***c. Monthly Maintenance Update –***

22 ***d. IT Monthly Update –*** Mr. Parcels stated that moving the servers to the
23 cloud, as he understands it, will be a subscription service. He asked how
24 the cost compares to physically replacing a server. Mr. Lunsford replied that
25 Ms. Walker has analyzed it long-term, and movement to the cloud is a
26 benefit from a cost perspective. He mentioned that the purchase and
27 maintenance of servers on premises is considerably more costly.

28 Mr. Parcels stated that his next question was about a phrase that
29 really struck him under the cybersecurity upgrades section. He stated that
30 it mentioned the latest threats in our area and asked if there were threats in
31 our area that are problematic. Mr. Lunsford replied yes. He stated that the

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1 County of Albemarle had a ransomware attack within the last month. He
2 stated that they were able to restore everything from backup, and the ACSA
3 only knows what has been released publicly. He stated that the ACSA staff
4 is very aware of the potential for an attack and are doing everything they
5 can to ensure no one is in our system that should not be.

6 Ms. Palmer stated that she noticed when all of this happened, the
7 County's GIS was down for quite a while. She stated that she saw in a
8 newsletter from the County the other day, that they are revising the entire
9 GIS. She asked if the revision was an already existing project, or if they are
10 doing it faster or differently because of the ransomware attack. Mr. Lunsford
11 replied that he does not know the answer to that, but he will find out and
12 follow up.

13 Mr. Parcels stated that security has been a conversation they have
14 been having for the last five years or so. He stated that he knows the ACSA
15 IT staff has done a lot to improve security, so he is hopeful that the fortress
16 is strong. Mr. Lunsford replied that they take security incredibly seriously,
17 albeit ever-changing and difficult. Mr. Roberts asked if they performed daily
18 backups and moved that data to an off-site storage. Mr. Lunsford replied
19 yes. He noted that some of the ACSA's systems are already in the cloud,
20 so that provides redundancy as well.

21 Ms. Swanson stated that she had a question about the new
22 telephone system and the AI ability that it will have. She asked if it is just a
23 feature that Ring Central offers, or if it is something that the ACSA will
24 actually want to use. Mr. Lunsford replied that there is functionality built in
25 the system to use some AI features, which they are currently not using. He
26 mentioned that one of the strategic items that the staff is looking at is a
27 formal ACSA AI policy to determine what they are willing to consider and
28 what will be off-limits. He noted that there are incredible benefits that can
29 be derived from using AI, as well as significant risks. He added that there
30 are some features that would allow the staff to analyze the efficiency of
31 phone calls, but they have not taken that step yet.

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1 Ms. Swanson asked if it would only be relatable to customer service
2 and not other data points within ACSA operations. Mr. Lunsford replied that
3 there are web-based features that could be deployed such as an AI chat.
4 He stated that they are not interested in that at this point, because they do
5 not feel they could adequately manage the responses or anticipate the
6 types of questions they may receive. Ms. Swanson asked the staff to keep
7 the Board updated on that.

8 ***e. Rivanna Water and Sewer Authority (RWSA) Monthly Update*** – Ms.
9 Swanson asked, in terms of the wholesale water meter replacements, if any
10 of the meters involved in the true-up process impacted the calculations. Mr.
11 Lunsford replied as far as he knew, they did not. Mr. Lynn added that he
12 does not think they made a considerable difference one way or the other in
13 terms of what is allocated to the City and the ACSA. He stated that each
14 month, RWSA puts together a report in their board packet that indicates the
15 water being sold to the ACSA versus the City of Charlottesville. He noted
16 that, big picture, the ACSA is still well below the threshold that was defined
17 in the water allocation agreement. Mr. Lunsford stated that from a billing
18 perspective, the allocation on the operating rate is based on actual meter
19 readings from the ACSA and the City. He noted that both entities provide
20 that information to RWSA and they allocate costs based on the percentage
21 consumed by both.

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

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

25
26 6. **Operational Presentation – Private Development Process**

27 Mr. Lynn stated that he wanted to introduce Keane Rucker, Senior
28 Civil Engineer at the ACSA, who would be presenting this item with him
29 (Attached as Pages_____). He stated that they would be talking about the
30 ACSA's process related to private development within the County. He stated

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1 that he first wanted to introduce and give an overview of the ACSA's team of
2 engineers.

3 He stated that Justin Weiler, Senior Civil Engineer, has been with the
4 ACSA since 2022. He stated that Mr. Weiler spent about seven years at
5 RWSA, as well as some time in Hanover County on both the operations and
6 the engineering side. He stated that Justin has a wealth of valuable
7 experience that he has brought with him to the ACSA.

8 Mr. Lynn stated that Richard Nelson, Senior Civil Engineer, spent
9 some time with a contractor before coming to the ACSA so he has a lot of
10 field experience in sewer rehab and maintenance. He stated that Mr. Nelson
11 is the ACSA's longest tenured staff engineer at this point.

12 Mr. Lynn stated that Keane Rucker, Senior Civil Engineer, began as
13 an intern at the ACSA while he was a student at the University of Virginia.
14 He stated that following graduation, he began working at Shimp Engineering,
15 who is a local design consultant. He noted that Keane is the newest member
16 of the team, coming onboard last year. He added that Mr. Rucker has a lot
17 of experience in design and brings a different skill set to the team. He stated
18 that he chose him to help present today, as he is very knowledgeable in the
19 County development process.

20 Mr. Lynn stated that John Anderson, Senior Civil Engineer, was
21 previously introduced to the Board and is one of the project managers for
22 the Avon Operations Center project. He stated that Mr. Anderson has a
23 wealth of experience in various state and local governments. He stated that
24 John has worked with the Nelson County Service Authority, as well as a
25 contractor. He noted that Mr. Anderson came to the ACSA from the County's
26 Community Development office where he was a project manager in both
27 engineering and facilities environmental services.

28 Mr. Lynn stated that he feels this is the most well-rounded
29 engineering team they have had at the ACSA. He stated that they have so
30 many skills and experience in utility operations and engineering, knowledge

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1 in construction and sewer maintenance, as well as expertise in and
2 understanding of private development processes and design.

3 Mr. Lynn stated that before they get into the details, he wanted to talk
4 about the Albemarle County Growth Management Policy. He stated that the
5 ACSA is part of promoting the efficient use of County resources through a
6 combination of protecting the rural area and promoting the development
7 areas where they want most of the development to occur. He stated that the
8 County has laid out a 95% rural area and 5% development area. He noted
9 that even with the new AC44 Comprehensive Plan that is under
10 development, they are still targeting those percentages.

11 Mr. Lynn stated that within the Comprehensive Plan, which is the
12 guiding document for growth, development, and investment in Albemarle
13 County, the ACSA falls within the community facilities goal with the objective
14 to provide public water and sewer in the development areas. He stated that,
15 as he mentioned, the County is currently going through an update to the plan
16 and those efforts are entitled AC44. He mentioned that updates to the plan
17 will offer opportunities to integrate new plans, policies, and plan for future
18 growth. He stated that would now turn the presentation over to Mr. Rucker
19 who would discuss the types of applications the ACSA receives.

20 Mr. Rucker stated that there are five types of applications that the
21 ACSA reviews in the community development process. He stated that they
22 are zoning map amendments, site development plans, subdivision plats,
23 jurisdictional area amendment requests, and building permits. He stated that
24 a zoning map amendment (ZMA) is an early-stage development application
25 constituting a request to change the zoning of a property, usually to allow
26 more dense or intensive development. He stated that with ZMAs, they tend
27 to look at big picture items and take a birds' eye view of the situation. He
28 mentioned that during these reviews, they identify challenges such as the
29 need for off-site easements or water and sewer capacity issues.

30 Mr. Rucker stated that site development plans (SDPs) constitute a
31 large portion of the staff's weekly reviews. He stated that these applications

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1 usually include development or redevelopment designs for commercial,
2 industrial, or multi-family residential use. He mentioned that a few recent
3 examples of these are the Rio Point Apartments on Rio Road, Flow Hyundai
4 on Pantops, and the Home Depot on Route 29. He stated that during their
5 review, the ACSA staff enforces compliance with the ACSA Construction
6 Specifications for the public water and sanitary sewer infrastructure. He
7 mentioned that they determine meter sizing and the corresponding
8 connection fees. He noted that they also begin the process of backflow
9 prevention and the Fats, Oils, and Grease (FOG) program, depending on
10 the type of development.

11 Mr. Parcels asked if a ZMA was the type of application Mr. Wood
12 submitted for his development and asked if the ACSA was aware of the
13 zoning changes when they sized the new trunk sewer. Mr. Lynn replied that
14 the ACSA goes by what is in the comprehensive plan. He stated that the
15 ZMA will change what is anticipated for his property, so the ACSA will have
16 to take another look to ensure the trunk sewer is sized appropriately. Mr.
17 Parcels asked if Mr. Wood would then submit an SDP for his development
18 project. Mr. Rucker replied yes. He stated that there is also a third application
19 that the ACSA typically does not review, which is the Virginia Stormwater
20 Management Program (VSMP) and involves things like erosion control. He
21 noted that this is another major hurdle that any developer has to get over
22 when disturbing 10,000 square feet or more of land. He stated that Mr. Wood
23 has three of these application processes before he can get to the building
24 permit process and begin actual construction.

25 Mr. Rucker stated that the other common type of application the
26 ACSA reviews is a subdivision (SUB) application. He stated that SUBs
27 include development plans for single-family neighborhoods, such as Dunlora
28 Village off of Rio Road, Old Trail in Crozet, and North Pointe on Route 29.
29 He mentioned that for these reviews, the ACSA ensures all individual parcels
30 are served by water and sanitary sewer, and that the infrastructure complies
31 with ACSA requirements set forth in the construction specifications. He

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1 noted that their review often considers, and coordinates, how the
2 development can achieve a cohesive network to allow for smarter growth.
3 He added that the ACSA engineers work with the developers to achieve a
4 design that allows adjacent properties to connect in the future. He stated that
5 they also identify any pipe oversizing opportunities to preempt future
6 capacity challenges, which promotes system integrity and provides capital
7 cost savings.

8 Mr. Rucker stated that Jurisdictional Area amendment requests is
9 another type of application that the ACSA reviews. He stated that the
10 Albemarle County Board of Supervisors (BOS) established the ACSA's
11 Jurisdictional Area (JA) which determines the type of utility service the ACSA
12 can provide to individual parcels. He mentioned that most parcels are in the
13 rural areas and are defined as no service. He stated that within the JA, there
14 are many properties served by both water and sewer, while properties on
15 the outskirts of the system may be water only, water only to existing
16 structures, or limited service. He stated that in this area, interested parties
17 may apply to add a property to the JA. He stated that the BOS is responsible
18 for approving or denying those request and the ACSA staff provides
19 technical support to help inform that decision. He noted that some of the
20 things taken into consideration are if the area is adjacent to existing ACSA
21 infrastructure, can the property be served by ACSA infrastructure without
22 issue, are onsite well and septic systems prohibited, and is there a public
23 health danger or risk.

24 Ms. Palmer stated that there was a property owner a while back that
25 requested to connect to public water and they were adjacent to the JA but
26 they had a lot of iron in their well water. She stated that she thought the iron
27 in the water was treatable and was always perplexed as to why the County
28 staff recommended to allow them to connect. She asked if the iron in the
29 water could be so intense that it is not treatable. Mr. Rucker replied that he
30 does not have knowledge of that specific situation, but he imagines there
31 could be certain iron levels that would cause the water to be non-potable.

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1 Mr. Lynn replied that they go off of health and safety, thus there must have
2 been some information shared that led the County to make that decision. He
3 noted that they are pretty tough about approving those requests.

4 Ms. Swanson stated that there are a number of places in the Urban
5 area that are within the JA and are not served by water and sewer. She
6 asked if those people would have to go through this same process. Mr.
7 Rucker replied that is correct. He stated that for a majority of these
8 applications, that is the situation. Mr. Lynn stated that he wanted to clarify
9 that if someone is already in the JA, they do not have to go through this
10 process to apply for public service. He mentioned that anyone can apply for
11 service, but more of the conversations happen for those property owners
12 that are close to the JA. He added that there are probably properties in the
13 designated growth area but not in the ACSA's JA. He stated that when those
14 properties come up, it is almost a no-brainer that the County will recommend
15 the JA be amended to add those properties to the service area.

16 Ms. Palmer stated that around 2012, there was an entire
17 development off of Old Lynchburg Road that was added to the JA because
18 it was in the development area. Mr. Lynn replied that the development was
19 Whittington. Mr. Brown asked what the advantage is to the application
20 coming through the ACSA, as opposed to going directly to the BOS. Mr. Lynn
21 replied that the application always goes through the County's process. He
22 stated that the ACSA's role is to be a technical resource for the County so
23 they can make an informed decision.

24 Mr. Rucker stated that the other type of application the ACSA reviews
25 is building permits. He stated that these are applications to construct or
26 remodel substantial portions of a building, electrical work, plumbing, decks,
27 and remodels. He stated that the ACSA staff reviews these for compliance
28 and one of the most frequent issues they encounter is confirming that the
29 proposed improvements are not located within ACSA easements. He noted
30 that the review also confirms that there are no opportunities for cross-
31 connections with private wells, and backflow prevention is enforced. He

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1 added that they also review meter sizing based on any change in plumbing
2 fixtures.

3 Mr. Roberts asked if this applied to all County building permits, or
4 just those within the JA. Mr. Rucker replied that the County has recently
5 implemented a new permitting system. He stated that those permits that are
6 outside of the JA are automatically excluded from the ACSA's review.

7 Ms. Swanson stated that she had her water line replaced soon after
8 the ACSA completed the water line project in her neighborhood. She stated
9 that one of the things that was confusing to her was that she had to go
10 through the County process to have them sign off on her water line
11 replacement and asked what the reason was for that. Mr. Rucker replied that
12 the private portion of plumbing is regulated by the International Plumbing
13 Code (IPC), which is a subset building code. He stated that the ACSA's
14 purview does not extend to that area. He noted that with building permits,
15 the ACSA is primarily looking for easement encroachments, backflow
16 prevention, and the appropriate meter sizing. He added that for private
17 plumbing, that is all regulated under the County building department.

18 Mr. Lynn replied that this is mainly for the property owner's
19 protection, to ensure that the contractor is using the right material and the
20 line was installed properly. He stated that the permit ensures that the
21 contractor the homeowner hired is following all of those requirements.

22 Mr. Rucker stated that earlier he mentioned the new permitting
23 system the County recently implemented to improve service in the
24 community and provide greater transparency. He stated that the County's
25 new permitting and licensing software is called Civic Access and was
26 implemented in January. He stated that Civic Access allows public
27 applicants to view and track all types of development applications, as well
28 as the permitting process and inspections that are needed.

29 Mr. Rucker stated that behind the public-facing portion of Civic
30 Access is a view of the regulatory compliance side called Enterprise
31 Permitting and Licensing (EP&L). He stated that ACSA engineering staff log

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1 in daily to their internal dashboard. He noted that the system is a product of
2 Tyler software, similar to the ACSA's current financial system which made
3 the transition earlier this year smoother. He added that this internal
4 dashboard has helped with review management and gives the staff at-a-
5 glance tracking and management capability for the dozens of reviews that
6 occur weekly.

7 Mr. Rucker stated that looking at some of the internal details on the
8 SDP application summary page, there are steps to approval, contact
9 information, involvement of various reviewing agencies, fee estimates, and
10 deadlines. He stated that looking at a view of the dashboard that lists the
11 SUB and SDP reviews, it shows things like staff assignments and due dates.
12 He noted that this is what the staff sees when they log into the system. He
13 added that having all these details at a glance makes for a very smooth and
14 streamlined process.

15 Mr. Rucker noted that when EP&L was launched, there were about
16 200 building permits in the system for review. He stated that the new
17 dashboard was a useful tool for managing those and helped the staff
18 complete the reviews in a timely manner.

19 Mr. Lynn reiterated that EP&L has been a very powerful tool for the
20 ACSA engineering team from a tracking perspective. He stated that
21 throughout the review process, the staff is focused on deadlines, team
22 collaboration, and best-in-class service. He stated that the EP&L system
23 indicates when projects are loaded and when their reviews are due, which is
24 usually within 30-45 days. He stated that team collaboration is important,
25 especially with a younger team, so they meet weekly to go over all the EP&L
26 assignments. He added that they also look at construction drawings and
27 ensure that they are consistent with their reviews. He mentioned that it also
28 allows them to share knowledge and experience among team members. He
29 stated that all of these efforts are to ensure they are providing best-in-class
30 service to their community partners and development community. He stated
31 that they work closely with the development community to make sure new

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1 developments are designed and constructed in accordance with the ACSA's
2 general construction standards.

3 Mr. Lynn stated that once plans are approved, the ACSA will issue
4 an approval through EP&L, and the developer will post a bond through the
5 County. He stated that the ACSA holds a pre-construction conference with
6 the contractor and usually the developer, after which time construction
7 activities begin. He mentioned that there are ACSA construction inspectors
8 assigned to each project to ensure the utilities are installed according to the
9 plans. He stated that the utilities go through testing, disinfection, and
10 bacteriological sampling. He stated that once everything is installed, tested,
11 and placed into service, the ACSA goes through the dedication process. He
12 stated that this is the formal process to turn the utilities over to the ACSA,
13 which includes granting the necessary easements, review and approval of
14 as-built drawings, completion of punch list items, and the execution of the
15 letter of dedication.

16 Mr. Parcels asked if the ACSA or the developer was responsible for
17 the pressure and vacuum testing that is part of the construction activities.
18 Mr. Lynn replied that the developer's contractor performs the test and ACSA
19 staff witnesses the test. He stated that they also collect the samples for the
20 bacteriological testing, but the ACSA takes the samples to the lab and
21 receives the results as well.

22 Ms. Palmer stated that she saw something on the map of the major
23 river basins and watersheds on the last slide of the presentation. She asked
24 if the North Fork Rivanna Reservoir that was listed refers to the slight
25 enlargement of the river behind the dam or is there something actually called
26 the North Fork Rivanna Reservoir. Mr. Lynn replied that he thinks it is the
27 small impoundment right at the filter plant. He noted that there is a low head
28 dam there, so it is probably referring to that. He stated that they got the map
29 from the County's website. Ms. Palmer stated that the County needs to
30 correct the map.

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1 Ms. Swanson asked, with all the systems capturing data on utilities
2 being added to the system, how easy it will be for the public to look at the
3 easements online to see what is on their property or a property they are
4 looking to purchase. Mr. Lynn replied that easements are recorded in the
5 County Clerk's office. He stated that, from a security standpoint, the ACSA
6 keeps its utilities under lock and key. He mentioned that they will give out
7 paper maps to show utilities on a specific property, but the ACSA does not
8 provide public access for all of its utilities. He noted that they do share some
9 limited pipeline information with the County staff, as well as fire hydrant
10 information for the fire department and the general public. Ms. Swanson
11 asked if the ACSA is the repository for the utility side. Mr. Lynn replied that
12 is correct.

13 Ms. Swanson asked if the goals, objectives, and strategies
14 mentioned earlier in the presentation were from the current Comprehensive
15 Plan. Mr. Lynn replied yes. Ms. Swanson asked if they were envisioning any
16 changes during the AC44 process. Mr. Lynn replied that there were some
17 minor revisions but overall, they remained pretty consistent. He stated that
18 he thinks the County was attempting to remove some of the specific callouts
19 of projects and make them more general.

20 Ms. Palmer asked what the lifespan of the meter is when someone
21 changes meter size. Mr. Lynn replied that the lifespan is 15-20 years. Ms.
22 Palmer asked if they would have to replace it. Mr. Lynn replied that the ACSA
23 replaces meters when they reach the end of their useful life, which is an
24 expense covered in the monthly service charge that customers pay. Ms.
25 Palmer stated that earlier it was mentioned that the ACSA is not proactive in
26 re-evaluating meters unless there is a building permit. She asked if the
27 meters are reevaluated when the ACSA changes them out or if staff ever
28 thought of doing it as a matter of policy. Mr. Lynn replied that it is not
29 something that has been done in the past. He stated that there will be more
30 data now with AMI, where the staff could do that. He noted that it would mean
31 possibly reassessing someone and if they are not changing anything, it

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1 would be a difficult argument to make. Ms. Palmer asked if there could be a
2 conversation about this particular subject at next month's meeting. Mr. Lynn
3 replied yes and stated that he would also try to find the practice of some
4 other utilities to see what options are out there if they would like to deviate
5 from what is currently being done.

6 Mr. Parcells added that the trend analysis of those shopping center
7 meters would be helpful as well.

8
9 **7. Comprehensive Financial Review and Plan of Finance**

10 Ms. Johnson stated that Courtney Rogers from Davenport &
11 Company would be presenting the ACSA's comprehensive financial review,
12 which will provide an overview of the organization's financial position, debt
13 profile, and funding strategy (Attached as Pages_____).

14 Mr. Rogers stated that it has been several years since he has spoken
15 with the Board, and it was great to be back. He stated that Harrison Monette
16 was joining him today and is an intern at Davenport this summer. He noted
17 that Harrison is from Richmond, VA, but would be returning to
18 Charlottesville in a month to complete his senior year at the University of
19 Virginia.

20 Mr. Rogers stated that the ACSA has some big CIP projects and is
21 probably the largest 5-Year CIP that he has seen for the organization. He
22 stated that back in 2018, there were not these types of numbers and there
23 may be a policy in place that does not make sense anymore because of the
24 size of the CIP. He stated that the ACSA's 5-Year CIP is about \$88 million,
25 with about \$11 million projects that have been approved but not
26 implemented yet. He added that this is roughly about \$100 million in projects
27 that will need to be funded over the next five to six years.

28 Mr. Rogers stated that what is important for the public to understand
29 is that RWSA, the ACSA's wholesale water and wastewater provider, has
30 an even larger CIP. He stated that today he would not be doing a rate study
31 or talking about rates, but rather necessary revenue increases that are

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1 really driven by RWSA. He stated that he would also be talking about a plan
2 for the ACSA to fund its CIP projects in the future. He mentioned that there
3 is a lot of information, and he would try to move quickly, but was happy to
4 stop and answer questions along the way.

5 He stated that in terms of goals and objectives, a lot of what they will
6 be looking at are things that rating agencies would look at. He stated that
7 he would first discuss the Comprehensive Financial Report, followed by
8 financial policies, capital funding needs, and strategies.

9 Mr. Parcels asked if the ACSA did not have a rating with the first
10 bond they had. Mr. Rogers replied that the ACSA went through the bank
11 process for that bond, given the smaller size. He stated that since the 2017
12 tax decrease, it is not as efficient for banks and their rates have not been
13 as competitive as the public bonds which the ACSA will need a rating for.

14 Mr. Rogers stated that historically, the ACSA has been doing very
15 well. He stated that in terms of revenues, a good bit of them come from new
16 homes that are added each year. He mentioned that roughly 1/3 of the
17 ACSA's total revenues come from those fees. He stated that, even though
18 the ACSA has made increases from a rate standpoint, operating expenses
19 have been growing faster than the operating revenues in the last several
20 years due to inflation. He added that the ACSA does not have a lot of debt,
21 thus the debt coverage looks very good.

22 Mr. Rogers stated that in terms of the service charge history, the
23 ACSA has been increasing those rates, but the expenditures have been
24 growing a bit faster. He stated that the connections are strong and have
25 shown a good trend over the last ten years. He noted that the number of
26 new connections has averaged around 450 for both water and sewer and
27 has been fairly steady.

28 Mr. Rogers stated that because the ACSA does not have a lot of
29 debt, the debt service coverage has been very high. He stated that rate
30 agencies like to see, for a triple A rating, 2x debt service coverage. He
31 stated that this means, after operations are paid, net revenues are at least

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1 2x greater than the annual debt service. Mr. Parcels asked what the
2 ACSA's bond interest rate is currently. He stated that since the bond is down
3 to around \$2.5 million, he wonders if it would make sense to just pay it off.
4 Mr. Rogers replied that he would say it depends on the rate the ACSA is
5 getting on the money that is sitting in the bank. He noted that there are six
6 years left, including this year, before the bond is paid off. Mr. Lunsford
7 stated that he is comfortable saying that the LGIP is currently earning in
8 excess of what the rate is. He stated that his recollection is the interest rate
9 was 4.65% in 2010, but they refinanced at a better rate. He added that he
10 does not recall what the new rate is.

11 Mr. Rogers stated that he thought it might be helpful for the Board
12 to see a peer comparison of debt service coverage. He stated that the bar
13 graph shows Aaa and Aa1/Aa2 credits in the Commonwealth of Virginia. He
14 noted that the ACSA is at the top of the chart with very strong debt service
15 coverage. He noted that those on the graph that are much stronger, such
16 as Chesterfield, Loudon Water, and Prince William, are receiving a lot of
17 capital contributions which is driving up their debt service coverage ratio.

18 Ms. Swanson asked how the ACSA compares to other
19 organizations throughout the state in terms of issuing debt in general. Mr.
20 Rogers stated that he would show them a debt comparison in just a
21 moment.

22 Ms. Palmer asked if the data centers have a big impact on the debt
23 service coverage ratio. Mr. Rogers replied yes. He stated that Loudon
24 County is one of their clients and a lot of their capital contribution comes
25 from data centers. He stated that a data center will come in and say they
26 need a certain amount of water and then use more later, which results in
27 more money down the road as they increase their consumption. He added
28 that there are still a lot of homes being built in Loudon County as well, so
29 he does not know the exact split between data centers and the new homes.

30 Mr. Rogers stated that another important statistic that measures the
31 financial health of a utility system is how many days cash on hand it has.

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1 He stated that if there is a downturn in new connections and the revenue is
2 not coming in from connection fees, the ACSA will need to have cash on
3 hand. He stated that for utilities, there may be projects in the pipeline that
4 need to be taken care of and if they do not have the cash, they will have to
5 go to the market to find those funds. He noted that the ACSA's days cash
6 on hand is currently very strong in the 500-600 range. He added that the
7 rating agencies like to see 250 days cash on hand for a strong Aaa rating.
8 He mentioned that S&P looks at days cash on hand as well as the dollar
9 amount. He noted that the ACSA's numbers are currently in the AA+ range
10 in terms of the dollar amount. He stated, however, that when looking at the
11 dollar amount along with the days cash on hand, the ACSA still scores on
12 the higher end of the spectrum.

13 Mr. Rogers stated that in comparison to the other utilities throughout
14 the state, the ACSA still scores pretty strongly in terms of days cash on
15 hand. He mentioned that Chesterfield has a lot of cash on hand. He noted
16 that they do have a lot of capital needs that they will need to fund eventually,
17 but they also do not have a lot of debt. He added that Henrico County is
18 seeing a lot of growth as well. Mr. Parcels asked where Chesterfield is
19 located. Mr. Rogers replied that it is south of the James River, and Henrico
20 sort of curves around the City of Richmond to the north and west. He noted
21 that Spotsylvania and James City were other areas of growth as well.

22 Mr. Rogers stated that the next slide shows a comparison of the
23 combined residential utility rate for an average use of 4,000 gallons per
24 month. He noted that Northern Virginia was left out of the comparison as it
25 is a different world in that area. He stated that the ACSA is right in the middle
26 and is in pretty good shape.

27 Mr. Rogers stated that in terms of debt, the ACSA has about \$3
28 million left of existing debt, which will take roughly six years to pay. He
29 stated that to Ms. Swanson's question from earlier, the next slide shows a
30 peer comparison of outstanding debt. He mentioned that excluding the
31 RWSA portion, the ACSA, outside of James City, is the only entity that

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1 basically has no debt. He mentioned that including RWSA's debt, the ACSA
2 is still at the lower end of existing debt. He noted that even the Aaa entities
3 have existing debt. He stated that Chesterfield is the only one that does not
4 because they have a lot of cash.

5 Ms. Swanson asked if the peer entities the ACSA was being
6 compared to were similar in structure to the ACSA. Mr. Rogers stated that
7 the entities included in the chart are rated utilities throughout the state. Ms.
8 Swanson stated that what she meant was entities similar to the ACSA in
9 that they do not produce water. Mr. Rogers stated that it is a mixed bag.
10 Ms. Swanson asked how many entities in the state that the ACSA would be
11 compared to are similar in structure. Mr. Rogers replied that there are not
12 that many. He noted that UOSA would be similar to RWSA in that they are
13 a wholesaler. He stated that almost everyone else on the chart is retail, like
14 the ACSA. He noted that some of the entities may buy from each other. He
15 stated, for example, that Chesterfield will buy water from the City of
16 Richmond and Loudon County purchases water from Fairfax.

17 Ms. Palmer stated that they tried to find other interjurisdictional
18 water authorities that really represented the ACSA, but it was extraordinarily
19 difficult. She stated that she thinks there was maybe one other similar entity.
20 Mr. Lunsford added that he does not know of any that are purely retail either.
21 He noted that even some of the entities that purchase treatment from UOSA
22 have treatment plants as well.

23 Mr. Parcels asked when the line on the graph was set at about \$100
24 million to represent the ACSA's debt, including the RWSA portion, if it was
25 based on the ratio between the City and the County. Mr. Lunsford replied
26 that it is an estimate. He stated that it is essentially half of RWSA's debt that
27 has been allocated for presentation purposes.

28 Mr. Rogers stated that another ratio that agencies look at is the debt
29 to operating revenue ratio. He noted that the previous slide showed the
30 amount of debt each entity had, and Fairfax was off the chart. He
31 mentioned, however, in the debt to operating revenue chart, Fairfax comes

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1 back in line due to the revenue that they have. He added that the ACSA is
2 close to the Aaa rating with a debt to revenue ratio of 2x.

3 Mr. Rogers stated that credit ratings are important because of
4 interest rates. He stated that the higher the rating an entity receives, the
5 lower the interest rate will be. He mentioned that the ACSA does not
6 currently have a rating, but the organization has given itself a path at least.
7 He stated that he feels at worst, the ACSA would be at the top of the A
8 range but could solidly be in the Aa range also. He mentioned that there is
9 a lot of debt coming and the ACSA is very unique in that it is mainly retail.
10 He noted that because of this, the ACSA is very dependent upon connection
11 fees, which is something that gives rate agencies pause. He stated that a
12 slowdown in the economy could be a concern, which is why the cash side
13 is so important.

14 Mr. Rogers stated that one of the things that helps when going
15 through the process of talking to rating agencies is to have policies in place.
16 He stated that in 2018, they went through the ACSA's financial policies and
17 revised them. He mentioned that the agencies periodically change their
18 policies and the debt to revenue ratio is a new policy they have come up
19 with. He stated that currently, the ACSA's cash on hand policy is 270 days.
20 He noted that Loudoun County's policy is a minimum of two years and a
21 maximum of three years. He stated that this policy has served them well
22 and helped them to keep their Aaa rating for years. He stated that he thinks
23 270 is a good target for the ACSA and they are not recommending any
24 changes to that policy.

25 Mr. Rogers stated that the policy they are recommending the ACSA
26 change is the debt management policy, specifically the debt service
27 coverage. He stated that when they set the policy at 1.2x in 2018, the ACSA
28 did not have the \$100 million CIP that it has now. He stated that there is a
29 fine line of raising revenues too high and at the same time maintaining good
30 practices and having enough cash on hand. He stated that they are
31 suggesting a new, two-part policy. He stated that the first part is to get

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1 through the hurdle of debt over the next several years to get back to a policy
2 that is not dependent upon connection fees. He stated that the second part,
3 in the meantime, is to implement a secondary policy that includes the
4 connection fees to reach a debt service coverage of 1.70x over the next
5 several years. He stated that, in summary, there will be a policy that
6 includes connection fees and a policy to get back to not relying on
7 connection fees.

8 Mr. Parcels asked if there was a projection of a buildout getting to
9 the point of satisfying all the building that will be done. He stated that
10 population growth will continue but asked if the County planned to expand
11 the current development area in the next 5-10 years. Ms. Palmer stated that
12 it would not be in the next five years. Mr. Parcels stated that it seems awfully
13 risky to depend on growth in today's uncertain times.

14 Ms. Palmer stated that for years, the ACSA has had the policy of
15 growth pays for growth. She stated that, in her mind, the ACSA was not
16 going to depend on growth to meet its obligations, but they clearly are now.
17 She stated that when it gets to a certain point, they will have to have a new
18 water supply plan and then the whole thing starts all over again. Mr.
19 Lunsford stated that a good way to frame this is to make it smaller and look
20 at the North Fork Regional Pump Station and the special rate districts. He
21 stated that in 2010, the ACSA issued debt for about \$12 million to construct
22 the pump station. He stated that the ACSA had to pay for that project then,
23 with the idea that they would collect revenues to offset that debt issuance.
24 He stated that what he thinks Mr. Rogers is trying to illustrate is that the
25 ACSA may not have all of its growth funds ready to go on day one. They
26 are spreading that over the course of that term.

27 Mr. Rogers added that there is about a six-year period of modeling
28 out this policy, and they cannot do it all with operational revenues. Mr.
29 Parcels asked, in modeling this, what inflation rate is being used. Mr.
30 Lunsford stated that it was 3%. Mr. Rogers stated that 3% is correct on
31 operational expenditures. He noted that RWSA's numbers come from

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1 RWSA. Mr. Parcells stated that it was probably around 10% or so for RWSA.
2 Mr. Lunsford replied that it was 15%-20% year over year.

3 Ms. Palmer stated that the ACSA works with the County on the
4 Comprehensive Plan and their buildout, and her understanding is that the
5 developers are asking for less density rather than more density. She asked
6 if the ACSA uses the County's maximum buildout numbers in the
7 development area. Mr. Lynn replied that when they are sizing, they have to
8 look at the worst-case scenario if they are going to invest in infrastructure
9 to serve a new area. He stated that he thinks the County is feeling some
10 pressure around the 95/5 split and trying to figure out how to give some
11 more growth without truly expanding the growth area to where it is too
12 expensive to put in the infrastructure to serve the area. Ms. Palmer stated
13 that her understanding is that the County would have to do so in the context
14 of a Comprehensive Plan review. Mr. Lynn stated that he thinks the County
15 was trying to put triggers or processes in place if they need to expand, which
16 he thinks is in the AC44.

17 Mr. Rogers stated that there were a couple of other smaller policies
18 he wanted to mention. He stated that in terms of reporting, agencies look at
19 things like how often the Board is receiving reports from the staff regarding
20 finances and related items. He mentioned that the ACSA currently has good
21 policies regarding reporting, as the Board receives monthly reports. He
22 stated that the investment policy is another area that is important to the
23 agencies. He stated that they are currently not recommending any changes
24 to the existing policy but will take a look at it and see if there is anything to
25 tidy up.

26 Mr. Rogers stated that when developing the pro-forma model, they
27 assumed a 3% increase in operating expenses and 450 new system
28 connections per year beginning in FY 2027, which is roughly the 5- and 10-
29 year averages. He mentioned that the ACSA currently projects 627 new
30 connections for FY 2026, but they were being conservative. He stated that
31 looking at Davenport's projections for long-term debt, they assume a 30-

Albemarle County Service Authority Board of Directors

1 year borrowing term and a 5% interest rate. He noted that this is typical for
2 all of the utilities they looked at earlier in the comparison charts. He added
3 that some may have a shorter term, but they are not going beyond 30 years.

4 Mr. Rogers stated that the chart on the next page shows, on a
5 graphic basis, what is going on with the numbers at the bottom of the page.
6 He noted that the purchase of water and wastewater, as well as the debt
7 service contribution, from RWSA is very high. He stated that there is a 21%
8 increase for the purchase of water and wastewater just in FY 2026 alone,
9 followed by 16% and 14% in FY 2027 and 2028 respectively. He stated that
10 these increases will correlate very closely with the revenue increases the
11 Board will see in a moment. He stated that he was going to show the Board
12 the pro forma with no new debt on the ACSA side, and then what happens
13 if the ACSA's CIP is included.

14 Mr. Rogers stated that the next slide shows a summary of the pro
15 forma model with the impact of RWSA increases only. He noted the 1.70x
16 highlighted at the bottom, which is required to keep coverage on the ACSA's
17 existing debt without adding any new debt. He mentioned that the yellow
18 highlighted line at the top shows the rate increases needed to keep cash
19 levels in check, which very closely correlate to the increases on the previous
20 slide from RWSA. He added that essentially, over the next several years,
21 the ACSA's payments to RWSA are expected to increase by about 66%.

22 Mr. Rogers stated that the ACSA's CIP over the next five years is
23 roughly \$100 million, counting those projects that have already been
24 approved but not yet funded. He stated that the five years following that, or
25 the second half of the 10-year CIP, is about \$63 million. He mentioned that
26 currently, they are focused on the first five years of that 10-year program.

27 Mr. Rogers stated that it does not make sense, under IRS rules, for
28 the ACSA to take on a full \$100 million. He stated that the IRS set rules in
29 the late 1980s to prevent entities from borrowing money, arbitraging it,
30 putting it in the bank, and earning more. He stated that when an entity issues
31 debt, it must expect to spend those funds in 36 months. He mentioned that

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1 typically, for utilities, Davenport uses 24-month blocks. He stated that in
2 terms of a funding strategy, they have broken it up into three different bond
3 issues, with the first being \$29 million in FY 2026 to fund the first two years
4 of anticipated CIP expenditures. He noted that they are looking at the actual
5 spending of funds, not just appropriating. He stated that the second bond
6 issuance would be in FY 2028, at \$28 million and finally, \$22 million in FY
7 2030. He stated that part of this strategy is driven by the IRS, but part of it
8 is to spread out the cost to allow the use of other capital contributions.

9 Mr. Rogers stated that the next slide is a snapshot of the proposed
10 capital funding strategy. He noted that the highlighted line at the top shows
11 the revenue increases. He mentioned the highlighted numbers at the
12 bottom, reflecting the new policy of 1.70x debt service coverage. He stated
13 that the days cash on hand begins to decrease as they use more to reduce
14 the amount being borrowed. He added that the 1.20x debt service coverage
15 shown in the bottom right corner reflects the other policy, which begins two
16 years after the last bond issuance that is being proposed.

17 Mr. Rogers stated that the next chart shows the difference between
18 RWSA and the ACSA, with respect to required revenue increases. He
19 stated that the ACSA's CIP only requires about a 6% increase in operating
20 revenues. He stated that the majority of the increases are driven by the
21 RWSA. He noted that the only increase the ACSA needs to take care of the
22 three bond issues he just discussed is roughly 6% one time.

23 Mr. Parcels asked what RWSA is planning in terms of their funding,
24 and if they would be issuing bonds also. Mr. Lunsford replied that they do
25 issue bonds. Mr. Parcels asked if their interest cost is included in their cost
26 to the ACSA. Mr. Rogers replied yes, based on the projections they have
27 given. Mr. Parcels asked how much interest was included. Mr. Lunsford
28 replied that it is whatever the actual interest is on their bond issuance. Mr.
29 Parcels asked if RWSA has done a study similar to this one. Mr. Rogers
30 replied that his firm does work with RWSA, but he has not had a chance to
31 talk to his partners about it. Ms. Palmer stated that RWSA operates on debt.

Albemarle County Service Authority Board of Directors

1 Mr. Lunsford stated that he thinks RWSA will be issuing another \$395
2 million over the next several years.

3 Mr. Rogers stated that he wanted to look at the projected credit
4 rating after incorporating the new debt and changes from RWSA. He stated
5 that, based on their modeling, the ACSA is in the Aaa range and is expected
6 to be there in 2032 as well. He stated that in terms of debt service coverage
7 is projected to be a little lower in 2032 but still good.

8 Mr. Rogers stated that if the ACSA exceeds the 450 new
9 connections for FY 2026, the ACSA can downsize the bonds, but it is a
10 matter of timing. He stated that they may have to borrow the amount
11 projected for FY 2026 but by the time they get to FY 2028, the amount may
12 decrease. He noted that conversely, if the 450 connections are not made,
13 the ACSA may have to borrow more. He stated that with days cash on hand,
14 the ACSA is in the Aaa range and is expected to be there again by 2032.
15 He stated that it does come down from where the ACSA is currently, but
16 they feel 270 is a solid number and do not recommend changing that policy.

17 Ms. Palmer asked if there are any projections as to what the interest
18 rates would be for the bond issuances. Mr. Rogers stated that they used
19 5% for their projections. He stated that if the ACSA went to the market today,
20 the rate would probably be in the 4.5% range.

21 Mr. Rogers stated that in summary, the ACSA will need substantial
22 revenue increases to fund both increases from RWSA and its own CIP. He
23 stated that the ACSA may want to have a full rate study done to look at the
24 rate structure. Mr. Parcels asked if Davenport has done an 85% possibility
25 of success comparison. Mr. Rogers replied no, they have not made any
26 comparisons like that. He stated that this is a best guess of where the ACSA
27 may end up financially. Mr. Parcels asked if the bond issue amounts are
28 estimated figures to get close to covering the \$100 million CIP in portions,
29 while knowing that the ACSA has historically been able to cover up to \$20
30 million without bond funding.

Albemarle County Service Authority Board of Directors

1 Mr. Lunsford stated that for years, the ACSA has aimed for about
2 \$10 million per year in CIP projects, which is just not the case anymore. He
3 stated that the ACSA has been seeing \$15-\$20 million years, based off of
4 what needs to happen and the cost of construction. He mentioned that
5 keeping up with those costs is becoming more difficult without financing.

6 Mr. Parcels asked with the current status of the Avon Street project
7 and the issues with rock, if the \$8 million left to go was still on target. Mr.
8 Lynn replied that they are still within the total budget of \$18 million for the
9 project.

10 Ms. Palmer asked Mr. Rogers if he could say a few words about the
11 rating process. Mr. Rogers stated that it generally takes about 60-90 days.
12 He stated that the first 30 days would be spent putting together a
13 presentation outlining the financial plan, service area, development plans,
14 etc. He noted that the Moody's analyst they would talk to would be very
15 similar to the analyst they spoke with for the County. He stated that the S&P
16 has separate analysts that only cover utilities. Ms. Palmer asked if the
17 ACSA would try to get Aaa rated. Mr. Rogers replied that they would do
18 their best. He stated that it is a lot of debt to take on but there is a triple A
19 base in the area which will help.

20 Mr. Parcels asked if the presentation to obtain the rating would be
21 similar to this one today. Mr. Rogers replied yes. He stated that it would not
22 be exactly like this one, but it would include similar slides. He mentioned
23 that it would include some of the things going on around the County driving
24 the growth, the demographics and income levels, as well as finances. Mr.
25 Parcels asked what RWSA's rating is. Mr. Rogers replied that he is pretty
26 sure they are Aa rated. Ms. Palmer stated that this is because RWSA is
27 heavily dependent upon its two customers, the City and County.

28 Mr. Parcels asked when they would present to the rating agencies.
29 Mr. Rogers replied that it depends on when the ACSA is ready to start
30 spending the money. He stated, for example, if Mr. Lunsford said the ACSA
31 needed the money by May 1st, he would suggest gearing up in February

Albemarle County Service Authority Board of Directors

1 and shoot for a bond settlement by April. Ms. Palmer asked what they think
2 would happen if they do not follow this plan. Mr. Lunsford stated that the
3 intent of this presentation was to paint the picture of where the ACSA is and
4 where they need to be. He stated that the staff will happily consider any
5 comments from the Board and will continue conversations with Mr. Rogers.
6 He noted that there is a formal rate study scheduled for this fall, which can
7 be incorporated into what they present to the rate agencies. Mr. Rogers
8 stated that in terms of the rate study, they will probably use the same firm
9 to put something together for the official statement to the rating agencies.

10 Ms. Palmer asked how RWSA's debt will play into the ACSA's
11 rating. Mr. Rogers replied that what is unique is that they have never done
12 a rating for the ACSA before. He stated that they will work closely with
13 Lonnie Wood and his group at RWSA and find out when they are going to
14 market. He stated that the hope would be that they will use the same
15 analyst, so they already have some knowledge of what is going on. He
16 noted that he cannot pick the analyst, but he can request it.

17 Ms. Swanson stated that she thought RWSA had on their agenda at
18 some point to conduct a study on affordability. Mr. Lunsford stated that it is
19 not on their current agenda. He mentioned that there was a request from
20 RWSA to some of the utilities in the general region about rates, but he does
21 not know that much came out of that.

22 Mr. Lunsford stated that a lot of the costs on the RWSA side are
23 related to generational projects that have been in the water supply plan for
24 a number of years and are finally being constructed. He stated that it is very
25 important that those projects continue so that the current and future needs
26 are met from a capacity and resilience perspective. Ms. Palmer stated that
27 Crozet is a wild card, as their water supply plan will not be available until
28 next May.

29 Mr. Roberts asked Mr. Rogers if he said the ACSA's average debt
30 service interest rate is 2.70%. Mr. Rogers stated that 270 is days cash on
31 hand. He stated that this measures how many days the ACSA could

Albemarle County Service Authority Board of Directors

1 continue to operate if revenues shut down today. He stated that 1.70x is the
2 new debt service coverage ratio they are recommending.

3
4 8. ACSA Strategic Plan Update

5 Mr. Lunsford suggested that this item be moved to next month, if it
6 pleased the Board, to ensure enough time for Executive Session. The Board
7 concurred and this item was moved to next month's agenda.

8
9 9. Items Not on the Agenda

10 There were no items not on the agenda.

11
12 10. Executive Session

13 The Chair read a Resolution to enter into 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. Swanson. The Chair asked for a roll-***
18 ***call 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 Chair
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; Mr. Armstrong aye; Mr. Roberts, aye; Ms.***
27 ***Swanson, aye.***

28
29 11. Adjourn

Albemarle County Service Authority Board of Directors

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

4 _____
5 Quin Lunsford, Secretary-Treasurer

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

AGENDA TITLE: Monthly Financial Reports	AGENDA DATE: August 21, 2025
STAFF CONTACT/PREPARER: Tanya Johnson, Director of Finance	ACTION: Informational
	ATTACHMENTS: Yes

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

DISCUSSION:

- Water consumption for the month of June decreased .60% compared to May. Water consumption for the month of June 2025 compared to June 2024 decreased 6.0%.
- RWSA's invoice of \$2,596,414 for the month of June was paid on July 10th, 2025.
- Unearned water and sewer connection charges totaled \$2,856,450 at month end.
- System connection charges are slightly behind budgeted expectations with \$505,460 recognized in July.
- Water and Wastewater revenues for FY 2026 are above budgeted expectations by 4.31%. Please see the water/wastewater trend analysis included illustrating that when adjustment for expected variations in seasonal consumption are considered, revenues are 3.17% less than budgeted expectations.
- Investment update: LGIP's effective monthly yield stands at 4.5%, while PFM's yield to maturity at market is 4.21%, reflecting current market conditions and portfolio performance.

BUDGET IMPACT: Informational only.

RECOMMENDATIONS: None

BOARD ACTION REQUESTED: None; informational item only.

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

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

ALBEMARLE COUNTY SERVICE AUTHORITY

STATEMENT OF NET POSITION

July 31, 2025

ASSETS

Cash and cash equivalents	\$ 6,788,574
Accounts receivable	6,185,770
Investments	51,961,183
Capital assets: (net of accumulated depreciation)	195,748,373
Inventory	648,170
Prepays	461,181
Cash and cash equivalents, restricted	740,012
	<hr/>
Total assets	262,533,263
	<hr/>

DEFERRED OUTFLOWS OF RESOURCES

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

LIABILITIES

Accounts payable	4,168,909
Accrued liabilities	449,130
Compensated absences	836,470
Net pension liability	3,030,688
Other post-employment benefits	1,088,723
Unearned connection fees	2,856,450
Long-term debt	3,662,648
	<hr/>
Total liabilities	16,093,018
	<hr/>

DEFERRED INFLOWS OF RESOURCES

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

NET POSITION

246,797,157

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

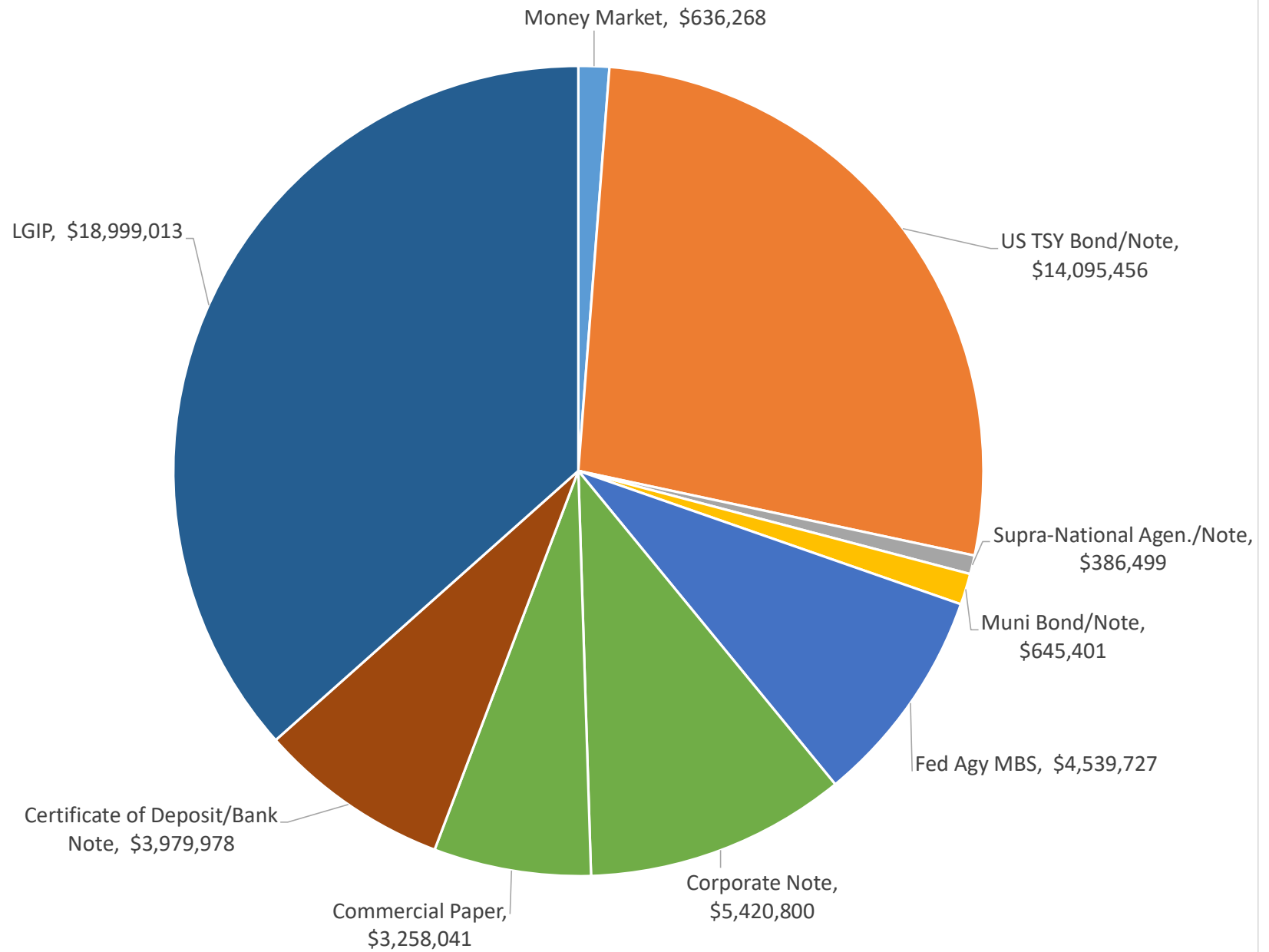
- A.** Water and sewer revenues were more than budgeted amounts by 4.31%. Consumption through July (gallons) appears reasonable considering the ACSA's normal seasonal consumption pattern. Further information related to seasonal revenue expectations can be found later in the Board packet.
- B.** Expenses related to purchases of bulk water and sewer treatment from the RWSA are less than budgeted amounts by 0.80%. Monthly billings prepared by the RWSA allocate total water/wastewater flows to the ACSA/City based on the consumption of each for the quarter immediately preceding.
- C.** Departmental operating budgets through the current month remain below budgeted expectations for the fiscal year with the exception of Administration. Variations early in the fiscal year are expected as timing of expenses which can more greatly impact variances. Departmental expenses will continue to be monitored throughout the fiscal year and are expected to align with the budget.
- D.** System connection charges are less than the budgeted amount. Connection charges are often difficult to project and can fluctuate from year to year. These charges are dependent upon new customers connecting to the system.
- E.** Investment income, which includes both interest income and adjustments to fair market value are recorded in these accounts. Investment earnings are behind budgeted expectations through the current month.
- F.** Miscellaneous revenues consist of multiple lines and include inspection fees, plan review, reconnections/initial bill fees, invoiced water usage, and gains associated with sales of capital assets retired from service.
- G.** The budgeted amount includes expected outlays for capital equipment and losses on disposal of capital assets. Equipment is capitalized when placed in service.
- H.** Bond interest charges are recorded as incurred.
- I.** Depreciation is not a budgeted line-item accounting for the variance. Depreciation expense is considered during the annual budgeting process as this expense is utilized to calculate the required contribution to the 3r reserve.

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

43

	Budget FY 2026	Budget Year-to-Date 2026	July Actual Year-to-Date	Actual vs. Budget	Variance Percentage
Revenues					
Water Sales	25,260,000	2,105,000	2,243,751	138,751	6.59%
Sewer Service	19,600,000	1,633,333	1,655,838	22,505	1.38%
Total operating revenues	44,860,000	3,738,333	3,899,589	161,256	4.31% A
Operating Expenses					
Purchase of bulk water	(22,697,500)	(1,891,458)	(1,932,752)	(41,294)	2.18% B
Purchase of sewer treatment	(15,256,000)	(1,271,333)	(1,255,205)	16,128	(1.27%) B
Administration	(1,601,400)	(133,450)	(164,296)	(30,846)	23.11% C
Finance	(3,436,700)	(286,392)	(240,902)	45,490	(15.88%) C
Information Technology	(2,259,300)	(188,275)	(107,751)	80,524	(42.77%) C
Engineering	(2,823,000)	(235,250)	(228,984)	6,266	(2.66%) C
Maintenance	(5,639,900)	(469,992)	(346,135)	123,857	(26.35%) C
Total operating expenses	(53,713,800)	(4,476,150)	(4,276,025)	200,125	(4.47%)
Operating gain(loss)	(8,853,800)	(737,817)	(376,436)	361,381	(48.98%)
Nonoperating Revenues					
System connection charges	9,400,000	783,333	505,460	(277,873)	(35.47%) D
Investment/Interest Income	2,000,000	166,667	115,548	(51,119)	(30.67%) E
Rental income	16,000	1,333	1,215	(118)	(8.88%)
Miscellaneous revenues	726,000	60,500	97,449	36,949	61.07% F
Total nonoperating revenues (expenses)	12,142,000	1,011,833	719,672	(292,161)	(28.87%)
Nonoperating Expenses					
Miscellaneous expenses	(1,337,200)	(111,433)	(88)	111,345	(99.92%) G
Bond interest charges	(183,859)	(15,322)	-	15,322	(100.00%) H
Depreciation	-	-	(405,855)	(405,855)	0.00% I
Total nonoperating revenues (expenses)	(1,521,059)	(126,755)	(405,943)	(279,188)	220.26%
Capital contributions	-	-	3,079,034	3,079,034	
Change in Net Position	1,767,141	147,262	3,016,327	2,869,065	1948.28%

Allocation of Investments by Type



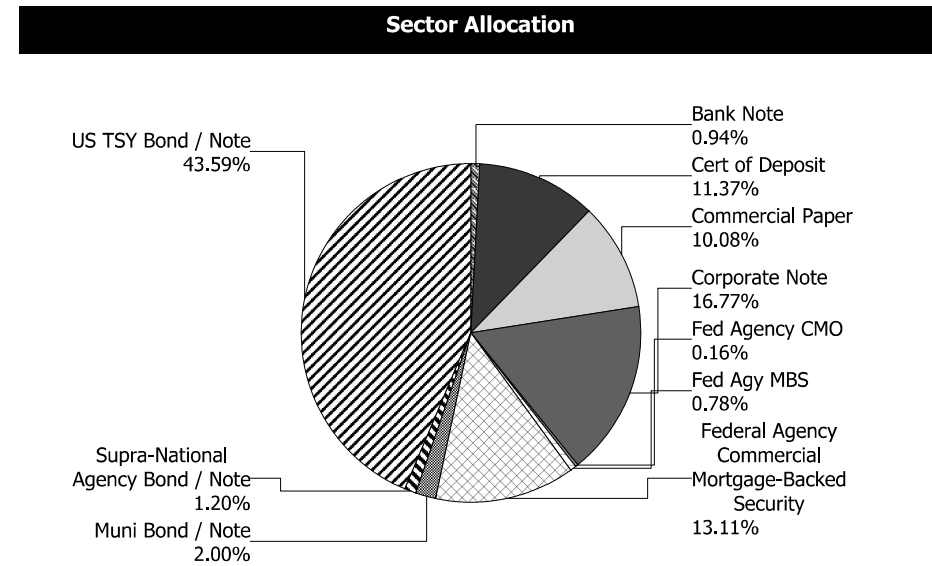
Portfolio Summary and Statistics

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

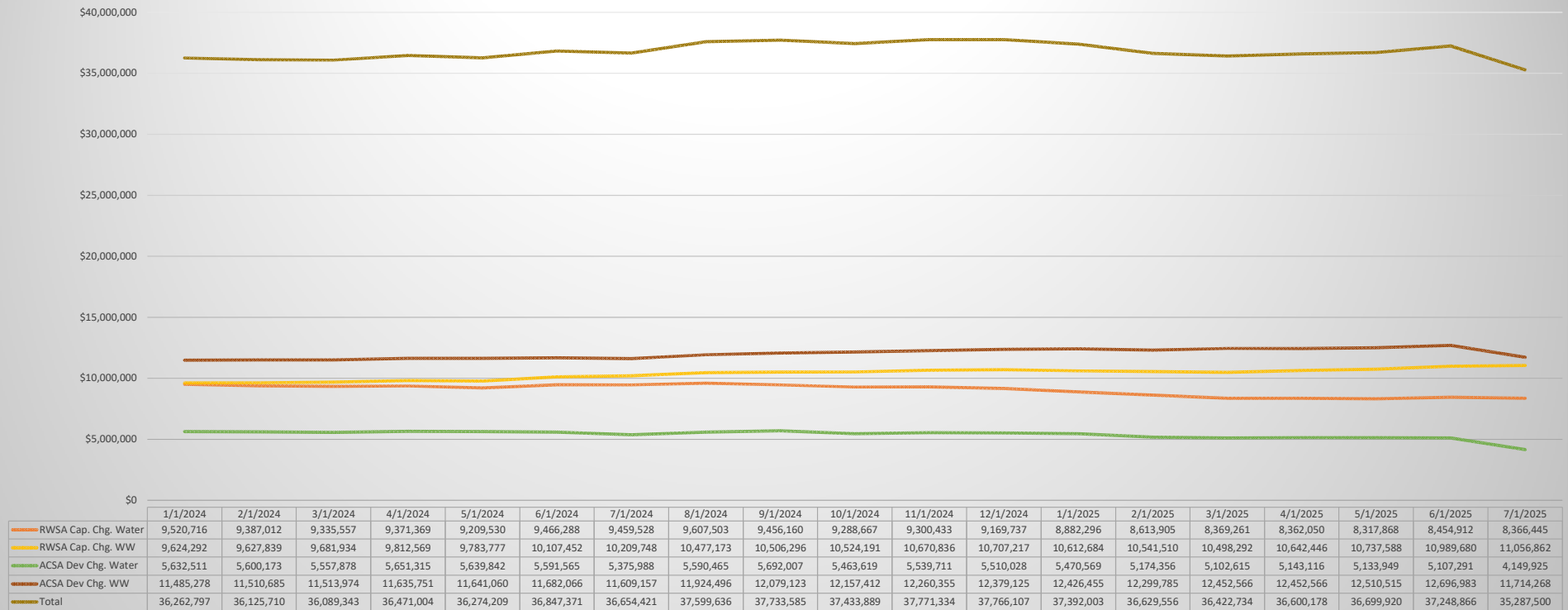
ACSA OPERATING FUNDS - 03100100

Account Summary			
Description	Par Value	Market Value	Percent
U.S. Treasury Bond / Note	14,075,000.00	14,095,456.48	43.59
Supra-National Agency Bond / Note	385,000.00	386,498.63	1.20
Municipal Bond / Note	640,000.00	645,401.34	2.00
Federal Agency Mortgage-Backed Security	261,440.78	251,938.79	0.78
Federal Agency Commercial Mortgage-Backed Security	4,326,060.01	4,236,698.52	13.11
Federal Agency Collateralized Mortgage Obligation	55,769.32	51,088.99	0.16
Corporate Note	5,405,000.00	5,420,800.29	16.77
Commercial Paper	3,300,000.00	3,258,040.50	10.08
Certificate of Deposit	3,675,000.00	3,674,635.63	11.37
Bank Note	300,000.00	305,341.50	0.94
Managed Account Sub-Total	32,423,270.11	32,325,900.67	100.00%
Accrued Interest		318,796.22	
Total Portfolio	32,423,270.11	32,644,696.89	

Unsettled Trades	0.00	0.00
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Capacity/System Development Reserves



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

Albemarle County Service Authority
Connection Fee Analysis
June 2025

Area	June 2025 Monthly Connection Fees	June 2024 Monthly Connection Fees	\$ Change	% Change
Crozet	\$ 288,600	\$ 144,630	\$ 143,970	100%
Urban	444,835	646,910	(202,075)	-31%
Scottsville	-	-	-	-
Total Connection fees	\$ 733,435	\$ 791,540	\$ (58,105)	-7%
Through June				
Area	YTD FY 2025 Connection Fees	YTD FY 2024 Connection Fees	\$ Change	% Change
Crozet	\$ 1,659,620	\$ 2,908,615	\$ (1,248,995)	-43%
Urban	6,970,600	\$ 6,359,663	\$ 610,937	10%
Scottsville	-	72,450	(72,450)	-100%
Total Connection fees	\$ 8,630,220	\$ 9,340,728	\$ (710,508)	-8%

Area	June 2025 ERC's	June 2024 ERC's	Change	% Change
Crozet	20	10	10	100%
Urban	31	45	(14)	-31%
Scottsville	-	-	-	-
Total ERC's	51	55	(4)	-7%
Through June				
Area	YTD FY 2025 ERC's	YTD FY 2024 ERC's	Change	% Change
Crozet	115	202	(87)	-43%
Urban	481	438	43	10%
Scottsville	-	10	(10)	-100%
Total ERC's - YTD	596	650	(54)	-8%

Note: This analysis shows, both in dollars and ERC's, connections by month and YTD for the period under review. As noted above, connection fees are comparable to the prior year. See the "Three Year Connection Fee Comparison" for further discussion related to this change.

**Albemarle County Service Authority
Three Year Connection Fee Comparison
June 2025**

Area	June 2025 ERC's	June 2024 ERC's	June 2023 ERC's
Crozet	20	10	22
Urban	31	45	30
Scottsville	-	-	3
Total ERC's	51	55	55

Through June			
Area	YTD 2025 ERC's	YTD 2024 ERC's	YTD 2023 ERC's
Crozet	115	202	140
Urban	481	438	739
Scottsville	-	10	3
Total ERC's - YTD	596	650	882

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

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

	FY 2025 Consumption	FY 2024 Consumption		Monthly Precipitation (In.)	
				FY 2025	FY 2024
July	178,898,841	154,300,020	15.94%	2.97	5.44
August	167,569,158	170,746,002	-1.86%	4.56	2.51
September	168,622,791	176,070,325	-4.23%	11.90	2.98
October	154,505,280	165,947,566	-6.90%	1.89	0.59
November	157,629,026	154,337,781	2.13%	1.41	3.67
December	142,576,100	145,323,150	-1.89%	3.15	4.80
January	135,634,117	137,727,440	-1.52%	6.58	6.58
February	140,077,622	135,574,438	3.32%	4.51	2.31
March	133,246,908	137,885,342	-3.36%	0.89	3.70
April	141,119,829	136,213,084	3.60%	2.11	1.85
May	154,027,224	153,343,279	0.45%	8.89	5.00
June	153,095,431	162,940,773	-6.04%	4.48	1.21
YTD	1,827,002,327	1,830,409,200	-0.19%	53.34	40.64

Note: Consumption through June 2025 is -0.19% less than the same period in fiscal year 2024. Monthly precipitation figures have been included for comparison purposes. Trends in rainfall can sometimes correlate with trends in consumption however, depending on the intensity, days between rain events, or other factors, this may not always be the case.

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

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

	FY 2025	FY 2024	Increase	
	RWSA Charges	RWSA Charges	(Decrease)	
July	\$ 2,622,835	\$ 2,352,971	\$ 269,864	11.47%
August	2,648,222	2,352,440	\$ 295,782	12.57%
September	2,718,386	2,286,484	\$ 431,902	18.89%
October	2,733,598	2,277,041	\$ 456,557	20.05%
November	2,540,444	2,204,989	\$ 335,455	15.21%
December	2,510,685	2,249,566	\$ 261,119	11.61%
January	2,576,967	2,356,246	\$ 220,721	9.37%
February	2,638,650	2,269,378	\$ 369,272	16.27%
March	2,569,796	2,342,273	\$ 227,523	9.71%
April	2,547,552	2,265,591	\$ 281,961	12.45%
May	2,665,003	2,313,334	\$ 351,669	15.20%
June	2,596,414	2,283,431	\$ 312,983	13.71%

YTD	\$ 31,368,552	\$ 27,553,743	\$ 3,814,809	13.84%
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Note: The charges noted above from the RWSA include operating and debt service charges.



Water and Sewer Report

(Volumes in Gallons)

June 2025

Metered by Area:	Water	Sewer
Crozet	18,701,882	16,847,160
Scottsville	1,066,725	772,725
Urban	133,290,169	112,711,433
Red Hill	36,655	0
Total	153,095,431	130,331,318

Number of Installed Meters:	
Urban	31
Crozet	19
Scottsville	0
Total	50

Wastewater Flows by Sewer Plant:	
Total Urban and Crozet	129,558,593
less Glenmore WRRF	-3,680,915
Moores Creek AWRRF	125,877,678
Scottsville WRRF	772,725
Total	126,650,403

Hydrant Meter Consumption (billed by invoice):	
Urban	1,286,700
Crozet	140,335
Scottsville	0
Total	1,427,035

Estimated Water Loss:

No Leaks

Total -

Billed Consumption for Selected Customers

	<u>Water</u>	<u>Sewer</u>		<u>Water</u>	<u>Sewer</u>
Virginia Land Holding	206,724	206,724	Boar's Head Inn	376,697	256,793
Southwood Mobile Homes	1,496,870	1,740,200	Farmington Inc.	777,873	488,768
Turtle Creek Apartments	1,345,909	1,341,036	Westgate Apartments	1,115,679	1,114,459
Blue Ridge Crossing Owner LLC	1,034,349	1,034,349	PR Charger C'ville Holdings-		
			Cobalt Ridge Apartments	2,255,825	2,255,825
Monroe Health & Rehab.	777,364	777,364	Four Seasons Apts and Condos	1,955,800	1,955,800
Sunrise Senior "Colonnades"	896,788	729,314	Ch'ville/Alb Airport	213,045	213,068
ACRJ	1,075,220	928,220	State Farm Insurance-Pantops	208,930	39,606
Westminster Canterbury	1,462,050	1,368,050	Hyatt Place at Stonefield	421,744	421,744
SEMF Charleston -					
Commonwealth/Peyton Dr.	1,595,847	1,595,847	Doubletree by Hilton Hotel	816,441	816,441
Martha Jefferson Hospital	2,147,557	1,322,243	Arden Place Apartments	550,939	550,939
Crozet Mobile Home Village	256,882	256,882	Hilton Garden Inn	264,644	264,644
The Home Depot	193,024	193,024	The Blake at Charlottesville	128,559	128,559
County of Albemarle	2,177,807	1,156,596	The Lodge at Old Trail	241,546	241,546
University of Virginia	2,011,575	2,005,594	Gov't-Defense Complex	1,274,566	1,232,729
Wegmans	428,480	428,480	Harris Teeter Stores (2)	170,760	170,760

June 2025

WATER

Class Type	Number of Connections by Area			Total
	<u>Urban</u>	<u>Crozet</u>	<u>Scottsville</u>	
Single-Family Residential	16,539	4,113	195	20,847
Multi-Family Residential	592	56	3	651
Commercial (Offices)	202	12	5	219
Commercial (Other)	941	77	54	1,072
Industrial	39	12	4	55
Institutional	175	33	12	220
Total Water Connections	18,488	4,303	273	23,064
Plus Multiple Units	14,424	853	89	15,366
Total Water Units	32,912	5,156	362	38,430

SEWER

Class Type	Number of Connections by Area			Total
	<u>Urban</u>	<u>Crozet</u>	<u>Scottsville</u>	
Single-Family Residential	14,232	3,842	157	18,231
Multi-Family Residential	561	54	4	619
Commercial (Offices)	186	12	5	203
Commercial (Other)	731	51	46	828
Industrial	16	5	1	22
Institutional	137	26	10	173
Total Sewer Connections	15,863	3,990	223	20,076
Plus Multiple Units	13,999	849	56	14,904
Total Sewer Units	29,862	4,839	279	34,980

POPULATION SERVED

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

	<u>Urban</u>	<u>Crozet</u>	<u>Scottsville</u>	<u>Total</u>
Total Water Customers	77,408	12,415	710	90,533
Total Sewer Customers	70,578	11,728	533	82,838

Albemarle County Service Authority
Major Customer Analysis
June 2025 and May 2025

	June 2025		May 2025		Increase(Decrease)	Increase(Decrease)
	Water*	Sewer*	Water*	Sewer*	Water Consumption	Sewer Usage
ACRJ	1,075,220	928,220	904,310	826,310	18.90%	12.33%
State Farm	208,930	39,606	180,930	111,118	15.48%	-64.36%
Barracks West Apartments	1,034,349	1,034,349	927,621	927,621	11.51%	11.51%
Martha Jefferson Hospital	2,147,557	1,322,243	1,986,707	1,281,822	8.10%	3.15%
University of Virginia	2,011,575	2,005,594	1,939,693	1,932,715	3.71%	3.77%
Four Seasons Apts.	1,955,800	1,955,800	1,914,742	1,914,742	2.14%	2.14%
Westmisnster Canterbury	1,462,050	1,368,050	1,447,960	1,349,960	0.97%	1.34%
SEMF Charleston	1,595,847	1,595,847	1,689,376	1,689,376	-5.54%	-5.54%
Turtle Creek Apts.	1,345,909	1,341,036	1,426,981	1,422,542	-5.68%	-5.73%
Southwood Mobile Homes	1,496,870	1,740,200	1,603,360	1,740,000	-6.64%	0.01%
County of Albemarle	2,177,807	1,156,596	2,431,977	1,328,549	-10.45%	-12.94%
Westgate Apts.	1,115,679	1,114,459	1,252,463	1,251,136	-10.92%	-10.92%
PR Charger C'ville Holdings	2,255,825	2,255,825	2,661,144	2,661,144	-15.23%	-15.23%

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

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

Albemarle County Service Authority
Major Customer Analysis
June 2025 and June 2024

	June 2025		June 2024		Increase(Decrease)	Increase(Decrease)
	Water*	Sewer*	Water*	Sewer*	Water Consumption	Sewer Usage
County of Albemarle	2,177,807	1,156,596	1,647,291	1,179,489	32.21%	-1.94%
PR Charger C'ville Holdings	2,255,825	2,255,825	1,952,620	1,952,620	15.53%	15.53%
SEMF Charleston	1,595,847	1,595,847	1,402,359	1,402,359	13.80%	13.80%
Four Seasons Apts.	1,955,800	1,955,800	1,737,799	1,737,799	12.54%	12.54%
ACRJ	1,075,220	928,220	1,114,340	969,340	-3.51%	-4.24%
Southwood Mobile Homes	1,496,870	1,740,200	1,603,310	1,890,000	-6.64%	-7.93%
Westmisnster Canterbury	1,462,050	1,368,050	1,567,090	1,492,090	-6.70%	-8.31%
Martha Jefferson Hospital	2,147,557	1,322,243	2,333,722	1,369,846	-7.98%	-3.48%
Turtle Creek Apts.	1,345,909	1,341,036	1,487,087	1,479,346	-9.49%	-9.35%
University of Virginia	2,011,575	2,005,594	2,245,496	2,218,942	-10.42%	-9.61%
Westgate Apts.	1,115,679	1,114,459	1,248,114	1,246,114	-10.61%	-10.57%
Barracks West Apartments	1,034,349	1,034,349	1,522,102	1,522,102	-32.04%	-32.04%
State Farm	208,930	39,606	2,542,030	2,378,125	-91.78%	-98.33%

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

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

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

	YTD FY 2025		YTD FY 2024		Increase(Decrease)	Increase(Decrease)
	Water*	Sewer*	Water*	Sewer*	Water Consumption	Sewer Usage
County of Albemarle	21,801,642	12,954,264	17,492,249	12,437,199	24.64%	4.16%
Four Seasons Apts.	21,463,056	21,463,056	17,277,256	17,277,256	24.23%	24.23%
Turtle Creek Apts.	19,137,135	19,080,246	15,641,496	15,580,543	22.35%	22.46%
University of Virginia	24,442,581	24,364,052	20,863,982	20,794,206	17.15%	17.17%
Martha Jefferson Hospital	26,121,926	16,684,758	22,468,646	15,355,214	16.26%	8.66%
PR Charger C'ville Holdings	25,905,902	25,905,902	22,387,857	22,387,857	15.71%	15.71%
Southwood Mobile Homes	21,208,830	22,980,200	18,819,980	22,910,000	12.69%	0.31%
ACRJ	11,381,370	10,158,370	10,455,000	9,368,000	8.86%	8.44%
Westmisnster Canterbury	17,259,880	16,445,880	15,919,660	15,340,660	8.42%	7.20%
Westgate Apts.	14,282,020	14,270,934	13,481,038	13,472,038	5.94%	5.93%
SEMF Charleston	17,751,621	17,751,621	16,912,865	16,912,865	4.96%	4.96%
Barracks West Apartments	16,899,102	16,799,102	18,564,373	18,564,373	-8.97%	-9.51%
State Farm	3,938,510	2,723,030	19,873,400	19,015,413	-80.18%	-85.68%

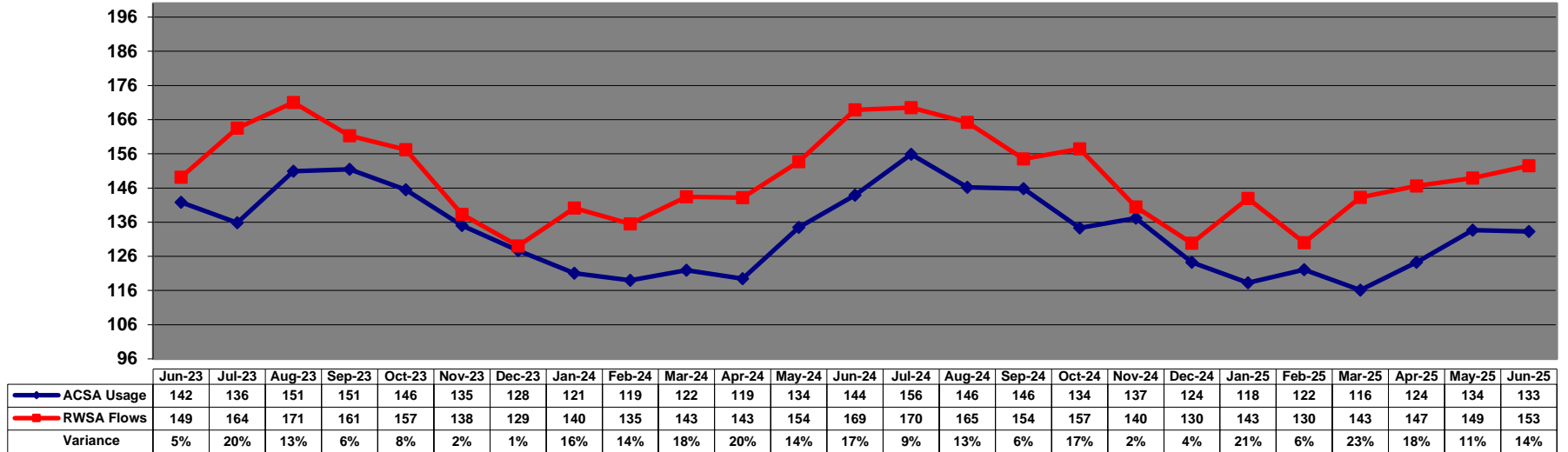
Note: Only major customers of the ACSA have been analyzed above. For purposes of this analysis, major customers are those who, on average, consume over one million gallons per month. Variations can occur for a variety of reasons including but not limited to: conscious conservation efforts, expansion,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

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

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

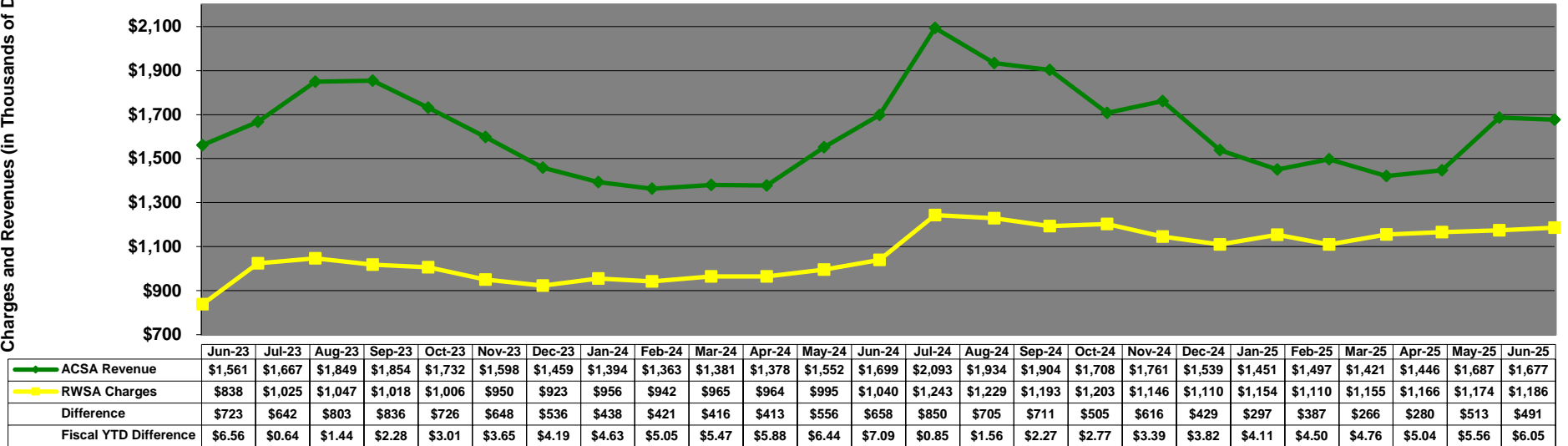
56

Flows & Usage (in Millions of Gallons)



Charges and Revenues (in Thousands of Dollars)

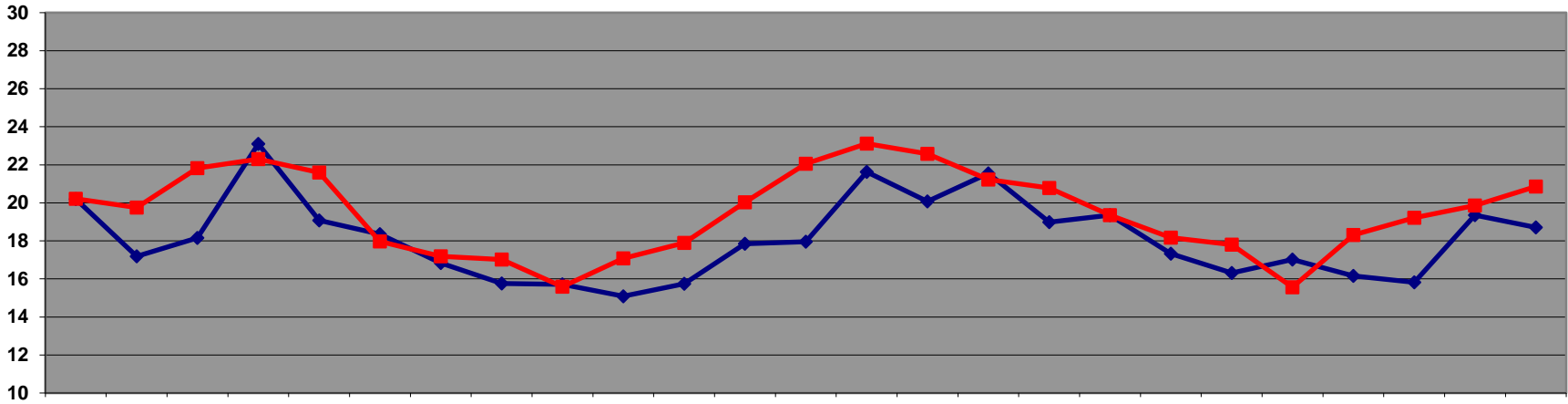
FY 2023, 2024, and 2025 Urban Water Comparison RWSA Billed Water Charges & ACSA Billed Water Revenues



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

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

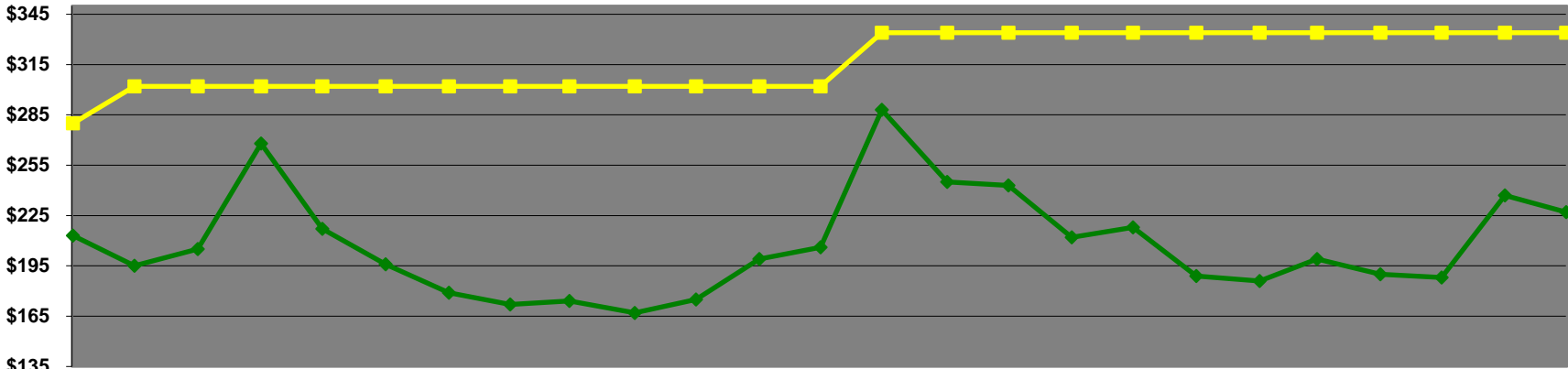
Flows & Usage (in Millions of Gallons)



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

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

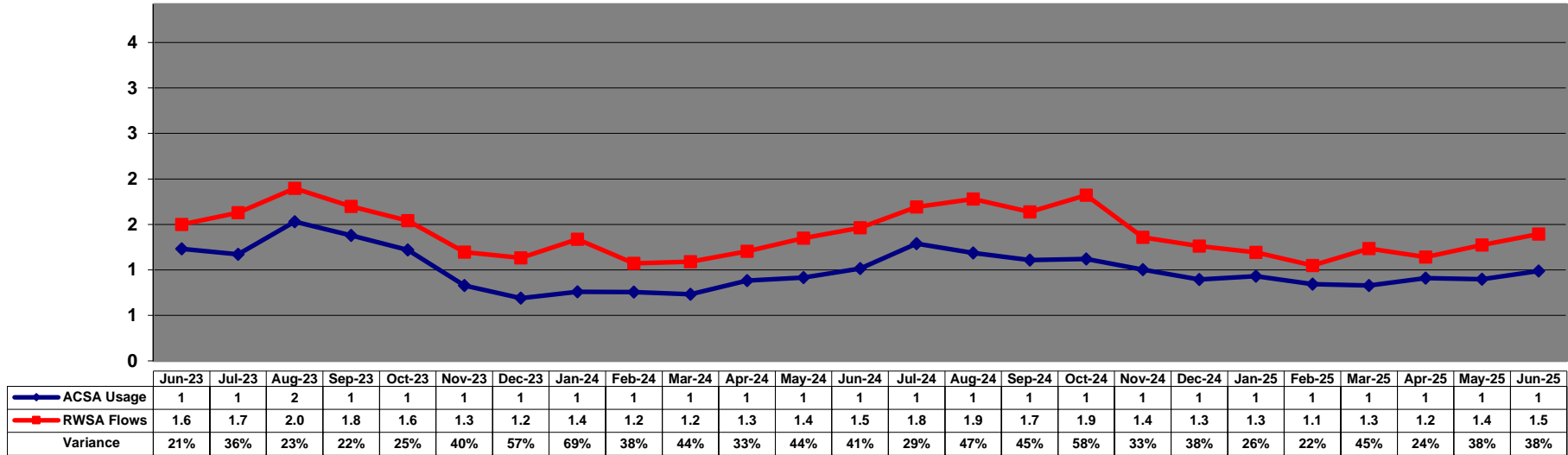
Charges and Revenues (in Thousands of Dollars)



	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25
ACSA Revenue	\$213	\$195	\$205	\$268	\$217	\$196	\$179	\$172	\$174	\$167	\$175	\$199	\$206	\$288	\$245	\$243	\$212	\$218	\$189	\$186	\$199	\$190	\$188	\$237	\$227
RWSA Charges	\$280	\$302	\$302	\$302	\$302	\$302	\$302	\$302	\$302	\$302	\$302	\$302	\$302	\$334	\$334	\$334	\$334	\$334	\$334	\$334	\$334	\$334	\$334	\$334	\$334
Difference	(\$67)	(\$107)	(\$97)	(\$34)	(\$85)	(\$106)	(\$123)	(\$130)	(\$128)	(\$135)	(\$127)	(\$103)	(\$96)	(\$46)	(\$89)	(\$91)	(\$122)	(\$116)	(\$145)	(\$148)	(\$135)	(\$144)	(\$146)	(\$97)	(\$107)
Fiscal YTD Difference	(\$1.32)	(\$0.11)	(\$0.20)	(\$0.24)	(\$0.32)	(\$0.43)	(\$0.55)	(\$0.68)	(\$0.81)	(\$0.95)	(\$1.07)	(\$1.18)	(\$1.27)	(\$0.05)	(\$0.14)	(\$0.23)	(\$0.35)	(\$0.46)	(\$0.61)	(\$0.76)	(\$0.89)	(\$1.04)	(\$1.18)	(\$1.28)	(\$1.39)

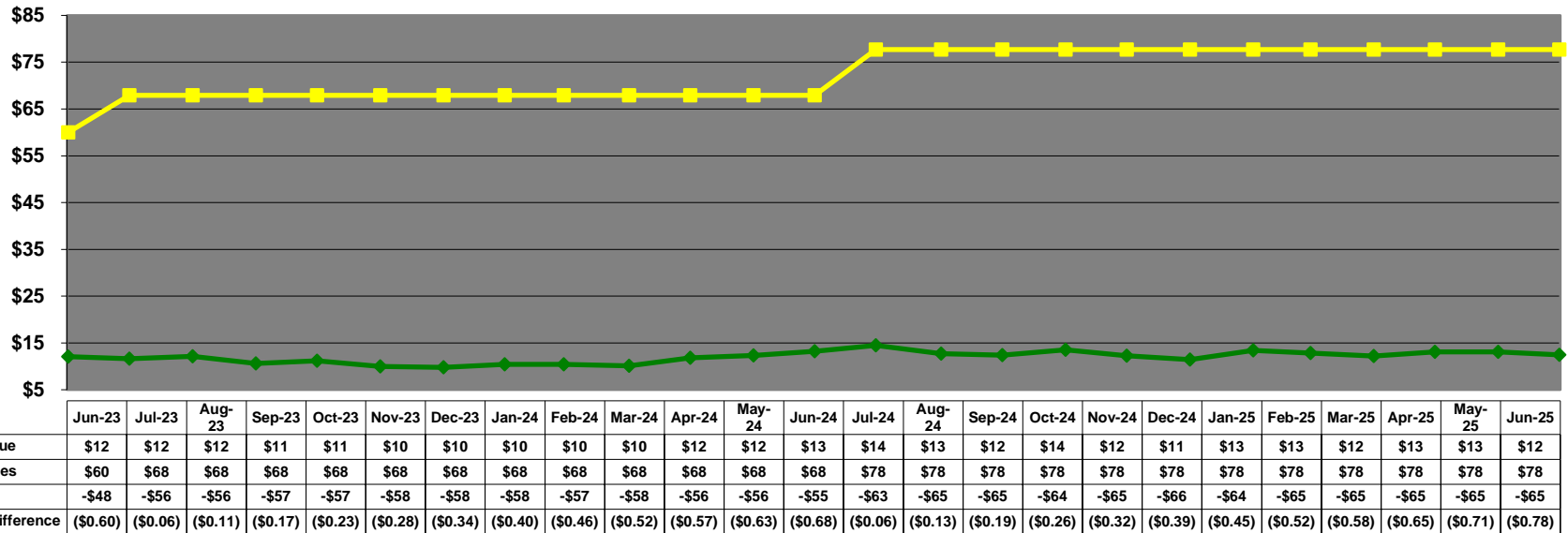
**FY 2023, 2024, and 2025 Scottsville Water Comparison
RWSA Flows & ACSA Customer Usage**

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

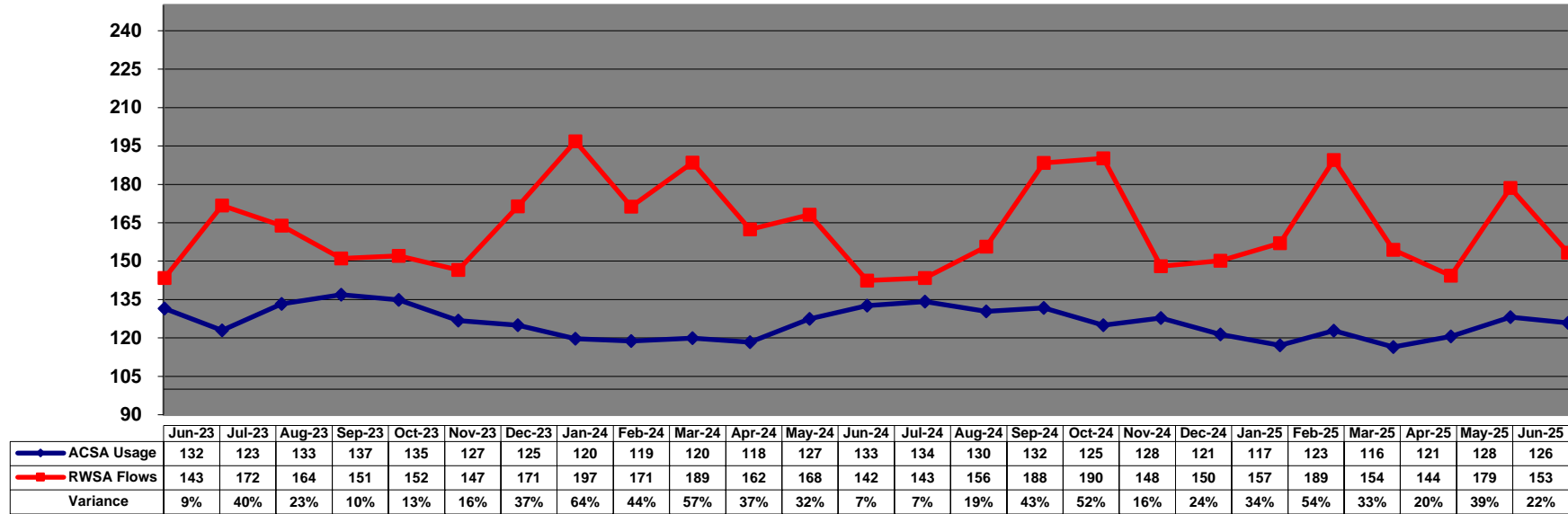
Charges and Revenues (in Thousands of Dollars)



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

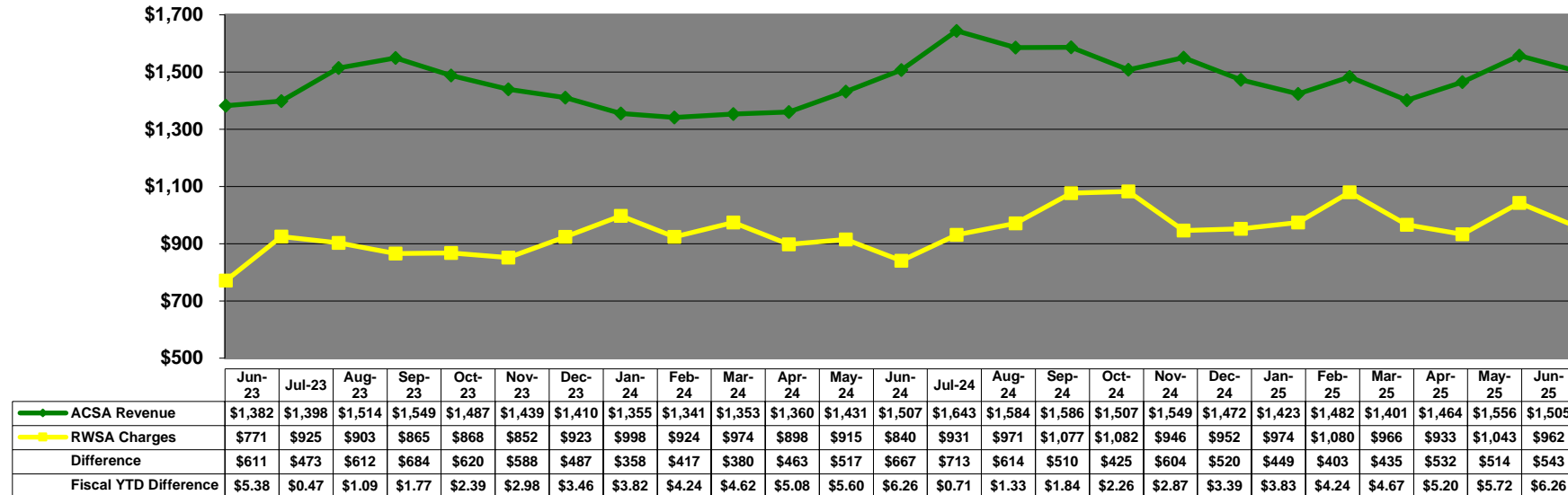
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Usage & Flows (in Millions of Gallons)



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

Charges & Revenues (in Thousands of Dollars)

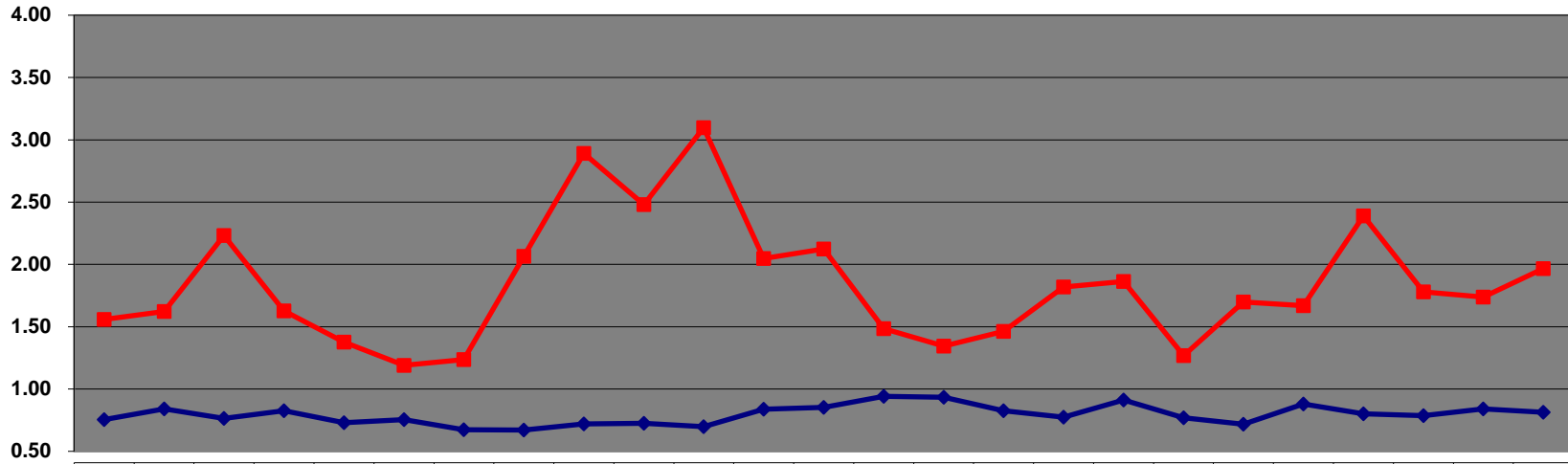


Note: Fiscal YTD Difference (ONLY) in Millions of Dollars

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

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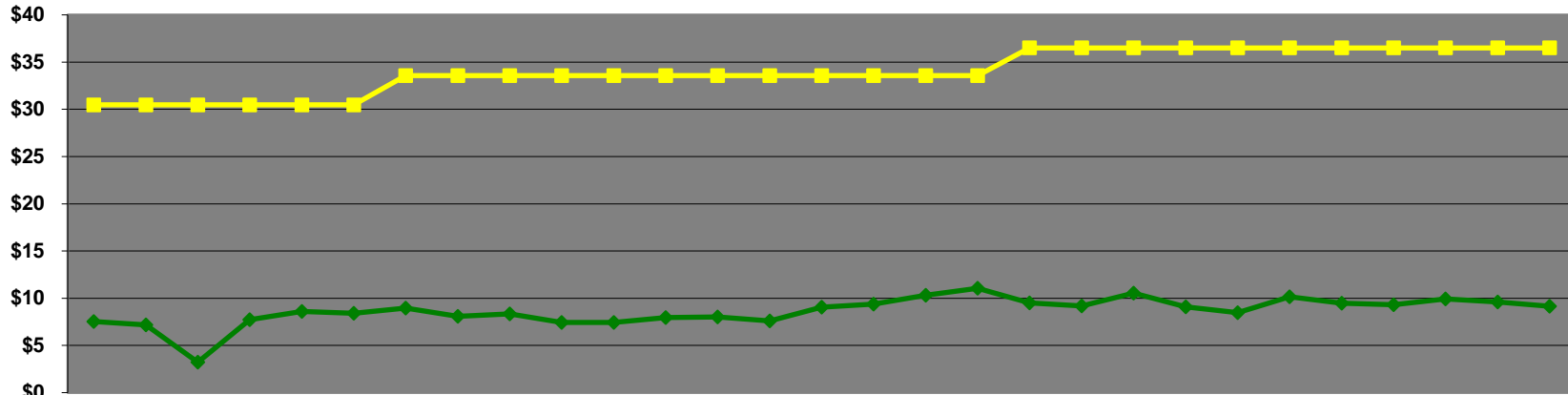
Usage & Flows (in Millions of Gallons)



	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25
ACSA Usage	0.76	0.84	0.76	0.83	0.73	0.75	0.67	0.67	0.72	0.73	0.70	0.84	0.85	0.94	0.93	0.83	0.77	0.91	0.77	0.72	0.88	0.80	0.79	0.84	0.81
RWSA Flows	1.56	1.62	2.23	1.63	1.38	1.19	1.24	2.07	2.89	2.48	3.10	2.05	2.12	1.48	1.34	1.46	1.82	1.86	1.27	1.70	1.67	2.39	1.78	1.74	1.97
Variance	106%	93%	192%	97%	88%	58%	83%	208%	301%	242%	344%	144%	149%	58%	44%	77%	135%	104%	65%	137%	90%	199%	126%	107%	142%

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

Charges & Revenues (in Thousands of Dollars)



	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25
ACSA Revenue	\$7.53	\$7.19	\$3.22	\$7.74	\$8.58	\$8.42	\$8.95	\$8.07	\$8.33	\$7.44	\$7.42	\$7.96	\$8.02	\$7.61	\$9.05	\$9.36	\$10.30	\$11.05	\$9.49	\$9.16	\$10.53	\$9.09	\$8.46	\$10.14	\$9.47	\$9.30	\$9.93	\$9.61	\$9.14
RWSA Charges	\$30	\$30	\$30	\$30	\$30	\$30	\$34	\$34	\$34	\$34	\$34	\$34	\$34	\$34	\$34	\$34	\$34	\$34	\$36	\$36	\$36	\$36	\$36	\$36	\$36	\$36	\$36	\$36	\$36
Difference	-\$23	-\$23	-\$23	-\$27	-\$23	-\$22	-\$25	-\$25	-\$25	-\$25	-\$26	-\$26	-\$26	-\$26	-\$26	-\$25	-\$24	-\$23	-\$25	-\$27	-\$27	-\$26	-\$27	-\$28	-\$26	-\$27	-\$27	-\$27	-\$27
Fiscal YTD Difference	-\$0.16	-\$0.18	-\$0.20	-\$0.23	-\$0.25	-\$0.28	-\$0.03	-\$0.05	-\$0.08	-\$0.10	-\$0.13	-\$0.15	-\$0.18	-\$0.20	-\$0.23	-\$0.25	-\$0.28	-\$0.30	-\$0.03	-\$0.05	-\$0.08	-\$0.11	-\$0.13	-\$0.16	-\$0.19	-\$0.21	-\$0.24	-\$0.27	-\$0.30

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

Single-Family Residential Water Usage

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

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

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

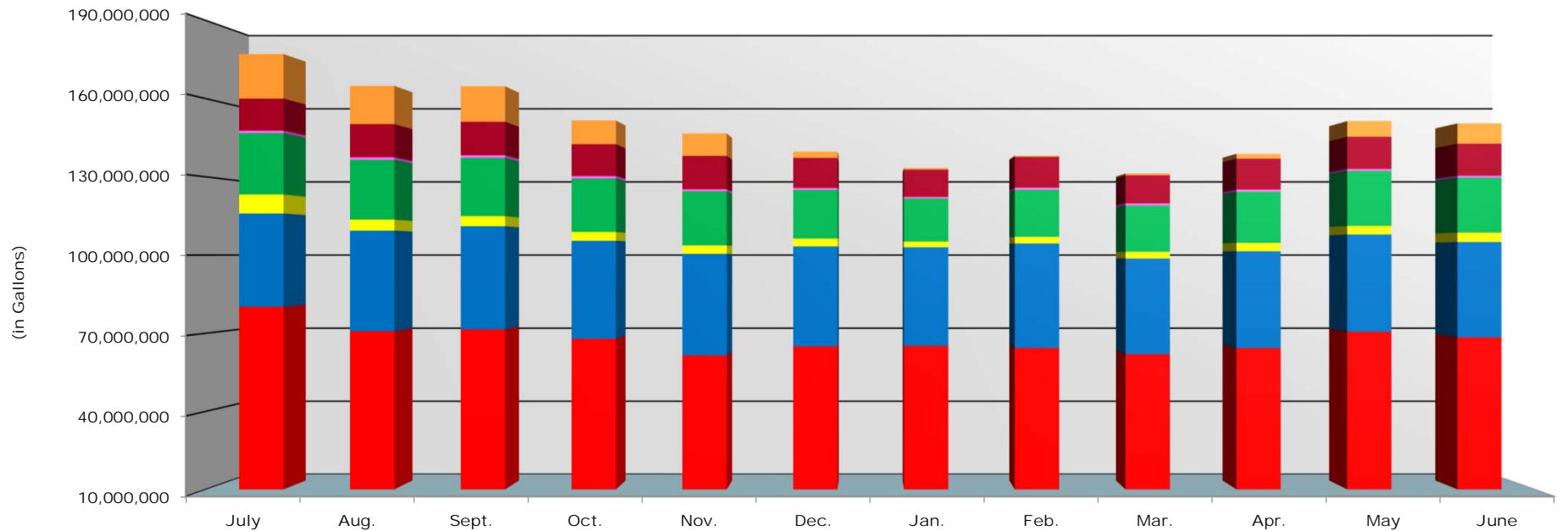
	FY 2025											
	July	August	September	October	November	December	January	February	March	April	May	June
Level 1 (0 - 3,000 gallons)	48,258,421	47,554,370	47,554,370	47,586,217	47,984,582	47,237,540	47,035,387	46,948,579	46,241,521	47,143,752	48,616,333	48,033,036
Level 2 (3,001 - 6,000 gallons)	19,809,724	16,778,453	16,778,453	16,138,831	16,446,572	14,261,229	14,493,012	13,964,024	12,824,070	13,657,323	17,060,057	16,098,991
Level 3 (6,001 - 9,000 gallons)	7,348,528	4,954,506	4,954,506	4,136,026	4,371,171	2,670,441	2,618,266	2,428,986	2,146,815	2,552,948	4,199,654	3,841,139
Level 4 (over 9,000 gallons)	12,997,404	6,847,041	6,847,041	3,767,467	5,031,979	1,474,327	1,046,523	1,036,524	756,536	1,291,913	3,364,637	3,125,938
Total	88,414,077	76,134,370	76,134,370	71,628,541	73,834,304	65,643,537	65,193,188	64,378,113	61,968,942	64,645,936	73,240,681	71,099,104

System-Wide Irrigation Water Usage

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

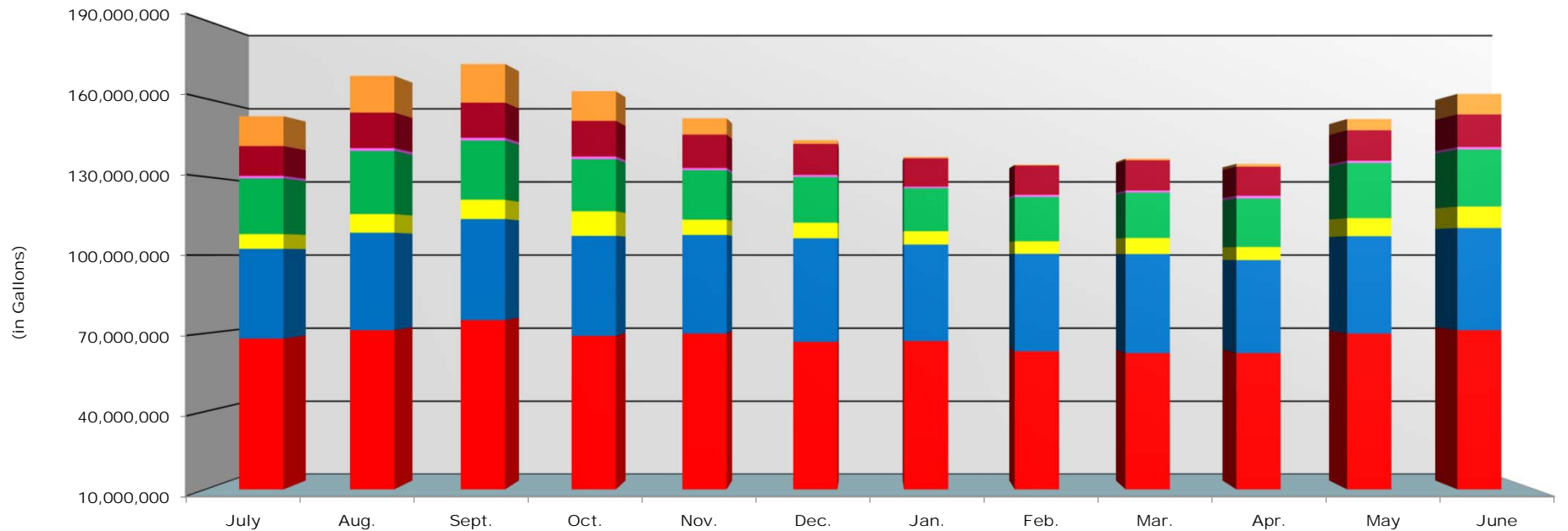
FY 2025	July	August	September	October	November	December	January	February	March	April	May	June
Level 1 (0 - 3,000 gallons)	347,071	330,587	268,731	287,513	53,260	13,513	4,744	4,646	5,855	26,922	66,607	85,697
Level 2 (3,001 - 6,000 gallons)	1,007,683	881,914	820,898	758,217	191,386	46,632	12,329	9,797	24,139	100,347	389,669	442,513
Level 3 (6,001 - 9,000 gallons)	1,233,710	1,027,917	1,004,548	823,672	260,403	49,203	506	228	9,889	117,613	503,660	576,195
Level 4 (over 9,000 gallons)	14,490,967	12,456,184	11,529,651	7,212,387	8,131,432	2,323,483	567,490	454,463	656,753	1,601,929	5,030,403	6,703,957
Total	17,079,430	14,696,602	13,623,827	9,081,789	8,636,482	2,432,830	585,068	469,134	696,636	1,846,811	5,990,339	7,808,363

Monthly Water Consumption Fiscal Year 2025

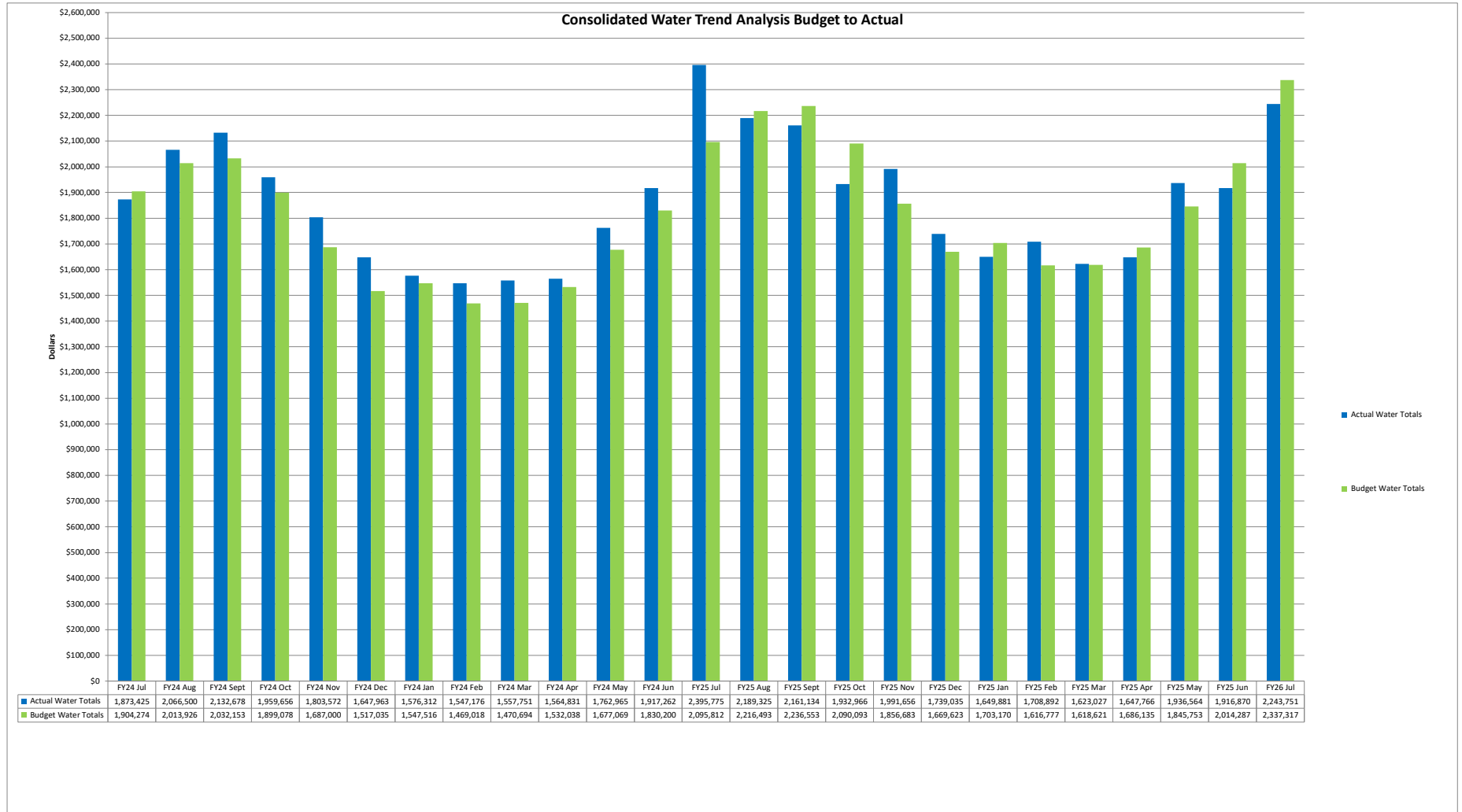


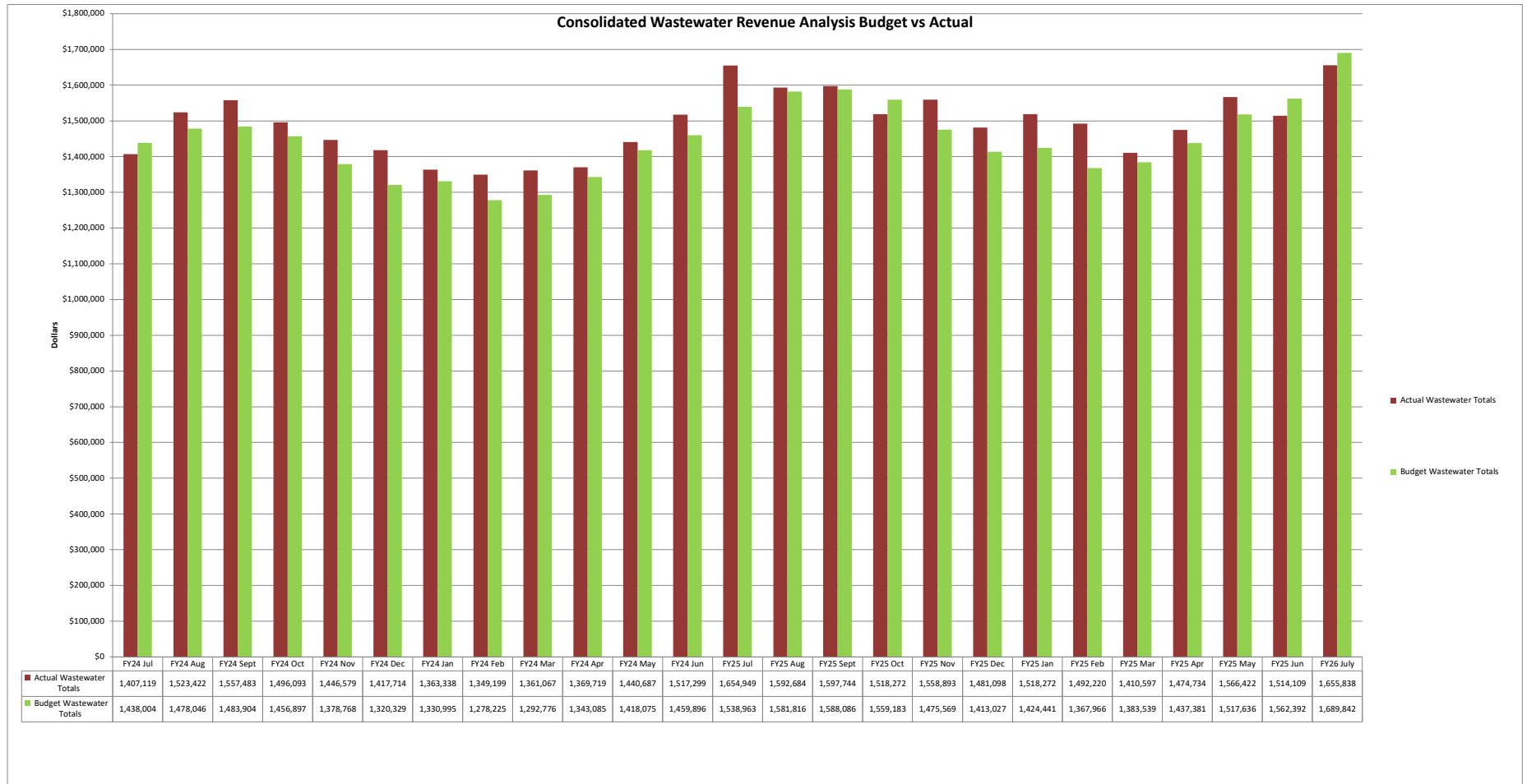
	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June
% Irrigation to total	9.64%	8.91%	8.27%	5.99%	5.89%	1.74%	0.44%	0.34%	0.53%	1.33%	3.96%	5.19%
Total Irrigation	17,079,430	14,696,602	13,623,827	9,081,789	8,636,482	2,432,830	585,068	469,134	696,636	1,846,811	5,990,339	7,808,363
Institutional - Domestic Consumption	12,328,689	12,717,097	12,852,592	12,226,743	12,776,310	11,525,008	10,478,463	11,827,112	10,736,750	11,833,994	12,353,714	12,262,956
Industrial - Domestic/Processing less Exclusion	896,757	1,001,502	989,373	921,447	831,432	751,608	614,555	841,759	862,057	890,423	780,333	742,695
Comm. (Other) - Domestic Consumption	23,544,391	22,901,694	22,343,612	20,525,442	20,707,159	18,686,680	16,525,984	18,006,869	17,715,945	19,570,661	21,072,481	21,086,432
Offices - Domestic Consumption	7,326,174	4,224,213	3,900,576	3,395,625	3,273,265	3,002,426	2,204,354	2,543,092	2,621,256	3,217,743	3,318,816	3,634,967
MFR - Domestic Consumption	35,779,666	38,616,171	39,588,858	37,631,815	38,963,425	38,294,909	37,769,443	40,103,465	36,696,445	37,161,617	37,284,308	36,567,350
SFR - Domestic Consumption	80,148,241	70,757,380	71,457,368	67,842,949	61,479,926	64,998,789	65,202,247	64,339,038	61,953,728	64,299,759	70,587,210	68,405,449

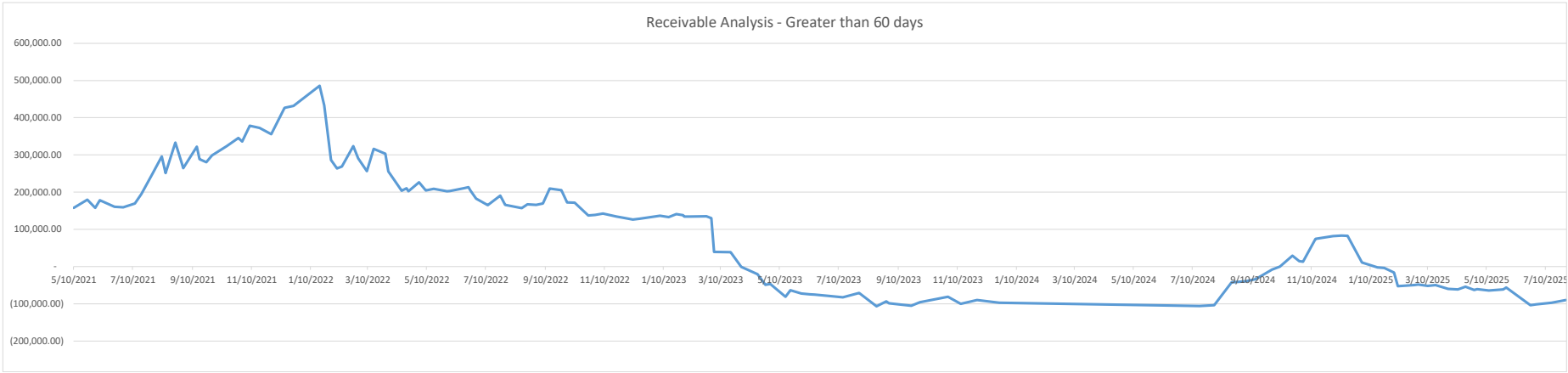
Monthly Water Consumption Fiscal Year 2024



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







Albemarle County Service Authority

July 2025 Payments

CHECK NUMBER	CHECK DATE	VENDOR NAME	AMOUNT	DESCRIPTION OVER \$5,000
523874556	07/10/2025	Rivanna Water & Sewer Authority	2,596,414.18	Water & Sewer Treatment
525012292	07/24/2025	Daniel & Company Incorporated	1,025,354.00	Avon Operations
ACH	07/15/2025	Payroll	206,400.97	Net Pay
ACH	07/31/2025	Payroll	191,597.15	Net Pay
523874563	07/15/2025	IRS - Federal Tax Deposit	79,294.13	Payroll
525012547	07/31/2025	IRS - Federal Tax Deposit	70,356.36	Payroll
71636	07/15/2025	Dewberry Engineers Incorporated	68,848.15	Avon Operations
525012546	07/31/2025	County of Albemarle	53,615.50	Payroll
523874562	07/31/2025	County of Albemarle	49,643.98	Payroll
525012539	07/25/2025	The Bank of New York Mellon	48,955.73	Debt Service
523874559	07/31/2025	Virginia Retirement System	44,634.98	Payroll
525012543	07/31/2025	Virginia Retirement System	44,634.80	Payroll
71645	07/15/2025	Gage Environmental Products & Services LLC	28,924.33	WetWell Wizard
71637	07/15/2025	Dixon Engineering Incorporated	27,826.00	Water Tank Inspections
71700	07/15/2025	MSB Coach	18,384.40	Team Coaching Workshops
71684	07/15/2025	Bank of America	14,447.72	Supplies & Memberships
523874564	07/15/2025	Virginia Dept of Taxation	13,741.67	Payroll
525012548	07/31/2025	Virginia Dept of Taxation	12,320.67	Payroll
71641	07/15/2025	Ferguson Waterworks #7575	9,146.65	Inventory
71710	07/15/2025	Cellco Partnership	8,324.55	Cellular Service
71688	07/15/2025	Evoqua Water Technologies LLC	7,521.12	Bioxide
525012545	07/31/2025	VALIC	7,227.50	Payroll
523874561	07/31/2025	VALIC	7,207.50	Payroll
71699	07/15/2025	Lowe's	7,025.21	Small Tools
71698	07/15/2025	Letterpress Communications LLC	6,877.49	Communications Services
71717	07/18/2025	Jeffrey M. Nicolette	6,550.00	Easement
71693	07/15/2025	Fortiline Incorporated	6,435.99	Inventory
71655	07/15/2025	Malloy Chevrolet Charlottesville LLC	5,811.41	FLT29 - Repairs
71716	07/18/2025	Christian Green	5,500.00	Easements
525012542	07/31/2025	Nationwide	4,955.00	
71692	07/15/2025	Flora Pettit PC	4,850.00	
523874558	07/15/2025	Nationwide	4,715.00	
71686	07/15/2025	Consolidated Pipe & Supply	4,670.00	
71668	07/15/2025	Rocktown Excavating	4,649.29	
525012551	07/31/2025	Voya Financial	4,586.20	
71657	07/15/2025	Mansfield Oil Company of Gainesville Inc	4,574.22	
523874567	07/15/2025	Voya Financial	4,571.18	
71689	07/15/2025	Ferguson Enterprises LLC#1300	4,406.94	
71624	07/15/2025	Allison Partners	4,180.00	
71639	07/15/2025	Electrical Equipment Company	3,710.62	
71715	07/15/2025	Treasurer of Spotsylvania	2,676.58	
71647	07/15/2025	Daniel Gidick	2,420.00	
71681	07/15/2025	Whitman, Requardt & Assoc LLP	2,101.20	
71708	07/15/2025	HD Supply Facilities Maint LTD	2,021.05	

71638	07/15/2025	Dominion Energy Virginia	1,911.78
523874566	07/15/2025	ACSA Flexible Spending	1,863.56
525012550	07/31/2025	ACSA Flexible Spending	1,863.56
71680	07/15/2025	VA Utility Protection Service Inc	1,858.40
71721	07/31/2025	Minnesota Life Insurance Co	1,854.09
71676	07/15/2025	Ting Fiber	1,814.31
71694	07/15/2025	Gelco Supply Inc	1,765.00
71628	07/15/2025	Aqua Air Laboratories Inc	1,705.00
71719	07/31/2025	Guardian	1,584.00
523874565	07/15/2025	Flexible Benefit	1,584.00
525012549	07/31/2025	Flexible Benefit	1,584.00
71634	07/15/2025	Clear Communication &	1,537.00
71652	07/15/2025	L/B Water Service Incorporated	1,534.20
71683	07/15/2025	Advance Stores Company Inc	1,375.00
71695	07/15/2025	Generator Service Company Inc	1,164.88
525012540	07/31/2025	VACORP	1,109.93
71631	07/15/2025	Carter Machinery Company Incorporated	1,072.22
71701	07/15/2025	Red Bud Supply Incorporated	1,026.74
71667	07/15/2025	Rivanna Water & Sewer Authority	1,011.83
71690	07/15/2025	Ferguson Waterworks #7575	909.77
71625	07/15/2025	Amazon Capital Services	905.59
71707	07/15/2025	University Tire & Auto	899.52
71706	07/15/2025	TruGrit Traction Inc	853.70
523874560	07/31/2025	AFLAC	840.25
525012544	07/31/2025	AFLAC	840.25
71640	07/15/2025	Ferguson Enterprises LLC#1300	836.35
71678	07/15/2025	UniFirst Corporation	786.95
71696	07/15/2025	LB Technology Incorporated	712.50
71679	07/15/2025	University Tire & Auto	686.16
71672	07/15/2025	Macro Retailing LLC	669.98
71673	07/15/2025	T&N Printing Incorporated	560.25
523874557	07/31/2025	ACAC	543.50
525012541	07/31/2025	ACAC	543.50
71654	07/15/2025	Mailing Services of Virginia	530.52
71659	07/15/2025	Moore's Electrical & Mechanical	530.00
71703	07/15/2025	Rivanna Solid Waste Authority	508.20
71630	07/15/2025	C-ville Holdings LLC	500.00
71648	07/15/2025	James River Equipment	450.66
71661	07/15/2025	Pitney Bowes Global	444.00
71635	07/15/2025	Core & Main LP	431.09
71670	07/15/2025	Schnabel Incorporated	424.00
71623	07/15/2025	Advance Stores Company Inc	383.51
71714	07/16/2025	Kelly Curry	344.46
71704	07/15/2025	Safeware Incorporated	344.15
71677	07/15/2025	U. S. Bank	339.27
71687	07/15/2025	County of Albemarle	289.84
71665	07/15/2025	Ricoh USA Incorporated	275.00

71633	07/15/2025	C.E.S (City Electric Accounts - Chi)	268.96
71691	07/15/2025	Fisher Auto Parts Incorporated	248.44
71702	07/15/2025	Republic Services	239.67
71644	07/15/2025	Flow Transportation Center of VA LLC	221.78
71642	07/15/2025	Fisher Auto Parts Incorporated	216.05
71629	07/15/2025	Michael Bobbitt	204.71
71632	07/15/2025	Indpndnt Bttry Retailers of America	190.90
71651	07/15/2025	Kaseya US LLC	187.00
71671	07/15/2025	Southern Photo Print of VA	175.62
71718	07/31/2025	Anytime Fitness-Pantops	160.00
71666	07/15/2025	RingCentral Inc	154.08
71697	07/15/2025	L/B Water Service Incorporated	142.89
71720	07/31/2025	Herbert Beskin Trustee	135.00
71626	07/15/2025	American Pest Incorporated	129.35
71722	07/31/2025	Snap Fitness	119.88
71713	07/16/2025	Cordell Burley	112.72
71660	07/15/2025	ODP Business Solutions LLC	104.58
71675	07/15/2025	Thomas Jefferson Soil &	100.00
71650	07/15/2025	Jo-Ann Fabrics #2255	83.37
71649	07/15/2025	Wisconsin Quick Lube Inc	79.55
71709	07/15/2025	VEPGA	76.00
71663	07/15/2025	Red Bud Supply Incorporated	58.11
71682	07/15/2025	S L Wright	53.63
71662	07/15/2025	Laura Pittman	50.31
71711	07/15/2025	Andrew Warren	50.00
71653	07/15/2025	Luck Stone Corporation	49.40
71658	07/15/2025	US Electrical Services Incorporated	48.33
71643	07/15/2025	Flexible Benefit Administrators Inc	42.35
71664	07/15/2025	Judith Reigel	29.37
71674	07/15/2025	TSRC Incorporated	25.77
71646	07/15/2025	Genuine Parts Company Incorporated	19.46
71627	07/15/2025	Anna Antigua	13.17
71685	07/15/2025	City of Charlottesville	12.69
71669	07/15/2025	Ryan Homes	11.20
71705	07/15/2025	Thryv Incorporated	6.50
71656	07/15/2025	Dev Manseta	3.85

4,781,536.58

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

AGENDA TITLE: FY 2026 Capital Improvement Program (CIP) Report STAFF CONTACT(S)/PREPARER: Jeremy M. Lynn, P.E., Director of Engineering	AGENDA DATE: August 21, 2025 CONSENT AGENDA: ACTION: ■ INFORMATION: ■ ATTACHMENTS: YES
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BACKGROUND: Monthly CIP Memo including a status report on active CIP Projects and a list of Active Private Development Projects.

DISCUSSION:

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

BUDGET IMPACT: None.

RECOMMENDATIONS: None.

BOARD ACTION REQUESTED: Approval of the Consent Agenda.

ATTACHMENTS:

- Monthly CIP Report
- List of Active Private Development Projects

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

Water System CIP Projects

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

Consultant:	Michael Baker International, Inc. (Baker)
Project Status:	Construction
Percent Complete:	100%
Contractor:	Valley Contracting, LLC (Valley)
Construction Start:	January 2024
Completion:	September 2025
Total Budget:	\$7,322,350
Spent to Date:	\$7,010,521.49

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

8/12/2025: VDOT has indicated there is a small punch-list that Valley needs to complete before the two Land Use Permits can be released. On August 4, 2025, ACSA staff met with Park View neighborhood representatives to identify areas of concern that will be used to provide a punch-list to Valley.

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

Consultant:	Whitman, Requardt & Associates, Inc. (WRA)
Project Status:	Design
Percent Complete:	90%
Contractor:	Undetermined
Construction Start:	2026
Completion:	2028
Total Budget:	\$7,654,900
Spent to Date:	\$550,158.19

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

7/8/2025: Over the past month, four additional easements have been acquired, bringing our total to nine. ACSA staff was unable to secure an easement for an alternative alignment to navigate around a box culvert that crosses Valley Street, so WRA is reverting to the original design.

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

Consultants:	Dewberry Engineers, Inc. (Dewberry) and Kimley-Horn and Associates (KHA)
Project Status:	Design/Construction
Percent Complete:	90%
Contractor:	RWSA Project – Thalle Construction
Construction Start:	February 2024
Completion:	December 2028
Total Budget:	\$2,576,400
Spent to Date:	\$195,039.23

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

8/12/2025: Thalle Construction is working on pipe installation between Hereford Drive and Fontaine Avenue Extended. One easement remains to be acquired from a private property owner for the ACSA portion.

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

Consultant:	OBG, A Ramboll Company (Ramboll)
Project Status:	Design
Percent Complete:	90%
Contractor:	Undetermined
Construction Start:	2026
Completion:	2027
Total Budget:	\$7,930,000 Water and \$1,000,000 Sewer
Spent to Date:	\$515,111.62

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

8/12/2025: One of five water easements has been acquired. A total of 12 sewer easements are anticipated, and ACSA staff are in the process of preparing the first round of offer letters.

5. Briarwood Water Main Replacement (Account Code 1766):

Consultant:	OBG, A Ramboll Company (Ramboll)
Project Status:	Construction
Percent Complete:	5%
Contractor:	Haymes Brothers Inc. (Haymes)
Construction Start:	June 2025
Completion:	February 2026
Total Budget:	\$4,100,000
Spent to Date:	\$270,216.15

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

8/12/2025: Haymes has mobilized to the neighborhood and have begun installing water main along Briarwood Drive working towards Austin Drive.





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

Consultant:	Dewberry Engineers, Inc. (Dewberry)
Project Status:	Design
Percent Complete:	95%
Contractor:	Undetermined
Construction Start:	2025
Completion:	2026
Total Budget:	\$3,500,000
Spent to Date:	\$219,131.50

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

8/12/2025: The property owner has granted verbal approval for the requested easement, and ACSA staff are working to obtain executed documents for recordation.

7. **Townwood Water Main Replacement (Account Code 1773):**

Consultant:	Dewberry Engineers, Inc. (Dewberry)
Project Status:	Design
Percent Complete:	95%
Contractor:	Undetermined
Construction Start:	2026
Completion:	2026
Total Budget:	\$3,200,000
Spent to Date:	\$176,633.50

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

8/12/2025: Dewberry is working on the three draft easement plats (County of Albemarle, Townwood HOA and Webland Drive).

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

Consultant:	Whitman, Requardt & Associates, Inc. (WRA)
Project Status:	Construction
Percent Complete:	0%
Contractor:	Commonwealth Excavating, Inc. (CEI)
Construction Start:	April 2025
Completion:	December 2025
Total Budget:	\$1,667,800
Spent to Date:	\$153,837.49

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

8/12/2025: CEI has mobilized to the site and construction activities are underway. They started installing the new water main at the end of Broadway Street and are working their way out towards Franklin Street.



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

Consultant:	Michael Baker International, Inc. (Baker)
Project Status:	Design
Percent Complete:	90%
Contractor:	Undetermined
Construction Start:	2027
Completion:	2028
Total Budget:	\$8,032,300
Spent to Date:	\$270,914.69

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

8/12/2025: Comments on the 90% Design Documents were returned to Baker on July 21, 2025.

10. Galaxie Farm Water Connection (Account Code 1702)

Consultant:	Timmons Group
Project Status:	Construction
Percent Complete:	0%
Contractor:	Nielson Builders, Inc.
Construction Start:	Undetermined

Completion:	Undetermined
Total Budget:	\$79,000
Spent to Date:	\$0

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

8/12/2025: The Deed of Easement has been fully executed, and the Easement Plat is being circulated for signatures at the County of Albemarle. A Site Plan Letter of Revision has been submitted to the County showing the water interconnect, along with a revised SWPPP and WPO plan.

11. Exclusion Meters Replacement (Account Code 1759):

Consultant:	ACSA Engineering
Project Status:	Construction
Percent Complete:	77%
Contractor:	ACSA and Irrigation Contractors
Construction Start:	September 2019
Completion:	2026
Total Budget:	\$527,500
Spent to Date:	\$382,087.24

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

8/12/2025: ACSA staff continue to work closely with several irrigation contractors to upgrade private exclusion meters to be compatible with our AMI system with the ACSA covering these costs. A Work Order to Rocktown Excavating under the On-Call Water System and Water Meter Replacement Contract has been issued for three exclusion meter conversions. There are currently 116 private irrigation exclusion meters remaining in our system.

Sewer System CIP Projects

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

Consultant:	Whitman, Requardt & Associates, Inc. (WRA)
Project Status:	Construction
Percent Complete:	99%
Contractor:	Anderson Construction, Inc. (ACI)
Construction Start:	October 2022
Completion:	October 2025
Total Budget:	\$1,940,000
Spent to Date:	\$1,860,942.72

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

8/12/2025: A walk-thru was held on August 12, 2025, with WRA, ACI, and ACSA and WRA will soon be issuing Substantial Completion.



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

Consultant:	Michael Baker International, Inc. (Baker)
Project Status:	Design
Percent Complete:	90%
Contractor:	Undetermined
Construction Start:	2026
Completion:	2028
Total Budget:	\$8,983,800
Spent to Date:	\$386,807.66

Project Description: With the continued growth in the Hollymead Town Center area, the existing sewer collector serving the airport and the area west of Route 29 has insufficient capacity to handle full build-out. The existing sewer was originally sized to serve the light industrial zoning designated for that area at the

time of construction. The increased density specified in the County Comprehensive Plan for the same drainage basin will exceed the capacity of the existing sewer. A study of the drainage basin was completed in 2016 with the recommendation that the sewer main be increased in size by replacing it in place. Project Length = 6,900 LF.

8/12/2025: Over the past month, three easements have been acquired, bringing the total to 19 out of 24. We also have one verbal agreement from a property owner and ACSA staff is awaiting the execution of the Deed of Easement. A Letter of Agreement with Baker was issued on July 22, 2025, in the amount of \$24,690 to provide Regulatory Permitting Services for the project.

14. Buckingham Circle Sewer (Account Code 1802):

Consultant:	Dewberry Engineers, Inc. (Dewberry)
Project Status:	Design
Percent Complete:	50%
Contractor:	Undetermined
Construction Start:	2028
Completion:	2029
Total Budget:	\$3,100,000
Spent to Date:	\$64,954.00

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

7/8/2025: Field survey activities have concluded, and Dewberry is working on the 90% Design Documents.

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

Consultant:	Michael Baker International, Inc. (Baker)
Project Status:	Design
Percent Complete:	50%
Contractor:	Undetermined
Construction Start:	2026
Completion:	2027
Total Budget:	\$8,493,715
Spent to Date:	\$295,643.00

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

many of the property owners are interested in connecting to the public sewer if it was made available.

8/12/2025: ACSA staff met with Baker on August 6, 2025, to discuss final alignments. Baker is working to incorporate these comments into the revised 50% Drawings.

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

Consultant:	OBG, A Ramboll Company (Ramboll)
Project Status:	Study
Percent Complete:	25%
Construction Start:	2025
Completion:	2026
Total Budget:	\$400,000
Spent to Date:	\$75,142.17

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

7/8/2025: Ramboll is in the process of reviewing flow meter information to determine their approach to additional field activities. Depending on their analysis, those field activities could include smoke-testing, night flow isolation and measurement, and CCTV inspections.

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

Consultant:	OBG, A Ramboll Company (Ramboll) and Dewberry Engineers (Dewberry)
Project Status:	Construction
Percent Complete:	Underway
Contractor:	Prism Contractors & Engineers, Inc. (Prism)
Construction Start:	June 2024
Completion:	November 2025
Total Budget:	\$500,000
Spent to Date:	\$248,011.32

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

8/12/2025: Prism has mobilized to the area and begun installation of approx. 50 lateral liners in the Stonehenge subdivision. They anticipate completing this work by the end of the month.

Non-Utility and Facility CIP Projects

18. Energy Audit (Account Code 1625):

Consultant:	OBG, A Ramboll Company (Ramboll)
Project Status:	Construction
Percent Complete:	40%
Contractor:	ACSA Facilities Group
Construction Start:	July 2023
Completion:	December 2025
Total Budget:	\$390,000
Spent to Date:	\$304,156.05

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

8/12/2025: ACSA staff are developing a plan to complete the on-site conduit work, targeting the end of September for completion. Once the conduit has been installed, another Request for Quotes (RFQ) will be issued that will only include the wiring work, which we anticipate will be more attractive for electrical contractors.

19. Avon Operations Center (Account Code 1622):

Consultant:	Dewberry Engineers, Inc. (Dewberry)
Project Status:	Construction
Percent Complete:	20%
Contractor:	Daniel & Company, Inc. (DCI)
Construction Start:	January 2025
Completion:	November 2026
Total Budget:	\$18,000,000
Spent to Date:	\$4,376,285.39

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

the Avon Street property into a much larger vehicle and materials storage facility, including a training area for our equipment operators.

8/12/2025: DCI has formed and poured approximately 50% of the lower-level walls and these efforts will continue through at least the end of August. They are also working on several of the retaining walls on the site.





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

Consultant:	ACSA Maintenance
Project Status:	Construction
Percent Complete:	15%
Construction Start:	March 2025
Completion:	November 2025
Total Budget:	\$50,000
Spent to Date:	\$12,272.79

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

8/12/2025: Electrical and gas contractors have been procured to complete the generator work at the Maintenance house and are awaiting issuance of final permits from the County to complete their work. ACSA staff are preparing documentation to satisfy procurement requirements to proceed with pricing and construction activities at the main entrance of the Administration Building.

21. Facility Condition Assessment (Account Code 1613):

Consultant:	Whitman, Requardt & Associates, Inc. (WRA)
Project Status:	Study
Percent Complete:	60%
Construction Start:	January 2025
Completion:	October 2025
Total Budget:	\$73,691
Spent to Date:	\$28,156.20

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

8/12/2025: WRA submitted the draft report on July 14, 2025, and it is under review by ACSA staff. A workshop with WRA has been scheduled for August 19, 2025.

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

Consultant:	Launch! Consulting (Launch!)
Project Status:	Study
Percent Complete:	50%
Construction Start:	January 2025
Completion:	November 2025
Total Budget:	\$154,160
Spent to Date:	\$136,811.60

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

8/12/2025: A cybersecurity call with IT was held on July 22, 2025, and Workshop 3 to review high risk threat asset pairs was held on August 6, 2025. Workshop 4 to discuss mitigation measures is scheduled for September 10, 2025.

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

1. 664 West Rio Road (Rio): Water main extension to serve an 88-unit apartment building, as well as a self-storage facility. This site is located east of the intersection of West Rio Road and Berkmar Drive, across from Daily Progress.
2. Albemarle High School Center II (Rio): Water main relocation to accommodate additional educational building on the Albemarle High School campus.
3. Archer North – Phase 1 (Rivanna): Water and sewer main extensions to serve 78 residential units. This development will replace the Ridgewood Mobile Home Park, located at the corner of Seminole Trail and Ashwood Blvd.
4. Ashcroft Phase 3 (Rivanna): Water main extensions to serve 76 residential units. This development connects to Lego Drive just north of the Ashcroft Clubhouse.
5. Bamboo Grove (White Hall): Water and sewer main extensions to serve 6 residential units. This development is located along Orchard Drive, just north of the intersection with Jarmans Gap Road.
6. Belvedere Phase 4B (Rio): Water and sewer main extensions to serve 39 townhome units at the intersection of Belvedere Boulevard and Fowler Street.
7. Bird Street Subdivision (Scottsville): Water and sewer main extensions to serve 36 single family homes at the end of Bird Street in the Town of Scottsville.
8. Brookhill Block 18 (Rivanna): Water and sewer main extensions to serve 194 single family homes in the Brookhill subdivision, located along the eastern side of Halsey Avenue and north of the Montgomery Ridge Subdivision.
9. Dunlora Village Phase 1 (Rio): Water and sewer main extensions to serve 64 single family homes. This site is located off the southern ends of Fowler Street and Miranda Crossing behind Belvedere.
10. Flow Hyundai (Rio): Water main extension to serve a car dealership and associated car wash facility on the property along Seminole Trail just north of Malloy Ford.

11. Glenbrook at Foothills Phase 4 (White Hall): Water and sewer main extensions to serve 16 townhome units. This site is located along the western end of Park Ridge Drive just south of the railroad tracks.
12. Old Ivy Residences (Jack Jouett): Water and sewer main extensions to serve 525 residential units. This site is located along Ivy Road just east of Route 29/250 Bypass.
13. Old Trail Village Blocks 24, 33, and 34 (White Hall): Water and sewer main extensions to serve 52 residential units. This project is located at the intersection of Rockfish Gap Turnpike and Old Trail Drive.
14. Rio Point (Rio): Water and sewer main extensions to serve 328 multi-family units. This project is located at the intersection of Rio Road East and John Warner Parkway.
15. Rivanna Village Phase 2 (Scottsville): Water and sewer main extensions to serve 178 residential units. This project is located east of the Glenmore Ground Storage Tank and Rivanna Village Phase 1.
16. Sentara Martha Jefferson Hospital Early Learning Center (Scottsville): Water main extension to serve a nearly 13,000 square foot childcare facility at the intersection of Martha Jefferson Drive and Worrell Drive.
17. Southern Feeder Pattern Elementary School (Scottsville): Water main extension to serve the new school facility, located south of Monticello Fire and Rescue.
18. Southwood Redevelopment Village 3 (Scottsville): Water and sewer main extensions to serve 127 single family units and 10 condominium units. This project is located along the eastern side of Horizon Road, south of Hickory Street.
19. Woolen Mills Light Industrial (Scottsville): Water and sewer main extensions to serve multiple industrial buildings, totaling 117,000 square feet. The site is located at the corner of Moores Creek Lane and Franklin Street.

ALBEMARLE COUNTY SERVICE AUTHORITY

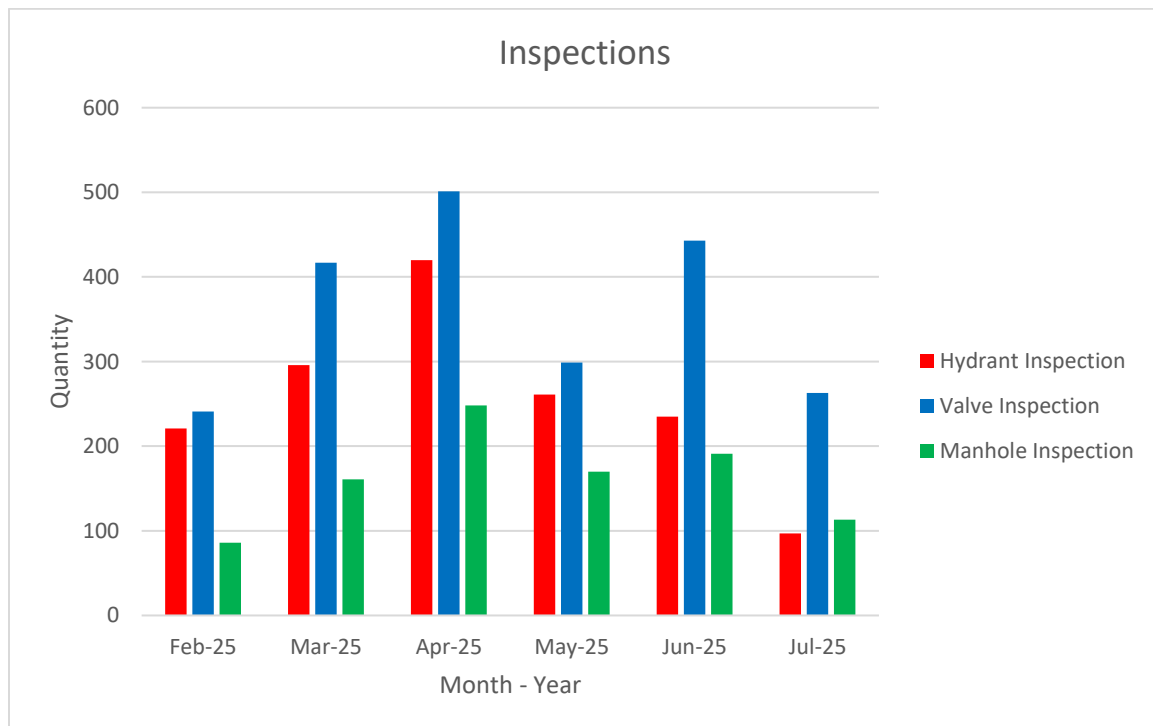
AGENDA ITEM EXECUTIVE SUMMARY

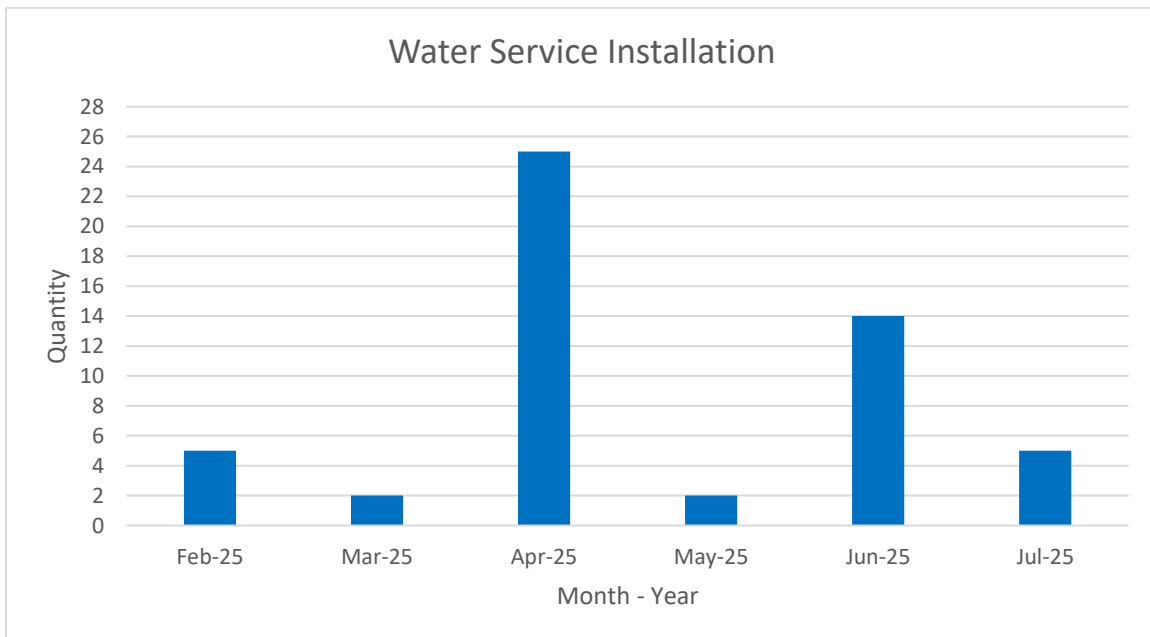
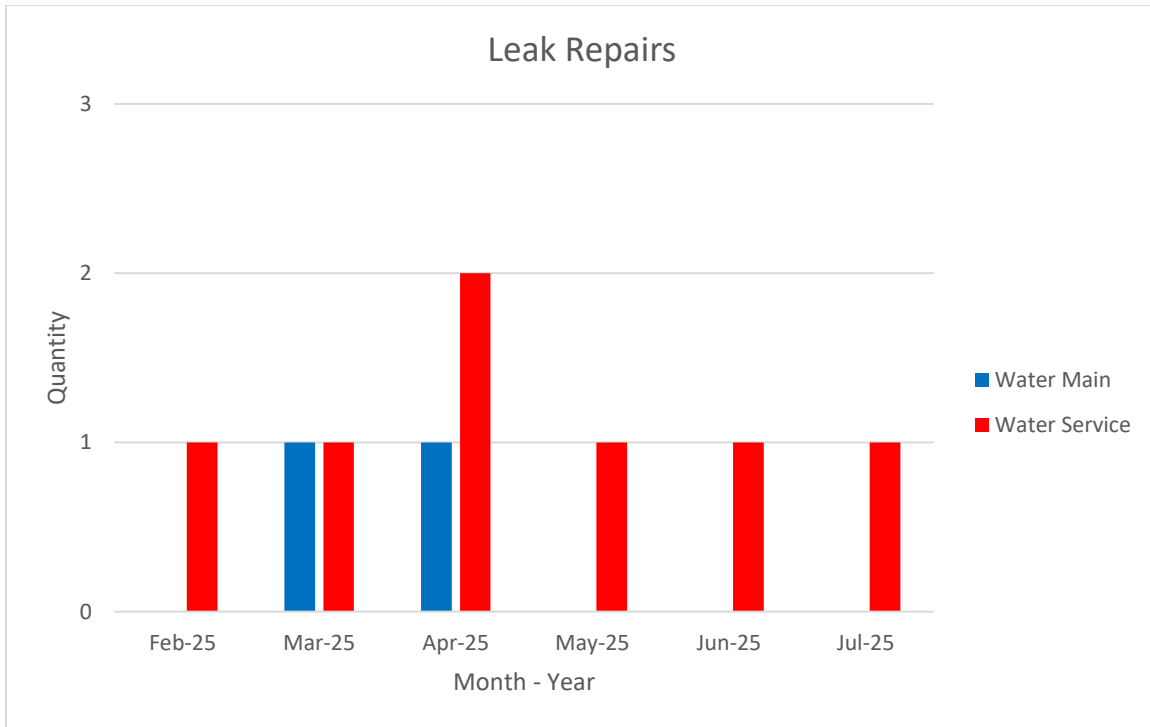
AGENDA TITLE: FY 2026 Monthly Maintenance Update Report STAFF CONTACT(S)/PREPARER: Alexander J. Morrison, P.E., Director of Operations	AGENDA DATE: August 21, 2025 CONSENT AGENDA: ACTION: ■ INFORMATION: ■ ATTACHMENTS: NO
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BACKGROUND:

Current total years of service in the Maintenance Department: 345.1 years
 Current average years of service in the Maintenance Department: 10.1 years
 Current number of employees in the Maintenance Department: 34

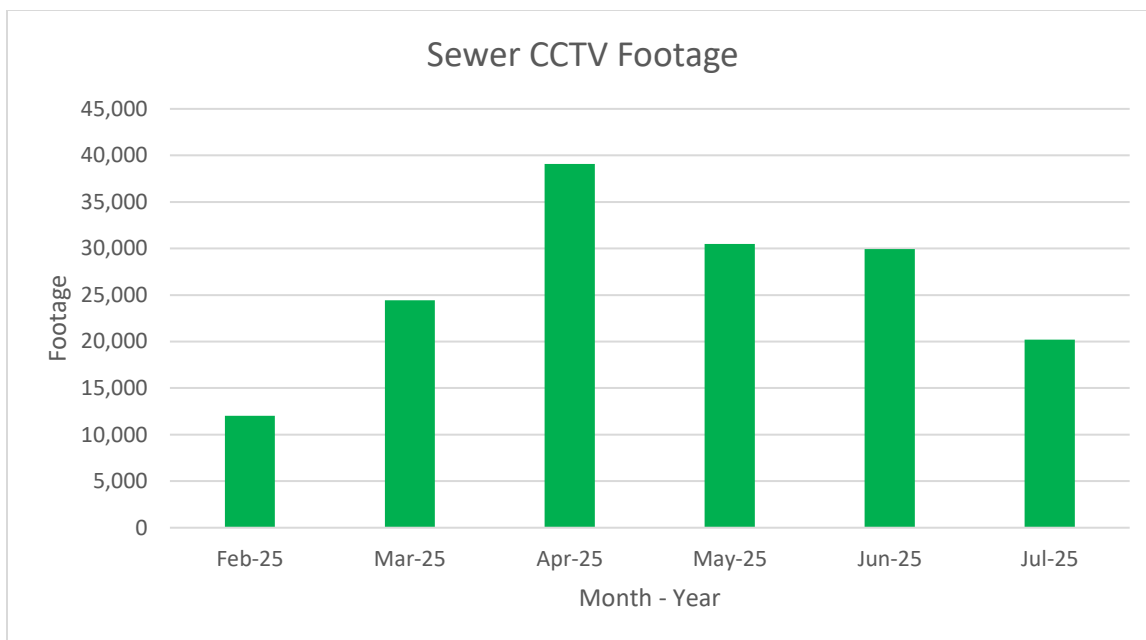
Below are 4 graphs depicting various routine monthly Maintenance Department activities for the previous 6-month period, based on completed Cityworks work orders and inspections.



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

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY



DISCUSSION:

- Routine Monthly Maintenance Activities
 - Inspections: Manhole, valve, and hydrant inspections were all lower in July. Our Hydrant and Hydrant Valve Inspector was unavailable for a large portion of the month, impacting both hydrant inspections and valve inspections related to hydrant valves. Additionally, our valve technician focused on repairs during the month, reducing time available for valve inspections. Our added valve technician position has been filled internally, with the new employee starting on August 18th, which will help ensure that valve repairs have less impact on inspection levels moving forward. Sewer crews also dedicated significant time to replacing manhole frames and covers in the Woodbrook subdivision in preparation for upcoming sewer relining activities, further limiting manhole inspections.
 - Leak Repairs: One water service line leak was repaired in July in Glenmore. The leak was located at the connection to the water meter setter.
 - Water Service Installation: Water service installations returned to normal July levels after elevated activity in prior months due to the irrigation season and the internal work associated with the Exclusion Meter Replacement Project.

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

- Sewer CCTV Footage: Sewer CCTV inspections remained below normal in July due to the generator issues affecting one of our CCTV vans. As the original generator model is no longer manufactured, we worked with suppliers to identify a compatible alternative. The replacement generator is scheduled for delivery and installation during the week of August 11th. Once installed, we expect to return to full inspection capacity and resume normal monthly footage levels. Staff availability was also affected by summer vacations.
- Sewer Rodding/Flushing Footage: We will begin trending sewer rodding/flushing footage in future reports as additional data becomes available. In July, 35,576' of sanitary sewer was rodded and/or flushed.
- Facilities Inspections: We will begin trending facilities inspection activities in future reports as additional data becomes available. In July, completed inspections included:
 - **136 Generator Inspections**
 - **305 Pump Inspections**
 - **75 Sewer PS Inspections**
 - **64 Water PS Inspections**
 - **10 Fire System Inspections**
 - **3 PRV Station Inspections**
- Miscellaneous Monthly Maintenance Activities
 - Facilities Supervisor: In July, Tron Henson began serving as ACSA's Facilities Supervisor. Mr. Henson has over 15 years of experience with the ACSA, having held several key roles, including Electrical Pump Apprentice, Electrician Pump Technician, and I.T. Technician. He possesses extensive knowledge of our pump stations, tanks, and other critical facilities, and contributed to the deployment of our SCADA system by supporting the work of an outside contractor. His broad operational knowledge and familiarity with our infrastructure make him well-suited to lead the Facilities team.

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

BUDGET IMPACT: None.

RECOMMENDATIONS: None.

BOARD ACTION REQUESTED: Approval of the Consent Agenda.

ATTACHMENTS: None

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

AGENDA TITLE: Monthly Information Technology Department Update STAFF CONTACT(S)/PREPARER: April Walker, Director of Information Technology	AGENDA DATE: August 21, 2025 ACTION: <input type="checkbox"/> INFORMATION: <input checked="" type="checkbox"/> ATTACHMENTS: No
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Information Technology

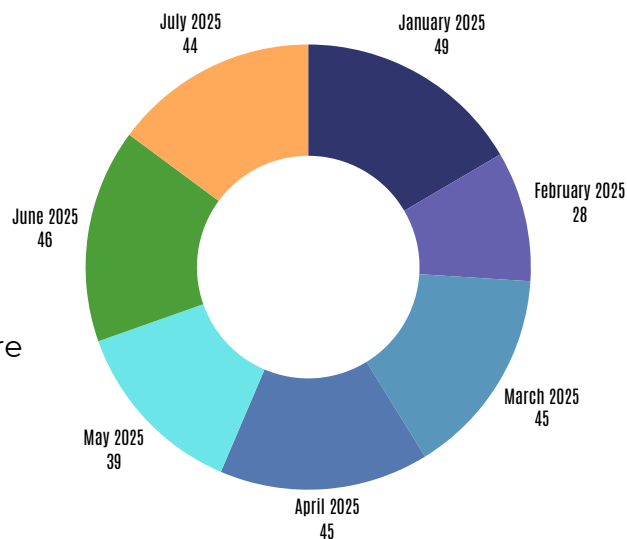
Background:

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

Last month, they:

- Resolved **44** Help Desk tickets
- Deployed **2** new computers

HELP DESK TICKET COMPARISON



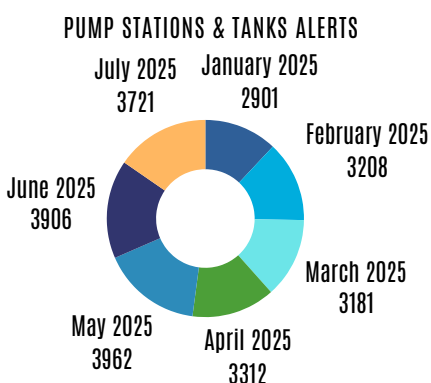
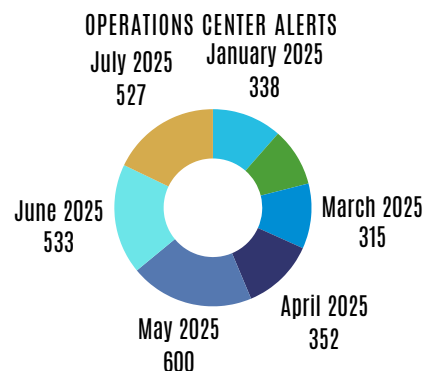
I.T. DEPARTMENT'S MONTHLY ROUTINES

Digital & Physical Security

Background:

Our ISO/Systems Engineer handles all of our digital security and our Information Technology Technician handles all of our physical security. Last month, they:

- Secured **1,928.32 GB** of application data
- Secured **1,213.24 GB** of web data
- Secured **37.61 GB** of user data
- Investigated **527** physical security alerts at the Operations Center
- Investigated **3,721** physical security alerts at water storage tanks and pump stations
- Implemented **297** firewall pattern updates

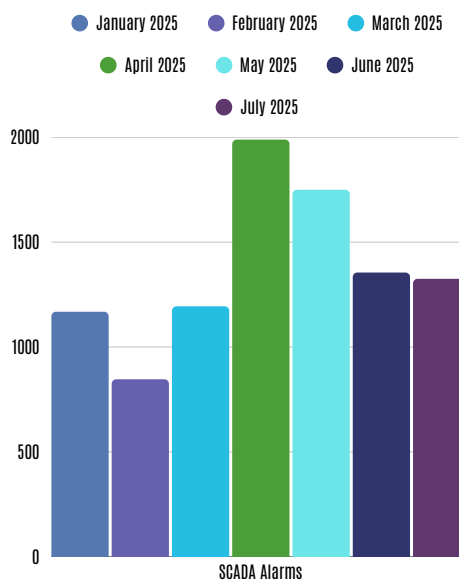


SCADA & AMI

Background:

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

- Investigated **1325** SCADA alarms
- Investigated **21** AMI Base Station Alarms
- Completed **15** SCADA Work Orders



I.T. DEPARTMENT'S MONTHLY ROUTINES

Geographic Information Systems (GIS)

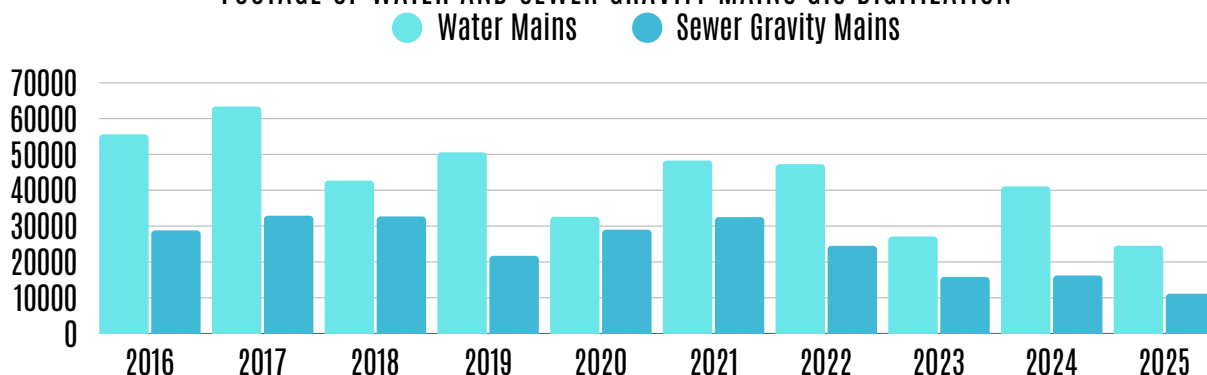
Background:

Our GIS is handled by our GIS & CMMS Coordinator and our GIS Technician. Our XY Locate Inspections for July were handled by a loaned Maintenance staff member and our GIS Technician.

Last month, they:

- Digitized **37** sewer lateral lines (Total 20,516)
- Digitized **3,003 ft** sewer gravity mains (Total 1,727,392.4 ft)
- Digitized **5,169.1 ft** water mains (Total 2,026,629.8 ft)
- Digitized **1,315.6 ft** water service lines (Total 505,266.6 ft)
- Conducted **66** XY Locate Inspections
- Fulfilled **13** Update GIS work orders
- Fulfilled **8** external map requests
- Conducted **1** UAS flight

FOOTAGE OF WATER AND SEWER GRAVITY MAINS GIS DIGITIZATION



UAS FLIGHT OF AVON OPERATIONS CENTER PROPERTY- AUGUST 1, 2025



ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

I.T. DEPARTMENT'S LARGE PROJECT PARTICIPATION



UTILITY NETWORK

IN PROGRESS: Azure deployment is still under investigation. There is some uncertainty regarding implementation of the Utility Network dependent upon the CIS project.



SCADA SYSTEM ASSESSMENT

IN PROGRESS: We are currently in the process of procuring, programming, and installing upgrades to the programmable logic controllers (PLCs) and operator interface terminals (OITs) at our Camelot and North Fork Regional Pump Stations. These enhancements will improve system security and introduce new functionality.



CYBERSECURITY UPGRADES

IN PROGRESS: We are continuously enhancing the security of ACSA's data. With the latest threats in our area and nationwide, we are ensuring that we meet or exceed the best practices with increased monitoring and the introduction of added controls..



RISK & RESILIENCE ASSESSMENT

IN PROGRESS: Our consultant met with the I.T. team to conduct interviews focused on our current cybersecurity efforts. A broader meeting was also held with the RRA team to review the established threat pairs. We plan to reconvene in October for further discussion.



AVON OPERATIONS CENTER- NETWORKING & SECURITY

IN PROGRESS: We have begun meeting with vendors regarding our network infrastructure plans for the Avon Operations Center.



AUTOMATED REPORTING

IN PROGRESS: We are continuing to build more automated reports. This month, we began working on the creation of a Pump Station Runtime Report, a Work Order Report, a Punchlist Report and a Meter Test Report.

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY



SHAREPOINT RE-DESIGN

COMPLETED: The new SharePoint site went live on August 1st!



FACILITIES CONDITION ASSESSMENT

IN PROGRESS: We have received the results of the assessment and are currently reviewing them. A meeting has been scheduled for later this month with the contractor.



CUSTOMER INFORMATION SYSTEM (CIS)

IN PROGRESS: The CIS Steering Committee is reviewing the responses and aims to conclude that review shortly. Our project management firm visited onsite recently to better understand current processes and concerns.



SECURITY SYSTEM UPGRADES- PUMP STATIONS

IN PROGRESS: The demo of the access control system at one of our pump stations has been going well. We are now working to purchase the demo system and negotiating the future purchase and installation of more systems.



FUEL MANAGEMENT SYSTEM- FLEET NUMBER UPDATES

TEMPORARILY ON HOLD: We have been working with staff to schedule the reprogramming of each fleet vehicle manually while connected to the gas pump, which has been challenging. We are awaiting the start of the new Inventory and Equipment Technician in the Maintenance Department later this month to assist with the programming.



DATABASE CLEAN-UP

IN PROGRESS: Data clean-up is underway! We are currently cleaning up old data in preparation of modifying and updating the front end of some of our larger databases to promote better record keeping.

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY



SCADA SECURITY UPGRADES

COMPLETED: We have recently completed security upgrades on our SCADA servers to meet and exceed the Cybersecurity and Infrastructure Security Agency (CISA) standards. We are continuing to conduct additional reviews to ensure best practices are met and our SCADA network is secure.



CLOUD MIGRATION OF SERVERS

IN PROGRESS: I.T. has configured and tested a development file server in the cloud. We are beginning to introduce this enhancement to other staff before we begin to build out the server. We hope to fully migrate one file server within the next few months.



SCADA COMMUNICATIONS

IN PROGRESS: We have procured a new type of antenna aimed at reducing communication disruptions within our SCADA system. We plan to configure and install the units later this month.

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

BOARD ACTION REQUESTED: Informational

ATTACHMENTS: None

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

AGENDA TITLE: Cost Comparison: On-Premise vs. Cloud Servers STAFF CONTACT(S)/PREPARER: April Walker, Director of Information Technology	AGENDA DATE: August 21, 2025 ACTION: <input type="checkbox"/> INFORMATION: <input checked="" type="checkbox"/> ATTACHMENTS: No
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BACKGROUND:

At the July Board of Directors meeting, a request was made for a cost comparison between maintaining on-premise servers and migrating to a cloud-based infrastructure. Below is an overview of the analysis, which examines key factors including initial investment, ongoing maintenance, scalability, and potential savings.

Cost Breakdown:

On-Premise Servers <ul style="list-style-type: none"> • Initial Investment: Significant upfront capital expenditure for hardware, software licenses, and installation. (approx. \$14,000 each) • Ongoing Maintenance: Costs include server maintenance, hardware repairs, software updates, and electricity. (approx. \$5,000 per month) • Scalability: Scaling requires purchasing and installing additional hardware, leading to potential downtime and delays. • Space & Cooling: On-premise servers require dedicated server rooms, uninterruptible power supplies, and dedicated cooling infrastructure. • Security: Responsibility for securing the servers, including costs associated with firewalls, intrusion detection systems, and information security personnel. 	Cloud Infrastructure <ul style="list-style-type: none"> • Initial Investment: Minimal upfront costs; we use a pay-as-you-go subscription model. (approx. \$0.020 per GB per month for base package) • Ongoing Maintenance: Maintenance, updates, and security are handled by the cloud provider, reducing IT overhead. • Scalability: Easily scalable resources based on demand, allowing for efficient allocation of computing power. • Reduced Infrastructure: As our organization continues to grow, space has become an issue. Cloud solutions free up space in our server rooms. • Security: Benefit from the provider's robust security infrastructure and expertise, reducing the burden on internal IT resources.
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ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

Additional Considerations – Software Migration:

While the analysis above focuses on infrastructure, it's important to note that moving enterprise-level applications to the cloud also carries cost implications. The costs below are to migrate three of our current on-premise software to the cloud infrastructure. Annual software licensing costs will continue after the migration.

For example:

- The Utility Network migration, included in our FY 2026 Capital Improvement Program (CIP), will move ArcGIS Enterprise and one SQL Server instance to the cloud, with a project cost of \$425,000.
- The Customer Information System (CIS) that is currently in our Capital Improvement Program (CIP) and underway is budgeted to cost approximately \$3,000,000.
- The Cityworks migration to Trimble Unity (cloud version) is not yet included in the Capital Improvement Program (CIP) Budget but is projected to cost approximately \$250,000.

Potential Savings and Benefits:

Migrating to the cloud can potentially generate substantial cost savings through:

- **Reduced capital expenditure:** Lower upfront investment in hardware and software.
- **Lower operational costs:** Reduced maintenance, power consumption, and IT staff requirements.
- **Improved scalability:** Pay only for the resources you use, avoiding over-provisioning.
- **Increased efficiency:** Automation and streamlined processes can lead to improved resource utilization and faster time-to-market.
- **Disaster Recovery:** Cloud providers offer robust disaster recovery solutions that are more efficient compared to managing disaster recovery on-premise.

While migrating to the cloud offers clear potential for cost savings and operational benefits, ACSA is pursuing a phased migration strategy. Each transition requires careful planning and significant I.T. staff involvement to ensure a smooth implementation with minimal disruption to services.

BOARD ACTION REQUESTED: Informational.

ATTACHMENTS:

- None

AGENDA ITEM EXECUTIVE SUMMARY

AGENDA TITLE: Rivanna Water & Sewer Authority (RWSA) Monthly Update STAFF CONTACT(S)/PREPARER: Quin Lunsford, Executive Director	AGENDA DATE: August 21, 2025 CONSENT AGENDA: Informational ATTACHMENTS: No
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BACKGROUND: This report continues the monthly updates on the Rivanna Water & Sewer Authority (RWSA) projects and Board meetings. Below are updates on RWSA major projects and issues, including updates from the July 22nd RWSA Board Meeting and other communications:

- **Emergency Siren System for Sugar Hollow Reservoir:** The RWSA completed piping upgrades and installation of control system alarms for the rubber crest bladder which sits on top of the concrete dam at Sugar Hollow. The bladder has been fully inflated, and the reservoir has fully refilled. Additionally, RWSA installed an emergency siren system to warn residents and visitors in the area if there is a concern with the bladder or dam. The initial siren system includes a high-mount audible siren and strobe light located adjacent to the dam. When activated, the siren will have a “whooping” sound. RWSA tested the system on July 22nd and will begin installing safety signage informing residents and visitors about the siren and what to do in the event the alarm sounds. These signs will be installed downstream of the Sugar Hollow Dam. RWSA will also be implementing a regular testing program to ensure the alarm system operates properly.
- **Reimbursement Resolution:** While the RWSA doesn’t anticipate issuing a new bond in the next 12 months, additional debt funding not covered in the current bonds for several projects will be required over the next five years. RWSA estimates up to \$395 million in estimated debt financing. As capital projects begin, cash on hand is typically used to pay project costs. After financing is in place, bond proceeds are used to partially pay back cash to itself. To establish this ability for reimbursement with tax exempt borrowing proceeds, the RWSA needs to have a “Reimbursement Resolution” in place. The resolution approved does this but does not specifically authorize the issuance of debt.
- **Emergency Response Coordination Meeting:** The ACSA met with RWSA and the City to review our emergency response plans to ensure we are able to effectively and efficiently respond to a wide range of emergencies and operational disruptions. In addition to reviewing our plans, a tabletop exercise was performed to simulate a disaster that rendered all cell and LAN phones inoperable.

AGENDA ITEM EXECUTIVE SUMMARY

Summary:

RWSA Major Project Schedule	Construction Start Date	Construction Completion Date
Central Water Line, Phase 1	October 2025	December 2029
Red Hill Water Treatment Plant Upgrades	January 2025	June 2026
South Fork Rivanna River Crossing	December 2024	January 2027
RMR to OBWTP Raw Water Line & Pump Station	February 2025	June 2029
MC Building Upfits & Gravity Thickener Improvements	May 2025	May 2027
MC Structural & Concrete Rehabilitation	May 2025	May 2027
Crozet Pump Stations Rehabilitation	April 2026	April 2028
MC Administration Building Renovation & Addition	August 2025	December 2027
SRWTP – PAC Upgrades	November 2025	June 2027
RMR Pool Raise	September 2025	December 2026
Crozet WTP GAC Expansion – Phase I	January 2026	March 2028
Central Water Line, Phase 2	March 2026	May 2028
MC Pump Station Slide Gates, Valves, Bypass, & Septage Receiving Upgrades	March 2026	October 2027
SRR to RMR Pipeline, Intake, & Facilities	February 2026	December 2030
Beaver Creek Dam, Pump Station, & Piping	May 2026	January 2030
Upper Schenks Branch Interceptor, Phase II	2026	2027
SRWTP Permanganate Improvements	June 2026	August 2027
Glenmore WRRF Phase 1	June 2026	January 2028
Dam Concrete & Steel Repairs	January 2026	December 2026
SVWRRF Generator	January 2026	June 2027
SVWRRF Plant and Piping Upgrades	January 2026	December 2026

AGENDA ITEM EXECUTIVE SUMMARY

- **Central Water Line, Phase 1**

Design Engineer:	Michael Baker International (Baker)
Construction Contractor:	Sagres Construction Corp. (Alexandria)
Construction Start:	October 2025
Percent Complete:	1%
Completion:	December 2029
Budget:	\$58,000,000

Current Status:

Material data sheets are being submitted for approval to begin deliveries.

History:

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

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

- **Red Hill Water Treatment Plant Upgrades**

Design Engineer:	Short Elliot Hendrickson (SEH)
Construction Contractor:	Anderson Construction (Lynchburg)
Construction Start:	January 2025
Percent Complete:	10%
Completion:	June 2026
Budget:	\$2,050,000

Current Status:

Work on the existing pressure tank is complete, and the existing tank is being placed back online. The site plan has been approved, and we are waiting for the building permit to be approved. Construction of the building expansion will begin shortly after the building permit is approved.

AGENDA ITEM EXECUTIVE SUMMARY

History:

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

- **South Fork Rivanna River Crossing**

Design Engineer:	Michael Baker International (Baker)
Construction Contractor:	Faulconer (Charlottesville)
Construction Start:	December 2024
Percent Complete:	18%
Completion:	January 2027
Budget:	\$6,250,000

Current Status:

Horizontal Directional Drilling subcontractor has completed the pilot hole for the 1,200 LF directional drill and is now back-reaming to enlarge the opening for the water line. A portion of Old Rio Mills Road will be closed for several months as construction of the new 24” water line begins. Contractor is planning to blast along Old Rio Mills Road. Review of the blasting plan is in progress.

History:

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

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

Design Engineer:	Kimley-Horn
Design Contractor:	Thalle Construction (North Carolina)
Construction Start:	February 2025
Percent Complete:	8%
Completion:	June 2029
Current Project Estimate:	\$61,490,000

AGENDA ITEM EXECUTIVE SUMMARYCurrent Status:

Pipe installation in Hereford Drive near the OBWTP continues during UVA's summer break to minimize impacts on students, faculty, and staff.

History:

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

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

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

Design Engineer:	Short Elliott Hendrickson (SEH)
Construction Contractor:	English (Lynchburg, VA)
Construction Start:	May 2025
Project Status:	7%
Completion:	May 2027
Current Project Estimate:	\$11,800,000

Current Status:

The contractor has mobilized equipment and an office trailer to the site and is ordering materials as shop drawings are approved and building permits are issued.

History:

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

AGENDA ITEM EXECUTIVE SUMMARY

- **MCAWRRF Structural and Concrete Rehabilitation**

Design Engineer:	Hazen and Sawyer (Hazen)
Construction Contractor:	WM Schlosser (Hyattsville, MD)
Construction Start:	May 2025
Project Status:	5%
Completion:	May 2027
Current Project Estimate:	\$15,500,000

Current Status:

The contractor has mobilized equipment and an office trailer to the site. Sandblasting and priming of the compost metal structure is underway.

History:

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

- **Crozet Pump Stations Rehabilitation**

Design Engineer:	Wiley Wilson
Construction Contractor:	Waco, Inc. (Sandston, VA)
Construction Start:	August 2025
Percent Complete:	5%
Completion:	April 2028
Budget:	\$12,350,000

Current Status:

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

History:

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

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

Design Engineer:	SHE
Construction Contractor:	Martin Horn (Charlottesville)

AGENDA ITEM EXECUTIVE SUMMARY

Construction Start:	August 2025
Percent Complete:	3%
Completion:	December 2027
Budget:	\$27,600,000

Current Status:

A Notice to Proceed is anticipated was issued on June 26th. Contractor is acquiring an E&S permit and ordering materials as shop drawings are approved. Coordination efforts associated with temporary staff locations and interim network connectivity have begun with mobilization to the site expected to occur in August.

History:

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

- **South Rivanna Water Treatment Plant – PAC Upgrades**

Design Engineer:	SHE
Construction Contractor:	Waco, Inc. (Sandston, VA)
Project Start:	November 2025
Percent Complete:	0%
Completion:	June 2027
Current Project Estimate:	\$1,820,000

Current Status:

Contract documents have been signed and the Notice to Proceed will be issued this month.

- **Ragged Mountain Reservoir Pool Raise**

Design Engineer:	Schnabel Engineering
Construction Contractor:	Faulconer Construction
Construction Start:	September 2025
Percent Complete:	0%
Project Start:	April 2024
Project Status:	Award
Completion:	September 2026
Current Project Estimate:	\$13,200,000

AGENDA ITEM EXECUTIVE SUMMARYCurrent Status:

The parties are executing the Contract Documents. An informational meeting for key neighborhood stakeholders and the public will be held in August.

- **Central Water Line, Phase 2**

Design Engineer:	Michael Baker International (Baker)
Project Start:	July 2024
Project Status:	Design 30%
Construction Start:	March 2026
Completion:	May 2028
Budget:	\$21,000,000

Current Status:

Survey work is complete, and piping design for the E. High Street area is underway. An additional private easement will be required as well as new easements on two City parcels.

History:

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

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

- **Crozet GAC Expansion – Phase I**

Design Engineer:	SEH
Project Start:	July 2023
Project Status:	Bidding
Construction Start:	January 2026
Completion:	March 2028
Budget:	\$10,000,000

AGENDA ITEM EXECUTIVE SUMMARYCurrent Status:

Construction bids will be received on August 5th. A Pre-bid Meeting was held on July 9th for prospective bidders. \$7.24 million in grant funds from VDH will be used for this project.

History:

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

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

Design Engineer:	Hazen and Sawyer (Hazen)
Project Start:	June 2023
Project Status:	90% Design
Construction Start:	March 2026
Completion:	October 2027
Budget:	\$9,700,000

Current Status:

Final design is proceeding on the project, including incorporation of minor improvements to the south side septage receiving facility equipment.

History:

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

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

Design Engineer:	Kimley Horn/SEH
Project Start:	July 2023
Design Status:	90%
Construction Start:	February 2026
Completion:	December 2030
Budget:	\$117,000,000

AGENDA ITEM EXECUTIVE SUMMARY**Current Status:**

The Value Engineering Report was submitted to RWSA, and staff are working with the Design Engineer to finalize key decisions as the design progresses towards the bid-ready level.

History:

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

- **Beaver Creek Dam, Pump Station, and Piping Improvements**

Design Engineer:	Schnabel Engineering (Dam)
Design Engineer:	Hazen and Sawyer (Pump Station)
Project Start:	February 2018
Project Status:	75% Design
Construction Start:	May 2026
Completion:	January 2030
Budget:	\$62,000,000

Current Status:

Hazen is proceeding with design of the pump station. Final design by Schnabel for the dam spillway upgrades, temporary detour, and spillway bridge is ongoing and accounting for some modifications to the primary spillway and the spillway bridge based on current regulations and comments from VDOT. Discussions with the County have been initiated for acquisition or lease of property for the Pump Station. A significant (\$20 M) construction grant from the NRCS is anticipated. A Value Engineering workshop was held in May 2025 on the raw water pump station and intake structure and results from this workshop are being evaluated to determine what will be included in the design process.

History:

RWSA operates the Beaver Creek dam and reservoir as the sole raw water supply for the Crozet area. In 2011, an analysis of the Dam Breach inundation areas and changes to Virginia Department of Conservation and Recreation (DCR) *Impounding*

AGENDA ITEM EXECUTIVE SUMMARY

Structures Regulations prompted a change in hazard classification of the dam from significant to high hazard. This change in hazard classification requires that the capacity of the spillway be increased, and the dam be replaced. This CIP project includes investigation, preliminary design, public outreach, permitting, easement acquisition, final design, and construction of the anticipated modifications. Work for this project includes a new relocated raw water pump station and intake.

- **Upper Schenks Branch Interceptor, Phase II**

Design Engineer:	CHA Consulting
Project Start:	July 2021
Project Status:	Design
Construction Start:	2026
Completion:	2027
Budget:	\$11 – 15 Million

Current Status:

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

History:

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

- **SRWTP Permanganate Improvements**

Design Engineer:	SEH
Project Start:	January 2025
Project Status:	90% Design
Construction Start:	June 2026
Completion:	August 2027
Budget:	\$400,000

Current Status:

This project will replace chemical feed equipment at the end of its useful life and increase chemical containment capacity. Design will be completed by the end of this month.

- **Glenmore WRRF Upgrade Phase 1**

Design Engineer:	SEH
Project Start:	March 2025

AGENDA ITEM EXECUTIVE SUMMARY

Project Status:	Preliminary Engineering
Construction Start:	June 2026
Completion:	January 2028
Budget:	\$1,650,000

Current Status:

This project will replace wastewater treatment equipment at the end of its useful life and reduce the noise generated from the aeration system blowers.

- **Dam Concrete and Steel Repairs**

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

Current Status:

Structural assessments of the Sugar Hollow, South Rivanna, Lickinghole Creek, and Totter Creek dams were conducted by GAI in March 2025. Draft condition assessment reports are under review by RWSA staff.

- **Scottsville Water Resource Recovery Facility Generator**

Design Engineer:	Wiley Wilson
Project Start:	October 2022
Project Status:	20% Design
Construction Start:	January 2026
Completion:	June 2027
Budget:	\$900,000

Current Status:

The Design Engineer has received the Geotechnical Report and is working on the revised design documents. Updated plans and specifications are anticipated in July.

- **SVWRRF Plant and Piping Upgrades**

Design Engineer:	Short Elliot Hendrickson (SEH)
Project Start:	July 2025
Project Status:	Work Authorization Development
Construction Start:	January 2026
Completion:	December 2026
Budget:	\$588,000

AGENDA ITEM EXECUTIVE SUMMARYCurrent Status:

This project will include influent pump station and headworks upgrades, aeration piping rehabilitation, a new storage and chemical feed building, and flood resiliency improvements. The design Work Authorization is being finalized, and a kickoff meeting will be completed in July 2025.

Planning and Studies

- **MCAWRRF Biogas Upgrades**

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

Current Status:

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

- **Flood Protection Resiliency Study**

Design Engineer:	Hazen
Project Start:	August 2024
Project Status:	Preliminary Engineering/Study
Completion:	December 2025
Budget:	\$278,500

Current Status:

This project will identify individualized flood mitigation measures for various facilities to increase their resiliency from a 1% to a 0.2% flooding event and will focus on facilities located at the Moores Creek AWRRF within those flood event boundaries. This project received \$198,930 in grant funding from FEMA and VDEM.

Other Significant Projects

- **Urgent and Emergency Repairs**

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

Project No.	Project Description	Approximate Cost
2023-01	Finished Water System ARV Repairs	\$150,000

AGENDA ITEM EXECUTIVE SUMMARY

2024-09	Stillhouse Waterline Erosion @ Ivy Creek	\$200,000
2025-03	Rivanna Interceptor Stream Crossing Repairs	TBD

- RWSA Finished Water ARV Repairs: RWSA Engineering staff recently met with Maintenance staff to identify a list of Air Release Valves (ARVs) that need to be repaired, replaced, or abandoned. Several of these locations will require assistance from RWSA On-Call Maintenance Contractors, due to the complexity of the sites (proximity to roadways, depth, etc.). The initial round will include seven (7) sites, all along the South Rivanna Waterline. Three replacements have been completed at this time, with a fourth site in progress. This in progress site included abandonment of an existing manual ARV located in the middle of the Route 29-Hydraulic intersection, which has been completed, and was a major coordination effort with VDOT, as they intend to pave this area in the coming weeks. The Contractor is working with VDOT on permits for the final sites. The remaining replacements will be scheduled pending Contractor availability.
- Stillhouse Waterline Erosion at Ivy Creek: In November 2024, it was discovered that the banks of Ivy Creek had experienced significant erosion during some of the heavy rainstorms earlier in the Fall, and that the erosion was now intruding on RWSA's 12" Stillhouse Waterline. The area was temporarily armored with sandbags in December, to protect the waterline from further erosion in the interim. Staff are working with the USACOE to permit a permanent bank stabilization project, which will include placement of large rip-rap along the streambank. Given continued region-wide disaster relief efforts associated with Hurricane Helene, it is anticipated that permits may not be received until Spring 2025. RWSA intends to utilize its On-Call Maintenance Contractor, Faulconer Construction Company, for completion of this work and is seeking funding/reimbursement opportunities through FEMA. USACOE permitted the project on May 7th, with a time of year restriction that will not allow the work to start until August.
- Rivanna Interceptor Stream Crossing Repairs: In Spring 2025, during annual inspections performed by the RWSA Maintenance Department, erosion was identified at two stream crossings along the Rivanna Interceptor to the North of the Dunlora subdivision. RWSA On-Call Maintenance Contractor, Digs, temporarily stabilized the worst of the two stream crossing sites with sandbags, to protect the pipe as the design of the repair is finalized. RWSA will be utilizing Design Engineer SEH for assistance with plans and USACOE permitting.

- **Security Enhancements**

Design Engineer:	Hazen & Sawyer
Construction Contractor:	Security 101 (Richmond, VA)
Construction Start:	March 2020
Percent Complete:	90% (WA9), 50% (WA12)

AGENDA ITEM EXECUTIVE SUMMARY

Based Construction Contract +	
Change Orders to Date = Current Value:	\$718,428 (WA1) + \$1,006,804 (WA2-12)
Completion:	June 2025 (WA9), December 2025 (WA12)
Budget:	\$2,980,000

Current Status:

WA9 will include installation of card access on all exterior doors at the South Rivanna WTP and has been amended to include interior doors at the new IT data center. WA12 includes installation of card access on all exterior doors at the Observatory WTP, as well as two small electrical buildings at MCAWRRF. Design of MCAWRRF entrance modifications with Hazen & Sawyer continues, with discussions with Dominion Energy also ongoing, as relocation of existing electrical infrastructure will be required. This relocation process will need to be finalized prior to the project proceeding to the bidding phase. Relocation of existing electrical infrastructure will require coordination with the adjacent landowner, as the infrastructure must be completely relocated from the entrance area. As these discussions are ongoing, staff have submitted appropriate permitting documents to Albemarle County.

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ACSA Board Future Policy Issues Agendas 2025										
Regular 3rd Thursday Monthly Meetings	Sep '25	Oct. '25	Nov. '25	Dec. '25	Jan. '26	Feb. '26	Mar. '26	Apr. '26	May '25	Pending Issues
	September 18th	October 16th	November 20th	December 18th	January 15th	February 19th	March 19th	April 16th	May 21st	ACSA Customer Communications
	Recognition	Recognitions	Recognitions	Recognitions	Recognitions	Recognitions	Recognitions	Recognitions	Recognitions	CIS - Customer Information Systems - Billing, Website, Phone
	Monthly Financial, CIP, Maintenance and IT Reports and RWSA Monthly Update	Monthly Financial, CIP, Maintenance and IT Reports and RWSA Monthly Update	Monthly Financial, CIP, Maintenance and IT Reports and RWSA Monthly Update	Monthly Financial, CIP, Maintenance and IT Reports and RWSA Monthly Update	Monthly Financial, CIP, Maintenance and IT Reports and RWSA Monthly Update	Monthly Financial, CIP, Maintenance and IT Reports and RWSA Monthly Update	Monthly Financial, CIP, Maintenance and IT Reports and RWSA Monthly Update	Monthly Financial, CIP, Maintenance and IT Reports and RWSA Monthly Update	Monthly Financial, CIP, Maintenance and IT Reports and RWSA Monthly Update	Climate Change and Sustainability
	Customer Information System (CIS) - Update	Emergency Preparedness	Operational Presentation	Operational Presentation	Operational Presentation	Operational Presentation	Operational Presentation	Operational Presentation	Operational Presentation	Customer Experience (CX)
	Imagine a Day Without Water Resolution (<i>Annual Item</i>)		Annual Comprehensive Financial Report (ACFR) Presentation (<i>Annual Item</i>)	Annual Investments Report (<i>Annual Item</i>)	Board Organizational Meeting - Election of Officers (<i>Annual Item</i>)		Proposed CIP Presentation (<i>Annual Item</i>)	Proposed FY 27 Capital Improvements Program Presentation (<i>Annual Item</i>)	Proposed FY 27 Budget and Rates Workshop	Data Management and Management Dashboards
				FY '27 Budget Guidelines and Schedule (<i>Annual Item</i>)	Annual Water Conservation Report (<i>Annual Item</i>)		Fix a Leak Week Water Conservation Event (<i>Annual Item</i>)	Proposed FY 27 Capital Improvements Program Public Hearing (<i>Annual Item</i>)		Emergency Preparedness
				Annual Investments Report (<i>Annual Item</i>)	2025 Annual Report - Accomplishments and Challenges (<i>Annual Item</i>)			Proposed FY 27 Budget and Rates Overview (<i>Annual Item</i>)		Facilities Condition Assessment
				ACSA Board of Directors Meeting Schedule 2026 (<i>Annual Item</i>)	Strategic Plan Update - (<i>Bi-annual Item</i>)			Resolution Scheduling Budget and Rates Public Hearing for June 18, 2026 (<i>Annual Item</i>)		Federal/State Water Quality Regulations PFAS; Emerging Contaminants
				Holiday Schedule 2026 (<i>Annual Item</i>)						Operational Presentation - Sewer Rehabilitation Relining
										Purchasing Policy Manual
										RWSA CIP Central Water Line - Reservoirs Pipeline North Rivanna System Wastewater Projects
										Water Audit
										Water Supply Plan Project Status Reports
										8/21/2025

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

<p>AGENDA TITLE: Commercial Meter Sizing Practices</p> <p>STAFF CONTACT(S)/PREPARER: Jeremy M. Lynn, P.E., Director of Engineering</p>	<p>AGENDA DATE: August 21, 2025</p> <p>ACTION: <input checked="" type="checkbox"/> INFORMATION: <input type="checkbox"/></p> <p>ATTACHMENTS: (YES)</p>
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BACKGROUND: At the July 17, 2025, ACSA Board of Directors Meeting, David Mitchell with Great Eastern Management spoke during *Matters from the Public* expressing concern over ACSA's recent review of Building Permit CBOC-2025-00007. This permit included interior renovations and the replacement of two bathrooms for Jim's Gym, proposed in the Pantops Shopping Center. During review of the permit, ACSA staff requested fixture counts from the applicant, and it was determined based on the number of existing fixtures that the meter needed to be upgraded from a ¾-inch meter to a 1-inch meter, and associated connection charges were required. The applicant paid those connection charges under protest to expedite the permit approval process.

ACSA staff follow American Water Works Association (AWWA) M22 guidance for meter sizing. The meter size depends on the maximum allowable flow in gallons per minute (gpm) and plumbing fixtures as required by the International Plumbing Code based on whether the toilets are flush-valve type or flush tank type.

The ACSA Rules and Regulations state in Section 10-02. Sizing of Meters: *The Authority will select the size of the water meter to be installed for all premises, based on flow data furnished by the applicant. The normal size for single-family residences shall be three quarter (3/4) inches. If a customer applies for a building permit and is adding or modifying plumbing fixtures then the Authority will evaluate the size of the water meter to determine if it is adequate, based on current sizing procedures. If a larger meter is needed, the customer will be required to increase the size of the meter and is responsible for paying the applicable Connection Charges.*

DISCUSSION:

- ❖ Based on the fixture counts provided, a projected maximum flow in gallons per minute (gpm) for the space in question is 43 gpm. The flow range for a ¾-inch meter is 0-20 gpm, and the flow range for a 1-inch meter is 20-50 gpm.
- ❖ ACSA's decision to require a larger meter was consistent with previous reviews, including but not limited to 1658 State Farm Boulevard, 392 Pantops Center, 1895 Seminole Trail, 160 Riverbend Shopping Center, and 2050 Lambs Road.

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

- ❖ As stated in the attached letter from Great Eastern Management, the applicant was performing renovations to their plumbing system and was only replacing existing fixtures with more efficient fixtures. ACSA staff considered this to be a modification and thus followed the adopted Rules and Regulations.
- ❖ ACSA's practice of meter sizing and assessment of additional connection charges is consistent with many of the other utilities within our geographic area and of similar size. The two distinctions being Fairfax Water and Prince William Water, which assess connection fees based on different factors and perform an annual audit of water usage.

Utility Name	Basis of Connection Fees	Assessment on Meter Sizing Changes
Augusta Water	Fixture Counts determine Meter Size and Fees	Building Permit Process
Chesterfield Utilities	Fixture Counts determine Meter Size and Fees	Building Permit Process
City of Charlottesville Utilities	Fixture Counts determine Meter Size and Fees	Building Permit Process
Fairfax Water	Design Engineer Selects Meter Size	Annual Review and Assessment of Usage
Henrico Utilities	Fixture Counts determine Meter Size and Fees	Building Permit Process, with Grandfathering
Prince William Water	Comparison of Anticipated Monthly Usage to Equivalent Residential Unit	Annual Review and Assessment of Usage

BUDGET IMPACT: ACSA collects Connection Charges from new customers joining the water and sewer system. System development and RWSA capacity fees are growth-related fees intended to recover the capital costs of backbone capacity in the water and sewer system needed to provide service to new customers. When existing customers are increasing the number of fixtures and trigger the need for a larger water meter, additional fees corresponding to the new meter size are collected to offset the anticipated increase in water and sewer services.

RECOMMENDATIONS: ACSA staff believe the current practice described is in accordance with AWWA M22, consistent with other similar sized utilities and provides the opportunity to review already established connections to ensure existing customers have purchased the water and sewer capacity required.

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

BOARD ACTION REQUESTED: Provide guidance on continuing ACSA practice of reviewing building permits and assessing applicable Connection Charges if the meter size needs to be increased. Provide determination in this instance where Connection Charges were assessed when the number of fixtures was not increased, but the existing fixtures triggered the need to increase the meter size.

ATTACHMENTS:

- Meter Sizing Spreadsheet, dated March 29, 2025
- Great Eastern Management Letter, dated June 23, 2025
- ACSA email to Board of Directors, dated July 11, 2025
- Powerpoint Presentation

Project Name:

360-388 Pantops Center

Date:

May 29, 2025

1" Inch Meter Required

# of Units	Fixture	Occupancy	Supply Control	Load per Fixture in Water Supply Fixture Units (wsfu)	Load (wsfu)
	Bathroom Group *	Private	Flush Tank	3.6	0
	Bathroom Group *	Private	Flush Valve	8	0
	Bathtub or Shower	Private	Faucet	1.4	0
	Bathtub or Shower	Public	Faucet	4	0
	Bidet	Private	Faucet	2	0
	Combination Fixer	Private	Faucet	3	0
	Dishwashing Machine	Private	Automatic	1.4	0
2	Drinking Fountain	Public/Private	3/8" Valve	0.25	0.5
	Hose Bib	Public/Private	Faucet	2	0
	Kitchen Sink	Private	Faucet	1.4	0
	Kitchen Sink	Public	Faucet	4	0
	Laundry trays (1 to 3)	Private	Faucet	1.4	0
	Bathroom (Lavatory) Sink	Private	Faucet	0.7	0
29	Bathroom (Lavatory) Sink	Public	Faucet	2	58
	Service Sink	Public	Faucet	3	0
	Urinal	Public	1" Flush Valve	10	0
	Urinal	Public	3/4" Flush Valve	5	0
	Urinal	Public	Flush Tank	3	0
	Washing Machine (8lbs)	Private	Automatic	1.4	0
2	Washing Machine (8lbs)	Public	Automatic	3	6
	Washing Machine (15lbs)	Public	Automatic	4	0
	Toilet	Private	Flush Valve	6	0
	Toilet	Private	Flush Tank	2.2	0
	Toilet	Public	Flush Valve	10	0
7	Toilet	Public	Flush Tank	5	35
	Toilet	Public/Private	Flushometer Tank	2	0
Total Demand (wsfu)				100	

* Bathroom Group is a Water Closet Toilet, a Lavatory Sink and a Shower Head or a Bathtub

Total Demand (GPM) Predom. Flush Tank 43

Total Demand (GPM) Predom. Flush Valve N/A



GREAT EASTERN

MANAGEMENT COMPANY

129

June 23, 2025
via Hand Delivery

Jeremy M. Lynn, P.E.
Director of Engineering
Albemarle County Service Authority
168 Spotnap Road
Charlottesville, Virginia 22911

Re: Jim's Gym
368 Pantops Center/Pantops Shopping Center
Charlottesville, VA 22911

Dear Mr. Lynn,

Attached you will find our check in the amount of \$22,945.00 representing the additional tap fee cost to increase the water meter size for Jim's Gym from its existing $\frac{3}{4}$ " size to 1".

Please be advised that this additional cost is being submitted under protest.

As you are aware, this Tenant has recently been advised that they are required to increase the water meter size from $\frac{3}{4}$ " to 1" as a result of plumbing renovations to their space. Although they have only replaced existing fixtures with more efficient fixtures, they are being told that this size increase must be implemented before their building permit will be approved.

We believe we have provided sufficient arguments to the Authority that these costs should not be imposed on the current Tenant, however, so as not to hold up approval of their building permit, we have decided to pay the full calculated fee. Our contention is that we will be due a full reimbursement of this cost.

Thank you, and please let me know if you have any questions or need any further information from us.

Sincerely,

Donald P. Shiflett, Controller

cc: Quin Lunsford, Executive Director
Clarence Roberts, Rivanna District

g:\commercial leases - originals\3 pantops shopping center i llc\jim's gym\letter to acsa - water meter upgrade.docx

From: [Jeremy Lynn](#)
To: [Richard Armstrong \(richard.armstrong@allenandallen.com\)](#); [Charles Tolbert](#); [Liz Palmer](#); [Clarence Roberts](#); [John Parcells](#); [Kim Swanson](#)
Cc: [Quin Lunsford](#); [Mike Derdeyn](#)
Subject: Pantops Shopping Center - Public Comment Item for July Board Meeting
Date: Friday, July 11, 2025 10:02:31 AM
Attachments: [20250625091911324.pdf](#)

Board,

As Quin mentioned in his Communique, we wanted to give you a heads up and provide some additional background information related to possible comments that may be brought to the Board's attention during the public comment period at the July Meeting. This relates to a Building Permit application for a new gym at the Pantops Shopping Center.

Background Information and Timeline

- 5/16/2025 – ACSA receives building permit for review through the County's permitting system.
- 5/19/2025 – ACSA requests fixture counts for suites 360-388 Pantops Center since all these units are served by a single ¾-inch meter.
- 5/29/2025 – ACSA receives fixture counts for all suites served by the existing ¾-inch meter. Based on the fixtures provided, it is determined that a 1-inch meter is required. The applicant advised that the gym was replacing existing plumbing fixtures as part of their work, not adding any additional plumbing fixtures.
- 6/11/2025 – Based on the ACSA Rules and Regulations, ACSA notifies the applicant of the need to upgrade the existing water meter and pay the applicable connection charges totaling \$22,945.
- 6/23/2025 – Connection charges are paid by Great Eastern Management Company under protest. The attached letter accompanied their check.

ACSA Rules and Regulations

The ACSA Rules and Regulations state in Section 10-02. Sizing of Meters:

The Authority will select the size of the water meter to be installed for all premises, based on flow data furnished by the applicant. The normal size for single-family residences shall be three quarter (3/4) inches.

If a customer applies for a building permit and is adding or modifying plumbing fixtures then the Authority will evaluate the size of the water meter to determine if it is adequate, based on current sizing procedures. If a larger meter is needed, the customer will be required to increase the size of the meter and is responsible for paying the applicable Connection Charges.

Engineering Decision Process

This shopping center was developed in 1986 and included 5/8-inch water meters. At the time of development, it was likely unknown what type of use would occupy each of the spaces. Over time, uses have changed and the larger spaces have been split up into smaller spaces to meet varying business needs. The ACSA follows AWWA M22 guidance for meter sizing, using fixtures outlined in the International Plumbing Code. The meter size depends on the maximum allowable flow in gallons per minute (gpm) for each plumbing fixture. With the quantity of fixtures provided by the applicant, our sizing practice indicated a total flow of 43 gpm. The chart below shows acceptable flow ranges for both the ¾-inch and 1-inch meters.

Meter Size	Flow Range (gpm)
¾-inch	0-20
1-inch	20-50

Based on our review of the Rules and Regulations and our standard practice for sizing water meters, the decision was made to require the payment of connection charges to upgrade the water meter before approving the building permit. This practice is consistent with previous reviews, as indicated in the list below.

- June 2025 – 2325 Seminole Lane – Tenant Upfit to UVA Doctor’s Offices – Two ¾” meter to a single 2” meter
- March 2025 – 1658 State Farm Blvd – Convert Bank to Dentist Office - ¾” meter to 1” meter
- March 2025 – 392 Pantops Center – Pantops Shopping Center – ¾” meter to 1” meter
- December 2024 - 1895 Seminole Trail – Tenant Upfit for Albemarle County Employee Clinic – ¾” meter to 1” meter
- May 2024 – 3995 Hunterstand Ct. – VDOT Building Renovation - ¾” meter to 1” meter
- November 2023 – 341 Towncenter Lane - Hollymead Towncenter – Tenant Upfit for Restaurant – 1” meter to 1.5” meter
- July 2023 – 975 Hilton Heights Rd – Walmart Remodel – 1” meter to 1.5” meter
- June 2023 - 160 Riverbend Rd – Convert Burger King to Dunkin/Baskin Robins - ¾” meter to 1” meter
- April 2023 - 540 Greenfield Terrace – Tenant upfit for Dentist Office - ¾” meter to 1” meter
- April 2023 - 225 Main Street (Scottsville) – Tenant Upfit to Montessori Preschool - ¾” meter to 1” meter
- March 2023 - 2050 Lambs Road – Loaves and Fishes Food Pantry – Remodel - ¾” meter to 1” meter (water only account)
- December 2022 - 5778 Three Notch’d Road – Tenant Upfit to Bagel Shop - ¾” meter to 1” meter

Summary Positions

- David Mitchell and Great Eastern Management Company – Additional connection charges should not have been assessed under the circumstances since the applicant was only replacing existing fixtures with more efficient low-flow fixtures.
- ACSA – Staff believes they followed the language of the adopted Rules and Regulations as stated in Section 10-02. The building permit process provides ACSA with an opportunity to review already established connections to ensure they've purchased the capacity required.

We will look to the Board for guidance if the Board believes our interpretation wasn't applied appropriately in this case.

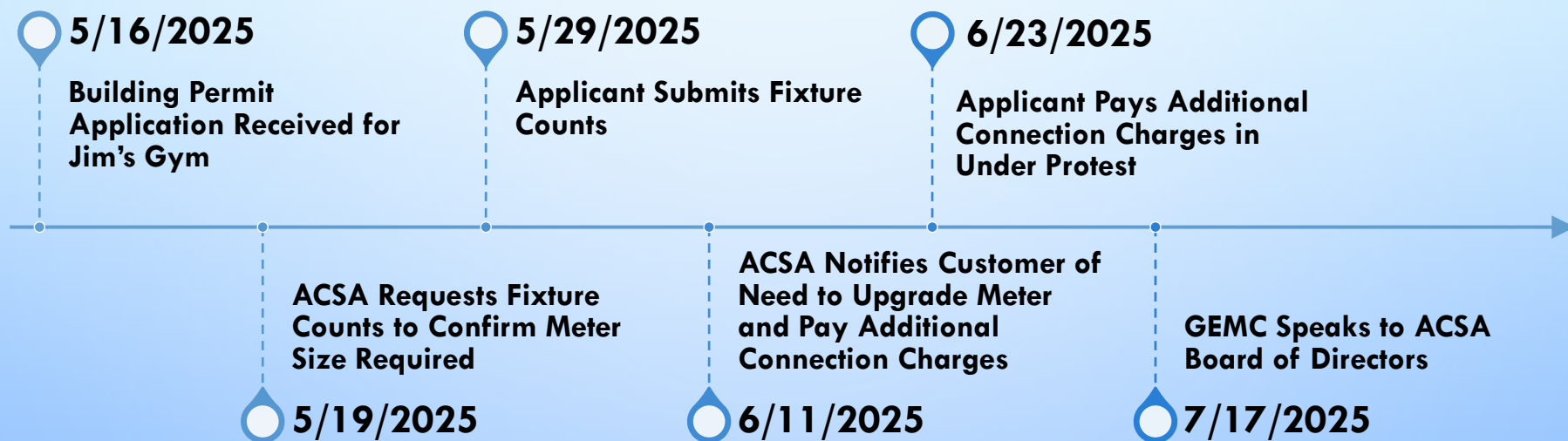
Jeremy M. Lynn, P.E.
Director of Engineering
Albemarle County Service Authority
168 Spotnap Road
Charlottesville, Virginia 22911
(434) 977-4511

COMMERCIAL METER SIZING PRACTICES

ACSA BOARD OF
DIRECTORS MEETING
AUGUST 21, 2025



TIMELINE OF EVENTS



METER SIZING

- ACSA FOLLOWS AWWA GUIDELINES
- BASED ON FIXTURE COUNTS PROVIDED, ESTIMATED 43 GPM
- 3/4-INCH METER UP TO 20 GPM
- 1-INCH METER UP TO 50 GPM

Utility	Basis of Connection Fees	Assessment on Meter Sizing Changes
Augusta Water	Fixture Counts determine Meter Size and Fees	Building Permit Process
Chesterfield Utilities	Fixture Counts determine Meter Size and Fees	Building Permit Process
City of Charlottesville Utilities	Fixture Counts determine Meter Size and Fees	Building Permit Process
Fairfax Water	Design Engineer Selects Meter Size	Annual Review and Assessment of Usage
Henrico Utilities	Fixture Counts determine Meter Size and Fees	Building Permit Process, with Grandfathering
Prince William Water	Comparison of Anticipated Monthly Usage to Equivalent Residential Unit	Annual Review and Assessment of Usage

ACSA RULES AND REGULATIONS

CURRENT LANGUAGE (SECTION 10-02)

IF A CUSTOMER APPLIES FOR A BUILDING PERMIT AND IS ADDING OR MODIFYING PLUMBING FIXTURES THEN THE AUTHORITY WILL EVALUATE THE SIZE OF THE WATER METER TO DETERMINE IF IT IS ADEQUATE, BASED ON CURRENT SIZING PROCEDURES. IF A LARGER METER IS NEEDED, THE CUSTOMER WILL BE REQUIRED TO INCREASE THE SIZE OF THE METER AND IS RESPONSIBLE FOR PAYING THE APPLICABLE CONNECTION CHARGES.

ALTERNATIVE LANGUAGE

IF A CUSTOMER APPLIES FOR A BUILDING PERMIT AND IS ADDING OR MODIFYING PLUMBING FIXTURES THAT INCREASES OVERALL WATER DEMAND THEN THE AUTHORITY WILL EVALUATE THE SIZE OF THE WATER METER TO DETERMINE IF IT IS ADEQUATE, BASED ON CURRENT SIZING PROCEDURES. IF A LARGER METER IS NEEDED, THE CUSTOMER WILL BE REQUIRED TO INCREASE THE SIZE OF THE METER AND IS RESPONSIBLE FOR PAYING THE APPLICABLE CONNECTION CHARGES.

*If alternative language is selected, ACSA staff will prepare resolution to amend Rules and Regulations and issue refund to GEMC.



QUESTIONS?

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

AGENDA TITLE: Request for Re-appropriation STAFF CONTACT/PREPARER: Tanya Johnson, Finance Director	AGENDA DATE: August 21, 2025 ACTION: <input checked="" type="checkbox"/> Informational <input type="checkbox"/> ATTACHMENTS: Yes
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BACKGROUND: Please consider the following requests for re-appropriation and transfer of funds from fiscal year 2025 to fiscal year 2026.

DISCUSSION:

- There are (7) requests for re-appropriation of funds from fiscal year 2025 totaling \$213,963. These requests relate to purchases that were budgeted for and are actively being procured. Documentation related to these requests is attached.

BUDGET IMPACT: \$213,963

RECOMMENDATIONS: None

BOARD ACTION REQUESTED: We respectfully request approval of the re-appropriation of \$213,963 from fiscal year 2025 to the following accounts in fiscal year 2026:

1. Hydrant Meter Program (5517-520)	\$ 15,321
2. Consulting Services (5306-530)	38,149
3. Service Contracts (5307-530)	59,785
4. Equipment Replacement (5803-530)	30,500
5. Machinery and Equipment (5604-540)	47,000
6. R&M Equipment (5509-550)	1,458
7. R&M Building & Grounds (5510-550)	21,750
Total	\$ 213,963

ATTACHMENTS:

1. Summary of requested re-appropriation for fiscal year 2026.

MEMORANDUM

To: Deanna Davenport, Accounting Supervisor
From: Tonya T. Foster, Procurement/Financial Specialist
Date: August 13, 2025
Re: Items for Re-appropriation

There are several outstanding purchase orders for FY-25. Requests have been submitted for items that were still in progress at the close of the fiscal year. I would like to request re-appropriation of funds from last fiscal year's budget to cover these expenses. The requests are as follows:

Finance	PO#	Description	Amount	Account
LB Water Service	20250076-001	3 Inch Zenner Hydrant Meters	\$ 15,321.00	100-520-522-5517
Information Technology	PO#	Description	Amount	Account
Whitman, Requardt & Assoc.	20240150	SCADA Assessment & On-Call Support	\$ 18,149.50	100-530-000-5306
Ferguson Enterprises	20250019	Sensus Extended Warranty	\$ 26,784.78	100-530-000-5307
Verizon Wireless	20250104	Maintenance Dept. iPad Upgrade	\$ 10,499.93	100-530-000-5803
		Cybersecurity Assessment	\$ 20,000.00	100-530-000-5306
		Cloud Migration	\$ 15,000.00	100-530-000-5307
		Server Operating System Upgrades	\$ 18,000.00	100-530-000-5307
		Server Replacements	\$ 20,000.00	100-530-000-5803
Engineering	PO#	Description	Amount	Account
Haley Ford South	20250113	Construction Inspector Truck Replacement	\$ 43,293.80	100-540-000-5604
		Construction Inspector Truck Replacement	\$ 3,706.20	100-540-000-5604
Maintenance	PO#	Description	Amount	Account
		Dr. Brush Mower Replacement Part	\$ 1,457.86	100-550-000-5509
		Board Room Kitchenette Project	\$ 21,750.00	100-550-000-5510
		Request Total	\$ 213,963.07	

TF

Attachments

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

AGENDA TITLE: Strategic Plan Update STAFF CONTACT(S)/PREPARER: ACSA Leadership Team	AGENDA DATE: August 21, 2025 ACTION: No ATTACHMENTS: Yes
--	---

BACKGROUND AND DISCUSSION: The Board approved at the March 2023 meeting a Strategic Plan with four themes: Data Optimization, Business Resilience, Customer Experience and Employee Experience.

Attached is an update on the “status” in each of the theme areas. Several larger projects are progressing, and some have been completed. The list below outlines major accomplishments since the Strategic Plan update in September:

Data Optimization

- New workorder/inspections created for enhanced collaboration throughout the ACSA
- Installation and deployment of redundant fiber internet connection at ACSA Operations Center
- Hired a Utility Data Analyst to further leverage information in different systems for monitoring, analysis, and decision-making
- SharePoint redesign and upgrade underway
- Database cleanup and editing to improve efficiency, reduce duplicate data entry points, and improve data resiliency
- Created three GIS dashboards to enable timely, informed decision making
- Linked our on-premises and cloud GIS portals to improve data accessibility for staff
- Creation of daily alerting system that reflects high/low pressure alarms for Ally meters, strategically located in each pressure zone at critical elevations

Business Resilience

- Construction underway on the Avon Operations Center
- Continued working on an in-depth review of the Emergency Response Plan and Risk and Resilience Assessment
- EV charging infrastructure work underway
- Security System Upgrades at ACSA Operations Center
- Migration of servers to the cloud underway
- Addition of hardware to our ArcGIS Enterprise network to improve resilience
- Reorganization of IT office space due to staffing changes
- Implemented a Data Sharing Policy regarding GIS data
- Third EV purchased, awaiting delivery
- Facility Condition Assessment underway at various water and wastewater facilities

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

- In-depth review, reorganization and adoption of the ACSA General Construction Specifications. Collaborated with County/local development community representatives to improve processes and realize efficiencies.
- Designed and deployed a modernized telephony solution
- Total redesign and deployment of an enhanced ACSA website
- Advertisement of an RFP for a modern CIS system, with contract negotiations to follow this fall
- Rain Barrel Workshop/Riverfest/Fix-A-Leak Event held
- “Imagine a Day Without Water” art context held in the fall of 2024
- Developed a “New Customer” packet/mailed outlining ACSA services to those new to our area
- Added a “Planned Outage Map” to our website
- Improved CIP presentation on our website by utilizing ArcGIS StoryMaps
- Updates to the ACSA’s toilet rebate program
- Continued utilization of a communications consultant to share information (newsletters, website, blogs, social media)

Employee Experience

- Implemented recommendations from the Classification and Compensation study
- Personnel Management Plan updates to stand-by policy, hours of work, and travel policy
- Applicant Pro being utilized for job posting/applicant tracking
- Post-Accident Testing Policy adopted
- Quarterly supervisory training continues
- Safety training (CPR/First Aid, Fire Extinguisher, Asbestos, Confined Space, Underground Storage Tank, and Chain Saw)
- Expansion of the ACSA’s uniform program with the purchase of ACSA logo polo shirts for Construction Inspectors

BOARD ACTION REQUESTED: None

ATTACHMENTS:

-Strategic Plan updates

A hand holding a glass of water with a faucet pouring water into it, with a plant in the background.

Strategic Plan Update

August 21, 2025

2023
through
2027

THE ALBEMARLE COUNTY SERVICE AUTHORITY

STRATEGIC FIVE-YEAR PLAN

148



Data Optimization

Conduct a comprehensive review of all data and their sources to ensure proper access, classification, and utilization.

COMPREHENSIVE REVIEW OF SYSTEMS

Conduct a thorough data mapping and analysis of all existing software and integrations to determine opportunities for improved efficiency.

DOCUMENT MANAGEMENT SYSTEM

Perform classification of data to ensure proper management, and the procurement and implementation of a new Document Management System.

SYSTEM MONITORING AND REPORTING

Review, maintain, and secure the data that we collect and share with users through dashboards or other reporting methods.



Business Resilience

Ensure the current and future operations continue to function to serve our customers and meet environmental and climate action goals.

BUSINESS CONTINUITY PLANNING

Develop a Business Continuity plan to ensure the continual operations during unplanned events.

ENVIRONMENTAL SUSTAINABILITY

Enhance environmentally friendly practices and policies to reduce our carbon footprint and support global efforts to combat climate change.

OPTIMIZATION OF RESOURCES

Perform an audit of current space, assess staffing levels, and explore opportunities to leverage consulting services in support of staff.



Customer Experience

Provide best-in-class service ensuring the needs of our customers are exceeded.

CUSTOMER EXPERIENCE VISION

Perform a comprehensive analysis of services and interactions as experienced through the eyes of our customers.

CUSTOMER INFORMATION SYSTEMS (CIS)

Develop a modern and integrated CIS platform that provides clear, concise information to customers.

CUSTOMER ENGAGEMENT OPPORTUNITIES

Enhance customer outreach to include community events, new customer orientations, and other important information through a variety of communication tools.



Employee Experience

Retain and recruit a highly-skilled workforce and provide employees with resources and opportunities for professional growth.

RECRUITMENT AND RETENTION

Explore strategies to ensure that we are attracting highly qualified candidates and ensure our workforce remains motivated and satisfied.

EMPLOYEE ENGAGEMENT OPPORTUNITIES

Perform a comprehensive analysis of current practices and create new opportunities to ensure the ACSA is a great place to work.

TRAINING AND EDUCATION PROGRAM

Review current learning opportunities to ensure quality, cost-effective training that increases employee and organizational productivity and enrichment.

THE ALBEMARLE COUNTY SERVICE AUTHORITY

STRATEGIC FIVE-YEAR PLAN

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2023
through
2027



Data Optimization

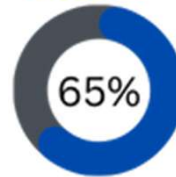
Conduct a comprehensive review of all data and their sources to ensure proper access, classification, and utilization.

1

COMPREHENSIVE REVIEW OF SYSTEMS

Conduct a thorough data mapping and analysis of all existing software and integrations to determine opportunities for improved efficiency.

STATUS



SUCCESS RESULT

- All data collected is mapped. Additional efficiencies are identified and scheduled with each software application.

2

DOCUMENT MANAGEMENT SYSTEM

Perform classification of data to ensure proper management, and the procurement and implementation of a new Document Management System.

STATUS



SUCCESS RESULT

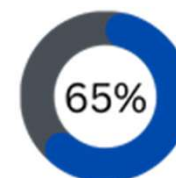
- Data is classified and properly maintained, all documents are digitized and stored in a secured Document Management System.

3

SYSTEM MONITORING AND REPORTING

Review, maintain, and secure the data that we collect and share with users through dashboards or other reporting methods.

STATUS



SUCCESS RESULT

- All data is properly managed and secured and dashboards are utilized across the organization.

THE ALBEMARLE COUNTY SERVICE AUTHORITY

STRATEGIC FIVE-YEAR PLAN

2023¹⁵⁰
through
2027



Business Resilience

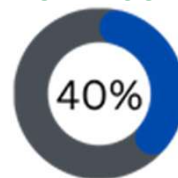
Ensure the current and future operations continue to function to serve our customers and meet environmental and climate action goals.

1

BUSINESS CONTINUITY PLANNING

Develop a Business Continuity plan to ensure the continual operations during unexpected events.

STATUS



SUCCESS RESULT

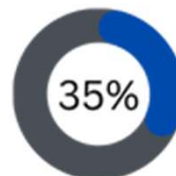
- Completion of a Business Continuity Plan document.

2

ENVIRONMENTAL SUSTAINABILITY

Enhance environmentally friendly practices and policies to reduce our carbon footprint and support global efforts to combat climate change.

STATUS



SUCCESS RESULT

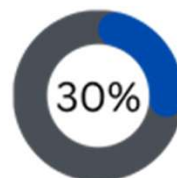
- Progress toward maximizing positive environmental practices.

3

OPTIMIZATION OF RESOURCES

Perform an audit of current space, assess staffing levels, and explore opportunities to leverage consulting services in support of staff.

STATUS



SUCCESS RESULT

- Current space, staffing levels and evaluation of consultant usage are fully evaluated and recommendations documented.

THE ALBEMARLE COUNTY SERVICE AUTHORITY

STRATEGIC FIVE-YEAR PLAN

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2023
through
2027



Customer Experience

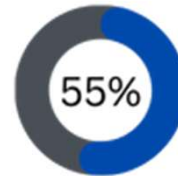
Provide best-in-class service ensuring the needs of our customers are exceeded.

1

CUSTOMER EXPERIENCE (CX) VISION

Perform a comprehensive analysis of services and interactions as experienced through the eyes of our customers.

STATUS



SUCCESS RESULT

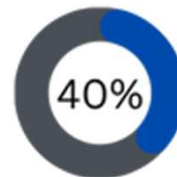
- The customer experience vision is defined and enhancements are prioritized; follow-up on the CX Project recommendations.

2

CUSTOMER INFORMATION SYSTEMS (CIS)

Develop a modern and integrated CIS platform that provides clear, concise information to customers.

STATUS



SUCCESS RESULT

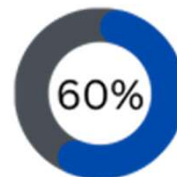
- Implementation of a CIS solution that meets the needs of customers through a stable, streamlined, and integrated platform.
- AMI Portal complete for customer on-line usage information.

3

CUSTOMER ENGAGEMENT OPPORTUNITIES

Enhance customer outreach to include community events, new customer orientations, and other important information through a variety of communication tools.

STATUS



SUCCESS RESULT

- Pertinent information is provided to customers in their preferred manner.

THE ALBEMARLE COUNTY SERVICE AUTHORITY

STRATEGIC FIVE-YEAR PLAN

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2023
through
2027

Employee Experience



Retain and recruit a highly-skilled workforce and provide employees with resources and opportunities for professional growth.

1

RECRUITMENT AND RETENTION

Explore strategies to ensure that we are attracting highly qualified candidates and ensure our workforce remains motivated and satisfied.

STATUS



SUCCESS RESULT

- Implement recruitment and retention strategies.

2

EMPLOYEE ENGAGEMENT OPPORTUNITIES

Perform a comprehensive analysis of current practices and create new opportunities to ensure the ACSA is a great place to work.

STATUS



SUCCESS RESULT

- Implement employee engagement strategies.

3

TRAINING AND EDUCATION PROGRAM

Review current learning opportunities to ensure quality, cost-effective training that increases employee and organizational productivity and enrichment.

STATUS



SUCCESS RESULT

- Employees are properly trained and have equal opportunities to pursue advanced education and training programs.

MOTION:

MEETING DATE: August 21, 2025

SECOND:

RESOLUTION

BE IT RESOLVED by the Board of Directors of the Albemarle County Service Authority that the Board needs to enter into Executive Session to consider the following matter:

1. Pursuant to Va. Code §2.2-3711 A (1) to discuss a personnel matter concerning the Executive Director's Annual Performance Review.

VOTE:

AYES:

NAYS:

(For each nay vote, the substance of the departure from the requirements of the Act should be described).

ABSENT DURING VOTE:

ABSENT DURING EXECUTIVE MEETING:

Quin Lunsford, Secretary-Treasurer

MOTION:

MEETING DATE: August 21, 2025

SECOND:

CERTIFICATION OF EXECUTIVE MEETING

WHEREAS, the Board of Directors of the Albemarle County Service Authority has convened a second executive meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, §2.2-3711 A (1) of the Code of Virginia requires a certification by this Board that such executive meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Board hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the executive meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the executive meeting were heard, discussed or considered by the Board.

VOTE:

AYES:

NAYS:

(For each nay vote, the substance of the departure from the requirements of the Act should be described).

ABSENT DURING VOTE:

ABSENT DURING EXECUTIVE MEETING:

Quin Lunsford, Secretary-Treasurer