

Albemarle County Service Authority Board of Directors

1 The Board of Directors of the Albemarle County Service Authority (ACSA)
2 met in a regular session on June 18, 2026, at 9:00 a.m. at the Administration
3 and Operations Center at 168 Spotnap Road in Charlottesville, Virginia.

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

6 **Members Absent:** None.

7 **Staff Present:** Quin Lunsford; Jeremy Lynn; Alex Morrison; Emily Roach;
8 Sabrina Seay; Danielle Trent; April Walker.

9 **Staff Absent:** None.

10 **Public Present:** Neil Williamson, Free Enterprise Forum.

11
12 1. Call to Order and Establish a Quorum – Statement of Board Chair

13 Mr. Armstrong called the meeting to order. He then read the opening
14 Board Chair statement (Attached as Page _____), and a quorum was
15 established.

16
17 2. Employee Recognition – Sabrina Seay, ServiceDesk Plus
18 Certification

19 April Walker, Director of Information Technology, came forward to
20 present the recognition. Ms. Walker stated that Sabrina recently obtained
21 the ManageEngine ServiceDesk Plus Cloud Certification. She stated that
22 ManageEngine ServiceDesk Plus is the ACSA's helpdesk ticketing system,
23 which assists with IT asset management and inventory as well. She
24 mentioned that it is designed to help efficiently manage all IT operations,
25 including centralizing service requests, incidents, changes, assets, and
26 knowledge management. She noted that it also helps to improve service
27 delivery, increase efficiency, and provide better support to end users. She
28 stated that to earn the certification, Ms. Seay completed specialized training
29 and successfully demonstrated efficiency in configuring, administering, and
30 utilizing the software platform. She added that this achievement enhances
31 Sabrina's ability to support the IT department's service management

Albemarle County Service Authority Board of Directors

1 initiatives and maximizes their value in the software investment. She stated
2 that they are very proud of Sabrina and asked the Board to join in
3 congratulating her.

4 Mr. Armstrong stated that the way the IT department handles the
5 technological aspect of the Board meetings is always seamless. Ms. Palmer
6 asked how many hours are required to receive this certification. Ms. Seay
7 replied that the certification consisted of an 8-hour class, followed by a 60-
8 question exam. She stated that the exam required a 60% score to pass, and
9 she received an 85% score.

10
11 3. **Approve Minutes of May 21, 2026**

12 There were no additions or corrections to the minutes of May 21,
13 2026.

14 ***Mr. Parcels moved to approve the minutes of May 21, 2026;***
15 ***seconded by Ms. Palmer. All other members voted aye.***

16
17 4. **Matters from the Public**

18 There were no matters from the public.

19
20 5. **Response to Public Comment**

21 There was no response to public comment.

22
23 6. **Consent Agenda**

24 ***a. Monthly Financial Reports –***

25 ***b. Monthly Capital Improvement Program (CIP) Report –***

26 ***c. Monthly Maintenance Update –***

27 ***d. IT Monthly Update –***

28 ***e. Rivanna Water and Sewer Authority (RWSA) Monthly Update –*** Ms.

29 Palmer stated that she had a request related to the Rivanna Interceptor
30 stream crossing repairs update on page 115. She stated that she asked
31 if she could get a map of the areas where they found erosion at two

Albemarle County Service Authority Board of Directors

1 stream crossings. Mr. Lunsford replied he would be happy to provide her
2 with that.

3 Ms. Swanson asked what was going on with the South Fork Rivanna
4 River Crossing referenced on page 104. Mr. Lynn stated that RWSA's
5 contractor has been unable to complete the South Rivanna River
6 crossing to date. He stated that they had successfully made a pass with
7 a smaller diameter, but as they went back and forth to increase the
8 opening size to pull the final diameter through, they ran into some
9 obstacles. He mentioned that the last he heard, they may need to restart
10 the boring work. He added that he believes the previous subcontractor
11 that was performing the work has left the job site and he does not know
12 if they have identified a new boring contractor to complete the work.

13 Ms. Palmer asked if there was a rock issue. Mr. Lynn replied that he
14 does not know if it was a rock issue. He stated that something happened
15 with the equipment and the reaming head that increases the diameter of
16 the hole came off. He stated that it is under the river, and he does not
17 think they have been able to retrieve it.

18 Ms. Swanson stated that the pipe has already been staged to be
19 pulled under the river and asked if it would interfere with the work being
20 done with the raw water pipeline. Mr. Lynn replied that they are in
21 separate areas. He stated that the raw water pipeline is coming down
22 Woodburn Road from the filter plant, out towards Rio Road. He
23 mentioned that the river crossing work zone is in the land between
24 Berkmar Drive and the dam. Ms. Swanson stated that the pipe is actually
25 staged on Woodburn Road. Mr. Lynn replied that he did not realize that
26 but does not believe it is in the way of their work. Ms. Swanson asked
27 how deep the river crossing is. Mr. Lynn replied that he thought he heard
28 60 ft, but it is very deep under the river. Ms. Swanson asked if the
29 completion date would still be in 2027. Mr. Lynn replied that he has not
30 heard of a revised completion date, given the challenges that they have

Albemarle County Service Authority Board of Directors

1 encountered. Mr. Lunsford added that he heard they expect it to be 12
2 months before the new bore is complete.

3 ***f. ACSA Board Policy Future Issues Agenda 2026 –***

4 ***g. Water and Wastewater Professionals Appreciation Day –***

5 ***h. VERIP Application*** – Ms. Palmer stated that she had a question about
6 the early retirement package but would skip it for now because she could
7 not recall what it was. Mr. Armstrong asked if it would be helpful to have the
8 VERIP item discussed in general. Ms. Palmer replied yes, and perhaps that
9 might help her remember her question. She stated that she did not
10 understand the eligibility and how that works.

11 Emily Roach, Director of Human Resources and Administration,
12 came forward to address the Board. She stated that VERIP stands for
13 Voluntary Early Retirement Incentive Program. She stated that there are
14 certain criteria employees must meet to be eligible for the program. She
15 mentioned that first, the employee must be able to apply for early or full
16 retirement under the Virginia Retirement System (VRS), which is based on
17 their start date and vesting date. She stated that secondly, the employee
18 must have worked for the ACSA for at least 10 consecutive years. She
19 stated that thirdly, employees must not be on disability.

20 Ms. Roach stated that with VERIP, the ACSA calculates the
21 difference between the monthly benefit an employee would receive if they
22 retired at age 65 and the reduced monthly benefit, they would receive by
23 retiring before age 65. She stated that the ACSA then pays that difference
24 as a monthly benefit to the employee until they turn 65 years of age, at
25 which time the benefit ends.

26 Ms. Palmer asked, hypothetically, if she retired from the ACSA at 60
27 and had been employed there for 20 years, what part of her health
28 insurance would be paid by the ACSA until she would be eligible for
29 Medicare. Ms. Roach replied that the ACSA would make the same
30 healthcare contribution as it does for current employees. She stated that the
31 employee would have the choice to either stay on the ACSA's health plan

Albemarle County Service Authority Board of Directors

1 and pay the employee premium or take the employer contribution as a lump
2 sum payment and purchase health insurance elsewhere.

3 Ms. Palmer asked if the ACSA's healthcare contribution would look
4 different for someone retiring at 60 years old with 20 years of service, than
5 someone with 30 years of service. Ms. Roach replied no. She stated that
6 the healthcare contribution is not related to years of service but rather is
7 determined by the employee's health plan coverage level. Ms. Palmer
8 asked if employees could elect a different health plan when they retire than
9 the one they had while they were employed. Ms. Roach replied yes. She
10 mentioned that there are three plans, including point of service plans and a
11 high-deductible plan. She noted that the ACSA piggybacks on the County's
12 healthcare plan, and they have strict guidelines. She stated, for example, if
13 an employee's spouse has coverage elsewhere, they cannot participate in
14 the ACSA's plan. She added that the IRS has some guidelines they must
15 follow as well. She mentioned, for example, employees cannot receive
16 contributions for a high-deductible HSA six months before they are eligible
17 to retire.

18 Mr. Roberts stated that employees were currently vested in VRS
19 after five years of service. He asked if that was changing to ten years of
20 service. Ms. Roach replied no. She stated that the criteria for the VERIP is
21 that employees have to have 10 years of consecutive service with the ACSA
22 to be eligible. She stated that VERIP is an ACSA benefit, but it is tied to
23 VRS guidelines.

24 Mr. Parcels asked how many people have taken advantage of the
25 VERIP benefit. Ms. Roach replied that it varies depending on the
26 employee's specific situation. She stated that this is the first one they have
27 seen in two years.

28 ***Ms. Swanson moved to approve the consent agenda, seconded***
29 ***by Mr. Parcels. The Chair asked for a roll-call vote: Ms. McKeel, aye;***
30 ***Mr. Parcels, aye; Ms. Palmer, aye; Mr. Armstrong, aye; Mr. Roberts,***
31 ***aye; Ms. Swanson, aye.***

Albemarle County Service Authority Board of Directors

1 7. Public Hearing for Comments on Proposed FY 2027 Budget and
2 Rates

3 Mr. Armstrong opened the public hearing for comments on the
4 Proposed FY 2027 Budget and Rates. Hearing no comment from the public,
5 the chair closed the public hearing.

6
7 8. Adoption of Proposed FY 2027 Budget, CIP, and Rates, which rates
8 are reflected in the Proposed Amendments to Appendix B to the ACSA Rules
9 and Regulations

10 Quin Lunsford, ASCA Executive Director, came forward to address
11 the Board. He stated that he wanted to thank the Board for their input over
12 the last 4-5 months related to the rate study and the budget process. He
13 stated that there have been many great questions that have been helpful as
14 they worked through the process. He stated that he would now jump into the
15 presentation (Attached as Pages _____).

16 Mr. Lunsford stated that this is the second budget workshop,
17 following last month's detailed review. He stated that he would update the
18 Board on FY 2026 and expectations for the last month of the fiscal year. He
19 stated that he would review the ACSA's Strategic Plan and how that is
20 incorporated into the FY 2027 budget. He mentioned that he would go over
21 the water and sewer rate analysis, as well as some of the budget highlights.
22 He stated that he would re-present the proposed rates and the value of
23 water, briefly highlight the FY 2027 CIP and, ultimately, request the Board to
24 adopt the FY 2027 operating and CIP budget and rates.

25 Mr. Lunsford began with the ACSA's vision and mission statements.
26 He stated that every day, the ACSA employees strive to provide clean, safe,
27 reliable water and wastewater services to everyone they serve, and they
28 believe this budget helps to do that.

29 Mr. Lunsford moved to the next slide, which he stated is similar to
30 last month's, showing where the ACSA is from a financial perspective. He
31 stated that water revenues were showing to be slightly below budgeted

Albemarle County Service Authority Board of Directors

1 expectations last month. He noted, however, that through the end of June
2 they expect to be slightly above budget by .8%, and about 2.1% above
3 budget expectations for sewer revenues, which was about 1% last month.
4 He mentioned that they expect water expenses to be about .6% below
5 budgeted expectations. He stated that due to the generally drier year and
6 less wastewater treated, sewer expenses are below what was anticipated in
7 the FY 2026 budget. He added that departmental expenses were also below
8 budgeted expectations by about 13%.

9 Mr. Lunsford stated that he mentioned before how the proposed FY
10 2027 budget aligns with all four themes of the ACSA's Strategic Plan. He
11 stated that the proposed budget supports continued improvement in data
12 optimization, business resilience, customer experience, and employee
13 experience. He mentioned that they attempted to outline specific
14 components of the budget document that fall under these four themes.

15 Mr. Lunsford moved to the next slide highlighting the FY 2027 rate
16 recommendations. He stated that the ACSA conducted a formal rate study
17 earlier this spring and the recommendations have been incorporated into the
18 FY 2027 budget. He mentioned that for water and sewer customers, the
19 combined increase to their monthly bill is about 9.4% for FY 2027, which
20 includes a 17% increase on the water side and a 3% increase on the sewer
21 side. He stated that the average single-family customer will see about a
22 \$7.00 increase in their monthly bill. He mentioned that there was also a
23 recommendation included in the rate study to increase the system
24 development/capacity charges by 10%, which would increase the per ERC
25 charge from \$15,000 to \$16,500. He noted that the proposed budget also
26 includes a debt issuance of \$20 million to help fund the ACSA's CIP program.
27 He stated that this is a very important component of this budget to help keep
28 rate increases at a reasonable level as they finance projects over time. He
29 added that there is also the use of about \$3.6 million of growth reserves
30 proposed in this budget to offset RWSA-related debt service.

Albemarle County Service Authority Board of Directors

1 Mr. Lunsford stated that the pie chart on the next slide is an
2 illustration of where the ACSA's financing sources are coming from. He
3 noted that the bulk of the ACSA's incoming funds are from water and sewer
4 charges. He stated that debt proceeds are a significant component this year,
5 as well as the system connection charges.

6 Mr. Lunsford stated that on the budgeted expenses and capital cost
7 side, reflected on the next slide, the RWSA charges to the ACSA still remain
8 the largest driver in the budget process. He stated that the ACSA's CIP
9 program is aggressive but necessary and is well over \$18 million.

10 Ms. Palmer asked what RWSA's operating budget is currently. She
11 stated that it could be a ballpark figure, as she was not looking for an exact
12 amount. Mr. Lunsford replied that \$43 million divided by 60%, or .6, would
13 yield an answer that would be pretty close, but he does not know off the top
14 of his head. Ms. Palmer asked if that would be just what it costs to run their
15 facilities. Mr. Lunsford replied yes, and service their associated debt.

16 Mr. Lunsford stated that the next slide is a graph that they have
17 shown for the past few years, illustrating the charges from RWSA to the
18 ACSA. He noted the steep incline between 2022 and 2031. He mentioned
19 that there are critical investments that need to be made for the community,
20 but the ACSA has to be able to fund those priorities. He stated that the rate
21 study has illustrated that the ACSA will need rate increases well into the
22 future to meet those needs.

23 Ms. Swanson asked at what point is the ACSA's portion of the raw
24 water pipeline reflected on the graph. Mr. Lunsford replied that the raw water
25 pipeline is part of the RWSA's CIP program. He stated that those costs are
26 incorporated into the figures on the graph as they incur those costs. Ms.
27 Swanson asked if they begin to be incorporated around 2026. Mr. Lunsford
28 stated that there are costs related to that project, such as engineering costs,
29 that are already incorporated into the current and past years. He added that
30 RWSA is going to issue debt later this summer or early fall, to fund the bulk
31 of some the ongoing water projects.

Albemarle County Service Authority Board of Directors

1 Mr. Lunsford stated that the next slide lists the proposed water and
2 sewer rates for FY 2027. He pointed out that the service charge and water
3 charge have increased 17% and sewer charges have increased 3% across
4 the Board.

5 Mr. Lunsford stated that the table on the next slide illustrates the
6 connection charges by ERC. He stated that these charges fund the ACSA's
7 growth and capacity-related projects, as well as growth-related debt service
8 from RWSA. He stated that there is a proposed 10% increase in these
9 charges.

10 Mr. Lunsford stated that, looking more closely, the proposed
11 increase in the water and sewer rates is largely driven by increases in RWSA
12 treatment and debt service related to water and sewer. He mentioned that
13 for RWSA, water costs are increasing by 18.1%, which includes the
14 operating and debt service costs, and sewer costs are increasing by 10.4%.

15 Mr. Lunsford mentioned that the FY 2027 budget that he shared with
16 the Board today shows an increase of 8.2% in ACSA departmental operating
17 expenses. He stated that this aligns with the ACSA's Strategic Plan and the
18 retention of essential employees is included in this budget. He noted that
19 there are three new positions proposed, which he spoke to last month. He
20 added that there are increases in costs related to other operating expenses
21 as well, similar to many other localities.

22 Mr. Lunsford stated that the chart on the next slide, which is included
23 in the budget document, illustrates what different types of customers at
24 different consumption levels can expect in terms of increases in their monthly
25 water and sewer bill. He mentioned that an average customer consumption
26 for the ACSA is about 3,200 gallons per month, and that customer will see a
27 \$7.07 monthly increase.

28 Mr. Lunsford moved to the next slide, providing a high-level overview
29 of the proposed FY 2027 CIP. He stated that Mr. Lynn and his team prepared
30 a comprehensive presentation earlier this spring related to the CIP. He noted
31 that the major water projects were the Northfield Water Main Replacement,

Albemarle County Service Authority Board of Directors

1 part of Scottsville Phase 4 Water Main Replacement, and the Ragged
2 Mountain Phase 1 Water Main Replacement. He stated that the \$4 million in
3 water projects, those three make up a little over \$3 million. He stated that on
4 the wastewater side, the Airport Trunk Sewer project is \$7.2 million, the
5 Buckingham Circle sewer project is \$2.6 million, and the Bellair-Liberty Hills
6 sewer project is \$2 million, all making up the bulk of the wastewater CIP
7 budget.

8 Mr. Lunsford stated that in terms of next steps, they are requesting
9 the Board consider adoption of the proposed FY 2027 budget and rates. He
10 stated that the ACSA staff is thankful for the Board's support and he is happy
11 to answer any questions they may have.

12 Ms. Swanson stated that the Board inquired last meeting about
13 RWSA's credit rating, and ACSA staff found out that they were AA+ rated.
14 She asked if it is true that they will not know how RWSA's rating will impact
15 the ACSA's rating until they go through the rating process. Mr. Lunsford
16 replied that this is true.

17 Ms. Palmer asked if RWSA has had any conversations about the
18 federal government reducing state funds for wastewater projects. She stated
19 that it is going to put a lot of pressure on localities that have wastewater
20 projects they desperately need to complete. Mr. Lunsford replied that there
21 have been no specific conversations with RWSA that he has been a part of
22 related to the matter. He mentioned that there have been conversations
23 related to grant programs that RWSA participates in, and uncertainty as to
24 whether those funds will be available. Mr. Parcels added that there was an
25 expectation to receive a big chunk of funding to assist with the Beaver Creek
26 Dam. Mr. Lunsford replied that this is what he was referencing and it is still
27 the expectation. He added that they have received a small portion of funding,
28 but the bulk of the funds have yet to be received.

29 Ms. Palmer asked how the ACSA figures out where it places in the
30 job it does with its infrastructure, with respect to spending. She stated that
31 there is a concern that in several years, we may be charging more than

Albemarle County Service Authority Board of Directors

1 people can afford. Mr. Lunsford replied that it is a legitimate question. He
2 stated that balancing affordability and providing exemplary service is a
3 challenge but has to happen. He mentioned that this community made it
4 clear a number of years ago that the water supply needed to be upgraded.
5 He mentioned that the community is in the position it is today because of
6 what has happened thus far. He noted that it will continue to be a challenge.
7 Ms. Palmer stated that 20 years ago, there wasn't even a master sewer plan,
8 nor were the sewer overflows being reported. She stated that she is proud
9 of how far they have come but at the same time, she wonders how to move
10 forward. Mr. Roberts added that 20 years ago, the CIP budget was only
11 around \$5 million.

12 Ms. Swanson stated that she wanted to piggyback on Ms. Palmer's
13 comments. She stated that one of the slides from the Davenport presentation
14 regarding the rating process showed four components. She stated that one
15 of them was community characteristics and the ability of the community to
16 afford the investment. She stated that she knows the County has done
17 economic analyses in the past, probably for their own debt issuance, but
18 asked if they keep that type of information available for the ACSA to look at.
19 Mr. Lunsford replied yes. He stated that there is a draft presentation that is
20 being worked on by Davenport currently illustrating much of that information
21 that will ultimately go to the credit agencies. He stated that once they have
22 had an opportunity to clean it up and verify numbers, they will share it with
23 the Board. He stated that there are grants out there for communities that are
24 not as financially affluent and self-sustaining as ours, which does not work
25 in our favor in terms of receiving a grant. He noted, however, that it does
26 help with the credit rating agencies.

27 ***Ms. Palmer moved to approve the resolution (Attached as***
28 ***Page___) adopting Proposed FY 2027 Operating and Capital***
29 ***Improvement Budget and Rates, which includes the rate schedule, to***
30 ***be effective July 1, 2026, seconded by Mr. Roberts. The Chair asked for***

Albemarle County Service Authority Board of Directors

1 ***a roll-call vote: Ms. McKeel, aye; Mr. Parcells, aye; Ms. Palmer, aye; Mr.***
2 ***Armstrong, aye; Mr. Roberts, aye; Ms. Swanson, aye;***

3
4 9. **Adoption of other Proposed Amendments to ACSA Rules and**
5 **Regulations**

6 Jeremy Lynn, Director of Engineering, came forward to address the
7 Board. He stated that it has been a couple of years since they have had
8 significant changes to the ACSA Rules and Regulations. He stated that the
9 ACSA staff reviewed the document and proposed some changes that have
10 been included in the Board packet today. He mentioned that in the packet,
11 he has provided a cover memo summarizing the changes, a red-line edit of
12 the document, a resolution, and a clean version of the amended document.
13 He added that he would step through a couple of the bigger changes and
14 answer any questions the Board may have.

15 Mr. Lynn stated that the first change is to Section 7 of the document.
16 He stated that some language from Section 12 related to auxiliary meters
17 was moved to this section and the process for obtaining an irrigation meter
18 was streamlined. He noted that the current process is cumbersome for both
19 internal stakeholders and customers. He stated that they have identified a
20 better process that eliminates the need to go out and perform an estimate.

21 Mr. Lynn stated that in Section 8, they have incorporated language
22 requiring the installation of backflow assemblies for multi-family residential
23 customers. He stated that they also made it clear that the Virginia
24 Department of Health (VDH) requires backflow devices on any residential
25 unit with four or more stories. He stated that this is something that has been
26 a requirement through the building permit process, but they wanted to make
27 it clear in the Rules and Regulations.

28 Mr. Lynn stated that in Section 12, they are proposing very clear
29 language indicating that no portion of the connection charges can be waived.
30 He stated that in Section 13, the irrigation application processing fee is
31 eliminated. He noted that in Section 18, there are proposed changes related

Albemarle County Service Authority Board of Directors

1 to the Carwash Certification Program. He mentioned that over the years it
2 has been difficult to gain interest in this program from a small number of
3 customers. He noted that currently, there are 14 facilities in the ACSA's
4 service area. He stated that they have incorporated language to indicate that
5 the policy is only applicable to facilities that are served by the ACSA and that
6 serve the public. He noted that it does not apply to carwashes for car
7 dealerships and rental companies. He added that after some research, he
8 found that there are very few public utilities that have carwash certification
9 programs, such as the City of Charlottesville, Spotsylvania, Colorado
10 Springs, and San Antonio. Ms. Swanson noted that most of the carwashes
11 use recycled water. Mr. Lynn concurred. He stated that most have some sort
12 of reclaimed water that they treat and reuse.

13 Ms. Palmer asked if Mr. Lynn could explain the section of the Rules
14 and Regulations related to connection charges not being waived. She asked
15 what portion of the charges people try not to pay, or why was it necessary to
16 include that in the document. Mr. Lynn replied that the ACSA wanted to
17 ensure if there was any pressure around affordability, affordable housing, or
18 economic development, that it was clear the ACSA's connection fees are not
19 negotiable. Mr. Roberts asked how the connection fees compare to drilling
20 a well or putting in a septic system. Mr. Lynn stated that they have not
21 conducted that analysis, but he feels the cost would be fairly comparable if
22 serving a single-family home.

23 Ms. Swanson stated that she had a question about the permitting for
24 well drilling. She asked if a property can be served by public water, would
25 the municipality prevent the property owner from drilling a well. Mr. Lynn
26 replied that the County zoning would prohibit it. He stated that if a property
27 can be served by public water, the property owner cannot drill a well for
28 domestic purposes. He mentioned that the County and VDH will allow wells
29 to be drilled for irrigation purposes. He noted that there are several
30 throughout many of the subdivisions served by the ACSA such as Glenmore,
31 Farmington, and Old Trail.

Albemarle County Service Authority Board of Directors

1 Ms. Palmer stated that the ACSA used to look at how many houses
2 were being built in the rural area versus the development area. She stated
3 that they tried to make sure they were not incentivizing people to build in the
4 rural areas through the high connection fees. Mr. Roberts added that since
5 then, the government has drilled wells for farmers. He stated that his son has
6 several wells on his property that the government put in for free so that the
7 cows will have drinking water. Ms. Swanson and Ms. Palmer stated that
8 those wells were to get the cows out of the streams.

9 Mr. Lynn stated that in Section 19, related to the ACSA's Fats, Oils,
10 and Grease (FOG) program, they strengthened the language about the
11 possibility of an establishment needing to upgrade their grease control
12 devices if they modify or expand their operation. He added that lastly, they
13 have also reiterated the changes in Appendix B to ensure they are included
14 with the resolution approving the Rules and Regulations changes.

15 ***Mr. Parcels moved to approve the resolution (Attached as***
16 ***Page____) adopting the revised ACSA Rules and Regulations,***
17 ***seconded by Mr. Roberts. The Chair asked for a roll-call vote: Ms.***
18 ***McKeel, aye; Mr. Parcels, aye; Ms. Palmer, aye; Mr. Armstrong, aye;***
19 ***Mr. Roberts, aye; Ms. Swanson, aye;***
20

21 10. **Adoption of Proposed Amendments to Personnel Management Plan**

22 Ms. Roach came forward to address the Board. She stated that she
23 did not have any additional items to discuss regarding the proposed
24 amendments to the ACSA's Personnel Management Plan (PMP) as they are
25 outlined in the cover memo, but she was happy to answer any questions the
26 Board may have.

27 Ms. Swanson asked if the changes included random drug testing or
28 how recreational marijuana use will come into play next year. Ms. Roach
29 replied that the ACSA's PMP does include random drug testing, but that
30 testing is only for CDL holders and is dictated by the federal government.

31 ***Mr. Parcels moved to approve the resolution (Attached as***

Albemarle County Service Authority Board of Directors

1 ***Page__)*** ***adopting the amendments to the ACSA's Personnel***
2 ***Management Plan, seconded by Ms. McKeel. The Chair asked for a roll-***
3 ***call vote: Ms. McKeel, aye; Mr. Parcels, aye; Ms. Palmer, aye; Mr.***
4 ***Armstrong, aye; Mr. Roberts, aye; Ms. Swanson, aye;***

5
6 11. Items Not on the Agenda

7 Mr. Lunsford stated that he had a quick update on reservoir levels
8 and drought status. He stated that as of this morning, the usable capacity
9 of all the RWSA reservoirs was 98.1% full. He stated that the dry weather
10 is making an impact. He mentioned that he checked the Virginia Department
11 of Environmental Quality's (VDEQ) drought map for the state and it is
12 unchanged from what has been provided in the Board packet. He noted that
13 there was a news article that came out yesterday, which included an
14 interview with RWSA. He stated that in the interview, RWSA communicated
15 that the reservoirs are 98% full and a conservation mandate is not
16 necessary at this time. He stated, with that said, RWSA is rerunning the
17 drought model tomorrow to incorporate current factors and the future
18 weather forecast to determine if the drought committee needs to meet for
19 possible action. He added that should they move to a different status, the
20 Board will be informed.

21 Ms. McKeel stated that she has seen maps tracking conditions and
22 they are similar to where the community was in 2001, which is scary. Mr.
23 Lunsford stated that RWSA gave a nice presentation in April, which might
24 be worth sharing with the ACSA Board. He noted that it highlighted what
25 was happening in 2002 compared to what is happening now, and there are
26 a few key differences. He added that there have also been improvements
27 made to the water supply as well. Ms. Palmer added that she does not know
28 if people are seeing wells dry up yet. Mr. Lunsford replied that he fielded a
29 call Friday from someone that was experiencing sediment in their well that
30 they usually do not see.

12. Executive Session

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

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

There being no further business, Ms. Palmer moved that the meeting be adjourned, seconded by Ms. McKeel. All members voted aye.

Page 16