

Albemarle County Service Authority Board of Directors

1 The Board of Directors of the Albemarle County Service Authority (ACSA) met in
2 a regular session on March 17, 2016 at 9:00 a.m. at the Administration and
3 Operations Center at 168 Spotnap Road in Charlottesville, Virginia.

4 **Members Present:** Mr. Clarence Roberts, Chair, Mr. Bill Kittrell, Vice-Chair, Mr.
5 Charles Tolbert, Mr. Richard Armstrong, Ms. Jennifer Sulzberger, and Ms.
6 Kimberly Swanson.

7 **Members Absent:** None

8 **Staff Present:** Jim Bowling, Peter Gorham, Michael Lynn, Quin Lunsford, Gary
9 O’Connell, Travis Marrs, Patrick Newton, Emily Shifflett, and Danielle Trent.

10 **Staff Absent:** None

11 **Public Present:** John Martin, Albemarle County Citizen, Jim Colbaugh,
12 Albemarle County Citizen.

13

14 1. Call to Order and Establish a Quorum

15 The Chair called the meeting to order and a quorum was established.

16

17 2. Resolution Proclaiming Drinking Water Week May 1-7, 2016 (Recording
18 **Time: 09:03:27 a.m.)**

19 Mr. Roberts stated that the proclamation had been revised and the
20 updated version was in the blue folders that were given to each Board member.
21 He stated that the proclamation had to do with Drinking Water Week which was
22 May 1-7. He mentioned that he felt it was appropriate for the Board to adopt the
23 proclamation because the ACSA would be participating in Drinking Water Week
24 activities. He stated that he would be giving a keynote speech at the dedication
25 ceremony for Ragged Mountain Dam on May 5th.

26 Mr. O’Connell stated that this was a national campaign that had been
27 going on for 35 years, which involved all types of water-related associations. He
28 stated that the ACSA has been in communication with its partner organizations
29 including the City of Charlottesville and RWSA, about joint events that they could
30 participate in. He stated that Emily Shifflett, Human Resources and
31 Administration Manager, met with representatives from the City and RWSA
32 yesterday, and he would let her talk about some of those events.

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1 Ms. Shifflett stated that this current week was National Fix-A-Leak week
2 and the ACSA had been posting information on a daily basis from the
3 Environmental Protection Agency (EPA) and WaterSense to the ACSA's
4 Facebook page. She stated that the Fix-A-Leak 5k run was Sunday and there
5 was information on the event in the blue folders. She stated that she met with
6 representatives from RWSA and the City, and that the ACSA would be working in
7 conjunction with them on plans for the celebration at Ragged Mountain Dam on
8 May 5th from 10 am to noon. She mentioned that the first half hour of the event
9 would be by invitation only, with the second half of the celebration open to the
10 community. She stated that there would be tables set up for various
11 organizations, and that the goal was to engage students and citizens from the
12 community. She noted that the organizations hoped to educate the community on
13 the water treatment process as far as where it comes from, where it goes, and
14 how it gets treated. She stated that there would also be a hike to the floating
15 bridge called "Walk on Water," which would be led by Charlottesville Parks and
16 Recreation. Ms. Shifflett added that there would also possibly be the burying of a
17 time capsule and that the Board should let her know if they have any ideas for
18 items to place inside the capsule. Mr. Roberts asked when the time capsule
19 would be opened. Ms. Shifflett replied that the standard milestones for opening a
20 time capsule were 10, 25, and 50 years. She stated that the aim was to open the
21 time capsule in 10 years so as not to lose the momentum from the dam.

22 ***Mr. Armstrong moved to approve the proclamation as revised,***
23 ***seconded by Mr. Tolbert. All members voted aye.***

24

25 3. Approve Minutes of February 18, 2016 (Recording Time: 09:08:57 a.m.)

26 The Chair asked if there were any corrections or additions to the minutes
27 of January 21, 2016. Ms. Swanson stated that on page 16, line 3, there was a
28 subscript "5" with "BOD" that should not be there. Mr. Newton replied that it was
29 supposed to be there because it was a reference to the BOD test, which was a
30 five day test and thus was called BOD₅. Ms. Swanson stated that on page 15,
31 there was no subscript with "BOD." She stated that it should also contain the

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1 subscript unless it was just a general reference, and asked if that was the case.
2 Ms. Trent replied yes.

3 ***Ms. Sulzberger moved to approve the minutes of February 18, 2016,***
4 ***seconded by Mr. Tolbert. All members voted aye.***

5

6 4. **Matters from the Public Concerning Items Not on the Agenda (Recording**
7 **Time: 09:10:34 a.m.)**

8 There were no items from the public concerning items not on the agenda.

9

10 5. **Response to Public Comment (Recording Time: 09:10:50 a.m.)**

11 There was no response to public comment.

12

13 6. **Consent Agenda (Recording Time: 09:10:56 a.m.)**

14 ***a. Monthly Financial Reports*** – Ms. Swanson stated that she had a
15 question in reference to the graph on page 65. She noted that it
16 seemed as if the graph was back to reflecting expected readings for this
17 time of year. Mr. Lunsford replied that it did seem as if it was trending
18 back to normal readings. Ms. Swanson asked if the issue with the meter
19 that was causing the irregular readings had been sorted out. Mr.
20 O’Connell replied that the meter had been recalibrated. Mr. Gorham
21 stated that a third party came in and checked all the finished water
22 meters at the North Rivanna, South Rivanna, and Observatory
23 treatment plants. Mr. O’Connell added that the meter at South Rivanna
24 was off. He stated that RWSA believed the meter was now adjusted
25 correctly. He noted that it had some effect on the calculation of flows.
26 He stated that when budget discussions begin, they would take a look
27 at RWSA flow calculations and ACSA flow calculations with regards to
28 setting the rates for next year.

29 Ms. Sulzberger stated that she had a question regarding the
30 summary for checks over \$5,000 on page 75. She noted the check to
31 Eastcom Associates, Inc. and asked what an “easy locator” was. Mr.
32 Lynn replied that it is a ground-penetrating radar unit mounted on

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1 wheels. He stated that it allows the maintenance staff to move across
2 easements and locate lines that are clay, transite, or any material that
3 cannot be picked up by a locator. He stated that if ground conditions are
4 favorable, the easy locator would give an image of where the pipe is
5 located.

6 Ms. Swanson stated that she had a question about an item on the
7 same page. She noted that the check to HD Supply Waterworks, Ltd.
8 for the Sensus handheld upgrades and asked if they were for the
9 mechanical meters. Mr. Lunsford replied that when meter readers go
10 into the field, they have a handheld device that they use in conjunction
11 with a touch read wand device. He stated that the upgrade is a newer
12 model as the previous version was purchased five or six years ago and
13 was no longer supported from a software standpoint. He noted that the
14 upgrades were budgeted in the FY 2016 budget to replace the old ones.
15 He added that they were expected to wear out because they were used
16 daily. Ms. Swanson asked if they were for meters that were mechanical
17 in nature. Mr. Lunsford replied that they were for all meters. Mr.
18 O'Connell added that the handhelds basically kept the account
19 information for the meter reader's route. He stated that the meter reader
20 would use the wand to touch the meter and the handheld would record
21 the information and then advance to the next reading. He noted the
22 information would then be loaded into the system at the end of the day.
23 Ms. Swanson asked how many handhelds there were. Mr. Lunsford
24 replied that there were five total, and the new ones should last another
25 five to six years.

26 **b. Monthly CIP Report** – Mr. Tolbert stated that he had a question
27 pertaining to the FY 2015 Miscellaneous Sanitary Sewer Rehabilitation
28 project on page 107. He stated that the summary indicated that the
29 ACSA would be relining approximately 6,600 linear feet of sewer main
30 in the Canterbury Hills subdivision. He asked if that would be a big job
31 that would be noticeable to the residents, or if it would be done at the
32 manhole level. Mr. Gorham replied that it would not be a huge job. He

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1 stated that there would be trucks on site with a chemically treated liner
2 that would be inverted into the sewer line using steam. He noted that in
3 and around the main, the work would be noticeable, but that there
4 would be no disturbance to the streets. He added that the work would
5 just be manhole to manhole. Mr. Tolbert stated that he asked because
6 that was his neighborhood and he would likely receive questions about
7 the project.

8 **c. CIP Authorizations** – Ms. Swanson stated that she had a question
9 about the Bacteriological Sample Stations Project. She stated that Mr.
10 Brown mentioned in his presentation last month that there were 23
11 sampling stations and asked if those were for bacteriological testing.
12 Mr. Gorham replied that the Virginia Department of Health (VDH)
13 wanted the ACSA to test in all pressure bands so the staff has been
14 working with RWSA for the past year to work out new sample sites. He
15 mentioned that the preference was not to use samples inside residential
16 homes because of access issues. He noted that, instead, five locations
17 within residential areas were chosen where sample stations could be
18 placed to take samples directly from the water main. He added that the
19 sites would be tested four times a month by RWSA.

20 **d. RWSA Monthly Update** –

21 **e. ACSA Board Policy Future Issues Agenda 2016** – Ms. Swanson
22 stated that it was noted in the CIP report that the cost evaluation for the
23 North Fork Regional Pump Station project would be discussed at the
24 April Board meeting, but that it was not listed under the future issues for
25 April. She asked if it was still going to be an agenda item for April. Mr.
26 Gorham replied yes. Mr. O’Connell stated that he had it listed in his
27 personal notes but missed putting it on the official list.

28 ***Mr. Kittrell moved to approve the Consent Agenda, seconded***
29 ***by Ms. Sulzberger. All members voted aye.***

30
31 7. Resolution Amending By-Laws – Executive Committee Functions

32 **(Recording Time: 9:14:21 a.m.)**

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1 Mr. O'Connell stated that the staff made an attempt to go back and look at
2 changes to the Executive Committee role. He stated that he and Mr. Bowling
3 concluded that it was not difficult to get four members of the Board together for
4 an emergency meeting, which was only one more member than the Executive
5 Committee and which constituted a quorum. He stated that with cell phones and
6 email, it should be easy to notify the Board of necessary board actions in the
7 event of an emergency. He noted that Mr. Bowling's conclusion was that, given
8 Freedom of Information Act (FOIA) laws, it was better to eliminate the Executive
9 Committee altogether.

10 Mr. Tolbert stated that in the event of a disaster or emergency situation
11 where only three members of the Board could be reached, they may or may not
12 be the members of the Executive Committee. He stated that if those members
13 reached are not the three members identified as the Executive Committee, then it
14 would not actually be the Executive Committee meeting. Mr. O'Connell added
15 that in the case of members physically not being able to meet, such as in the
16 case of the derecho where trees were down, electronic means of communication
17 would be used anyway.

18 Mr. Bowling stated that the Executive Committee clause was a provision
19 that has outlived its usefulness. He stated that it is unnecessary and more trouble
20 than it is worth because there still has to be compliance with FOIA laws. Mr.
21 Kittrell asked if members could dial in or if the quorum had to be a physical
22 quorum. Mr. Bowling replied that there is an emergency provision that allows
23 flexibility. He mentioned that the Executive Director has authority to act with
24 regards to procurement in emergency situations. He noted, for example, that the
25 Executive Director could order a part that was necessary in the event of an
26 emergency because there are provisions in the Procurement Act that cover that
27 type of situation.

28 Mr. Kittrell asked if the conclusion was that the Board was doing away with
29 the Executive Committee. Mr. O'Connell replied yes. He stated that the Executive
30 Committee was practically not utilized anyway. He added that it has never met
31 since he has been with the ACSA, and that it was much easier to get a quorum of
32 the Board for a special meeting. He noted that even the special meetings have

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1 only occurred a few times in the case of attempting to negotiate an agreement.
2 He added that the By-Laws still provided the option of setting up a special
3 committee even though they haven't been used much either. Mr. Tolbert stated
4 that the Board needed to have the option to set up special committees but that
5 the Executive Committee structure was not necessary. Mr. Kittrell stated that he
6 was in favor of the resolution eliminating the Executive Committee.

7 ***Ms. Sulzberger moved to approve the resolution as presented to the Board,***
8 ***seconded by Mr. Tolbert. The Chair asked for a roll-call vote: Ms. Swanson,***
9 ***aye; Mr. Armstrong, aye; Mr. Roberts, aye; Mr. Tolbert, aye; Ms. Sulzberger,***
10 ***aye; Mr. Kittrell, aye.***

11
12 8. **Capital Improvement Program (CIP) Proposal for FY 2017 – Presentation**
13 **and Discussion (Recording Time: 09:20:38 a.m.)**

14 Mr. Gorham stated that last year he focused solely on the new projects.
15 He stated that the Board had maps included in their packet that they could use
16 as a reference while he quickly went through each project. He noted that they
17 should be in the same order as his presentation.

- 18 • Westmoreland Water Main Replacement- Mr. Gorham stated that
19 this is an existing project and that the design is essentially
20 complete. He stated that construction would begin in FY 2017 and
21 finish in FY 2018. He noted that the amount budgeted in this year's
22 rate model is about half the total cost of the project, which is
23 estimated to be about \$1.58 million.
- 24 • Camelot Water Main Replacement- Mr. Gorham stated that this is a
25 new project and the money budgeted in FY 2017, \$218,900, was
26 solely for the design of the project. He noted that the actual
27 construction was not anticipated to begin until FY 2019.
- 28 • Scottsville Phase 3 Water Main Replacement- Mr. Gorham
29 mentioned that this is another new project. He stated that this main
30 was along East Main Street and that they attempted to investigate
31 the line using a camera but it was difficult to turn the corner. He
32 noted that the staff was looking for an obstruction or partially closed

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1 valve but they found a lot of tuberculation in the pipe. He noted that
2 the goal was to fast-track the project, and he hoped that they would
3 have a design proposal next month. He noted that \$350,000 was
4 the anticipated cost for construction.

5 Mr. O'Connell asked Mr. Gorham to explain what
6 tuberculation is. Mr. Gorham stated that tuberculation is when
7 minerals, also called scale, build up on the inside of the pipe over
8 time. He stated that sometimes it can be related to galvanized pipe
9 and could be due to corrosion. Mr. Tolbert stated that it decreases
10 the diameter of the pipe. Mr. Gorham replied yes. He stated that it
11 makes the inside of the pipe rough and creates turbulence, which
12 creates low flow.

- 13 • Berkeley Water Main Replacement – Mr. Gorham stated that this is
14 an ongoing project. He stated that the design work is essentially
15 complete and the staff was in the process of acquiring easements.
16 He noted that they only had 3 easements out of 23 and, though the
17 ACSA had some verbal agreements, the staff really needed to get
18 all of the documents. He mentioned that the amount budgeted for
19 FY 2017 was what the staff believed to be the rest of the cost for
20 the entire project. He added that the project should start around
21 May or June of 2016 and be completed by FY 2017.

22 Mr. Tolbert stated that the proposed water main on the map
23 took on a funny shape to the far right. He asked if there was a tree
24 or obstruction in the way of the proposed alignment. Mr. Gorham
25 replied that the terrain drops off from the neighborhood down to a
26 commercial area and there were retaining walls there that the line
27 had to go around.

- 28 • Crozet Phase 3 Water Main Replacement- Mr. Gorham stated that
29 this project was currently under design, which should be completed
30 by the fall. He stated that construction was anticipated to begin in
31 FY 2018. He noted that there was no dollar contribution to the Rate

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1 Model for this year because the project was already budgeted for
2 design, which was all that would be done this fiscal year.

- 3 • Glenmore Water Tank- Mr. Gorham stated that the design was
4 complete for this project. He stated that the \$975,000 budgeted for
5 this fiscal year is the balance of the anticipated total cost for the
6 project, which is about \$2.1 million. He mentioned that it was taking
7 some time for the developer of Rivanna Village to get the site
8 ready. He noted that one portion of the road along Steamer Drive
9 has to be filled in as part of the developer's project and the ACSA
10 did not want to put the line in until that is done. He stated that the
11 developer was looking to begin that portion of the Rivanna Village
12 project late spring, and he felt the ACSA project should begin in FY
13 2017.

- 14 • Orchard Acres Water Main Replacement- Mr. Gorham stated that
15 this was an existing project and the design was essentially
16 complete. He stated that the FY 2017 budget amount of \$1.06
17 million is to begin construction, which should be finished in 2018.
18 He mentioned that the estimated total cost of the project is \$2.4
19 million.

- 20 • Barterbrook Phase 2 Water Main Replacement- Mr. Gorham
21 pointed out that this was a new project and the funds in the FY
22 2017 budget were for design and that construction would not begin
23 until FY 2019. He stated that Solomon Road is an area where there
24 have been several leaks and repairs. He mentioned that the staff
25 also looked at the surrounding pipe on North Berkshire Road and
26 Inglewood Drive. He noted that there was an area to the left of the
27 map off of Inglewood Drive where there are reduced flows. He
28 stated that maintenance staff would be going out next week to
29 perform some flow tests and check valves. He added that the staff
30 felt they should replace those lines as well since they were installed
31 at the same time as those on Solomon Road.

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1 Ms. Swanson asked if a water line that is part of the lead
2 testing program gets removed from the program when it is
3 replaced. Mr. Gorham replied no. He stated that the program is
4 based on when the structures that are fed by the line were built and
5 whether or not they have copper plumbing and potentially lead
6 solder. He stated that work done to the water main does not affect
7 the program protocol.

- 8 • Greenbrier Drive Sewer Replacement Project- Mr. Gorham stated
9 that the City has a road project that will disturb a great portion of
10 the existing road and the ACSA felt it was a good opportunity to
11 replace the line as part of that project. He stated that the \$152,290
12 budgeted for FY 2017 is the construction estimate from the
13 engineer performing the road design. He mentioned that the ACSA
14 would not know the cost until the project is bid, which would be at
15 the end of the month.
- 16 • Camelot Drainage Basin- Mr. Gorham stated that this was the
17 rehabilitation portion of the project and the sanitary sewer
18 evaluation study was done this year. He stated that the staff was
19 reviewing the final report and the \$154,100 budgeted for FY 2017 is
20 based on that report and the rehabilitation work recommended. He
21 noted that it was mostly manhole work, but that there were some
22 asbestos-cement sewer mains that needed to be relined.
- 23 • Pantops Drainage Basin SSES- Mr. Gorham stated that this is
24 another new project. He stated that the recent flow metering data
25 that RWSA obtained as part of the wastewater cost allocation did
26 yield some high numbers in the Pantops area coming into the
27 RWSA interceptor. He stated that the \$250,700 budgeted for FY
28 2017 is to complete the study and the rehabilitation work would be
29 budgeted for FY 2018.

30 Mr. Tolbert stated that right off of Stony Point Road was a
31 little section that was not included in the study and it looked odd.

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1 Mr. Gorham replied that it was Riverside and that no I&I issues
2 were anticipated for that area because the pipes were brand new.

- 3 • Oak Forest Pump Station Abandonment- Mr. Gorham stated that a
4 proposal for the design of this project would be before the Board
5 next month. He stated that the design, which started this fiscal year,
6 would carry over into FY 2017 and thus, there was no money
7 contributed to the rate model for FY 2017. He noted that no
8 construction would begin until FY 2018.

- 9 • Madison Office Park Pump Station Upgrade- Mr. Gorham stated
10 that this is a new project. He stated that two years ago the plan was
11 to just upgrade the pumps, but upon further review it was decided
12 that more work needed to be done. He stated that the station is
13 undersized and the preliminary engineering report (PER) is
14 underway now. He mentioned that the FY 2017 cost is
15 approximately \$60,000, and that the PER will tell the staff what the
16 best approach is. He noted that his thought was that a new station
17 would have to be built, as opposed to upgrading the existing one.
18 He added that construction would begin in FY 2018.

- 19 • Fontana Water Loop Connections- Mr. Gorham stated that this is
20 another new project and that it would be an in-house project. He
21 stated that it would connect two sections of pipe, one on Olympia
22 Drive and one on Verona Drive. He noted that when Fontana 4B
23 was developed, a master pressure-reducing station was installed
24 which eliminated redundancy. He stated that this project would
25 restore that redundancy, allowing the ACSA to back-feed from
26 several different directions in the event of a main break. He stated
27 that \$62,300 was the anticipated cost to install the lines.

- 28 • West Woods Water Main Replacement- Mr. Gorham stated that this
29 was a new project which would also be done in-house. He stated
30 that this area was formerly on a well system which the ACSA
31 rescued. He stated that about a year after that, some of the
32 asbestos-cement lines were replaced and a few years later, the

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1 galvanized pipes were replaced. He stated that this project would
2 replace the last remaining stretch of pipe along West Pines Drive.
3 He noted that this was part of the ACSA's program to get rid of all
4 asbestos-cement pipe.

- 5 • Ashcroft Pump Station 2&3- Mr. Gorham stated that this project
6 was basically an upgrade. He stated that the design was currently
7 underway and the FY 2017 budget of \$312,000 is what is estimated
8 for construction. He noted that the project consisted of increasing
9 the size of the pumps which allowed the tank to be cycled more
10 frequently and refilled faster.

11 Mr. Gorham stated that there were four or five projects that do not lend
12 themselves to a map. He stated that he would go over those fairly quickly.

- 13 • Radio Upgrades- Mr. Gorham stated that this project was the
14 ACSA's contribution to the improvements to the radio system that
15 all its community partners use to communicate with one another.
16 He stated that if there is a major catastrophe or emergency event, it
17 allowed everyone to talk to one another which is very important.
18 Mr. Tolbert asked if that communication involved the police also.
19 Mr. Gorham replied yes. Mr. Kittrell asked how the cost sharing for
20 the project is determined. Mr. Lynn replied that the ACSA is
21 charged a certain amount for each radio, on an annual basis. He
22 stated that this project works in a similar fashion in that the total
23 cost of the project is divided by the number of radios each agency
24 has. Mr. Kittrell asked how the ACSA's cost compares to the other
25 agencies. Mr. O'Connell replied that the ACSA has the smallest
26 number of radios and that it mostly involved police and fire
27 departments. He stated that there have also been discussions
28 about the ACSA using the towers for a radio read, as part of a
29 meter reading system. Mr. Kittrell asked how many radios the
30 ACSA has. Mr. Lynn replied about 55.

31 Mr. Tolbert stated that a new tower is being put in near
32 Albemarle High School. He stated that a balloon was being used to

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1 test whether or not the tower would be seen. He stated that the
2 balloon would be put up and if the balloon could be seen, that
3 meant the tower would be able to be seen. Mr. Gorham stated that
4 the same test was done with the Glenmore Tank. He stated that
5 one could take photos of the balloon and then superimpose the
6 actual structure into the picture using Photoshop. Mr. Kittrell asked
7 if the project included new towers. Mr. O'Connell replied that there
8 was one new tower to serve Scottsville and Southern Albemarle
9 County, as well as some replacement parts to the existing towers.
10 Mr. Kittrell asked how many towers there currently were. Mr.
11 O'Connell replied that there were four towers, with a fifth one being
12 added.

- 13 • ACSA Facility Improvements- Paving- Mr. Gorham stated that this
14 project did not need a map. He stated that the pavement had been
15 deteriorating, but that the work was put off because several other
16 projects required tearing the pavement up anyway. He mentioned
17 that as those projects come to a close, the repaving would be taken
18 care of this fiscal year. He stated that the \$121,000 in the budget
19 was a cost estimate based on a previous price increased by 10%.
- 20 • Miscellaneous Sewer Rehabilitation- Mr. Gorham stated that this
21 was an ongoing project as part of the "Find and Fix" program. He
22 stated that as the CCTV van finds problems, the staff receives the
23 footage, analyzes it, and decides where corrections to the system
24 will be made. He noted that this is a line item every budget year
25 with at least \$400,000 committed to the program.
- 26 • SCADA System- Mr. Gorham stated that this project is in the final
27 part of Phase 2 and the RFP was almost ready to be put out. He
28 stated that the amount budgeted for FY 2017 was for construction
29 of Phase 3, as the design portion was already underway. He noted
30 that most of Phase 3 consisted of pressure reducing valves so the
31 design portion should be completed fairly quickly.

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- 1 • Developer Participation- Mr. Gorham stated that this is a line item
2 included in the budget every year in case there is a private
3 development project that requires oversizing of the pipes. He stated
4 that the ACSA would pay the difference in cost either in installation
5 cost or material cost, depending on how the developer wants to bid
6 the project. He stated that the \$100,000 was to be split between
7 water and sewer.

8 Mr. Gorham stated that in terms of Board action, the ACSA is requesting
9 the Board to authorize the advertising of a public hearing to go through the FY
10 2017 CIP at the next meeting on April 21, 2016. He mentioned that he would
11 have a Power Point presentation at that meeting with more detail, as well as the
12 budget numbers.

13 Ms. Sulzberger stated that she had a question about the West Woods
14 Water Main Replacement project. She asked once the project began, how long it
15 would take to complete. Mr. Lynn replied that it depended on how many feet of
16 pipe were being installed. Mr. Gorham stated that the project consisted of about
17 1,600 feet of pipe. Mr. Lynn stated that it would take about two to three weeks,
18 depending on the weather.

19 Ms. Swanson stated that she had a question about the Oak Forest Pump
20 Station Abandonment. She stated that she recalled the mention of an issue with
21 an undeveloped parcel of land and drainage area issues. Mr. Gorham stated that
22 the primary reason for the project is that the station is about 35 years old,
23 undersized, and not in very good condition. He stated that the staff knew the
24 development of the Stonefield Shopping Center and Costco would create the
25 opportunity to run a gravity line to get rid of the pump station. He noted that the
26 tricky part of the project was the long span across Commonwealth Drive. He
27 stated that there is a large storm drain about 30 feet in the ground between two
28 duplexes there and the line will run parallel to that and tie in at Costco. Ms.
29 Swanson asked if the pump station would actually be removed. Mr. Gorham
30 replied that it would have to be demolished.

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1 ***Mr. Kittrell moved to authorize the advertisement for a public hearing***
2 ***to address the FY 2017 CIP at the April Board meeting on April 21, 2016;***
3 ***seconded by Mr. Tolbert. All members voted aye.***

4
5 9. Board Monthly Financial Reports – Alternatives and Discussion
6 **(Recording Time: 09:50:50 a.m.)**

7 Mr. O’Connell stated that with the new financial system being in place, the
8 staff has a better sense of what type of reports can be created. He stated that he
9 would have Mr. Lunsford go through the financial reports that are currently
10 included in the Board packet every month with the Board to determine what is
11 useful and what is not. He stated that the report the Board received in the blue
12 folders (Attached as Page____) is one that the ACSA staff is suggesting, which
13 he finds very useful. He stated that some of the reports were very cumbersome
14 to put together and there were some he felt could be generated annually and
15 have the same effect.

16 Mr. Lunsford stated that he appreciated the opportunity to discuss with the
17 Board what reports are useful to them and what may be lacking in the consent
18 agenda. He stated that he would go through the reports page by page and then
19 discuss the new report at the end, which could potentially replace some of the
20 financial information that is included in the current consent agenda.

21 Mr. Lunsford began with the summary memo on page 39 (Attached as
22 Page____), which he stated was reasonably standard and did not see a need to
23 change. Mr. O’Connell asked if the memo contained enough information for the
24 Board. The Board replied yes. Mr. O’Connell stated that the goal is that the
25 Board could look at this report and get a sense of any changes happening month
26 to month or year to date.

27 Mr. Lunsford moved to the next reports on page 41 and 42 (Attached as
28 Pages____) which he stated were the balance sheet and income statement. He
29 stated that with the implementation of the new financial system, these reports are
30 now automatically generated so time is not a concern if the information in the
31 report is useful. He mentioned that the report the Board received in the blue
32 folder is a very detailed income statement report, and may not be able to replace

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1 the stand alone income statement. Mr. Tolbert asked if Mr. Lunsford was going to
2 discuss the new report at this time. Mr. Lunsford replied yes.

3 Mr. Tolbert stated that on the new report, the variance for revenue is
4 indicated in parentheses, and for expenses the variance is indicated in
5 parentheses as well. He stated that in the case of revenues, the variance is to
6 the ACSA's advantage, but in the case of expenses, it is not. He stated that he
7 found that to be confusing. Mr. Lunsford stated that he could configure the report
8 to present it differently and then evaluate it with the Board to see which makes
9 the most sense.

10 Mr. Lunsford stated that he wanted to take a moment to explain the new
11 report. He stated that the column to the left titled Budget FY 2016 shows the total
12 budget for that year, including carryovers from the prior FY. He stated that the
13 Budget Year-to-Date column takes into account the total budget, divided by
14 months and multiplied by the period, to evaluate the Actual Year-to-Date which is
15 the next column. He mentioned that he felt this was a huge improvement in
16 comparison to what is currently being provided and that it gives the Board a quick
17 snapshot of what is going on financially. He noted that the Budget vs. Actual
18 column shows the dollar variance between the Budget Year-to-Date and the
19 Actual Year-to-Date. Mr. Kittrell stated that he likes the report as it was similar to
20 what he was used to seeing with financial reports. Mr. Tolbert stated that if the
21 variance is very large it would be nice to have additional information but
22 otherwise, he felt the report was very nice.

23 Mr. Lunsford moved to the next set of reports on pages 43-46 (Attached
24 as Pages_____). He stated that these documents were currently created
25 manually and asked if they were still useful or if the new report would suffice in
26 place of them. Ms. Swanson asked if there was a reason why these reports
27 reflected information for the period two months prior to the actual Board meeting.
28 Mr. Lunsford replied that it was a timing issue. He stated that because of when
29 the Board packet information needs to be submitted internally for production and
30 delivery to Board members and the monthly closing process, the turnaround time
31 for providing information for the immediate prior month is almost impossible. He
32 noted that going forward, depending on the level of analysis that needs to be

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1 provided prior to delivery, it is absolutely doable. He stated that the new report
2 can be generated the moment the month is closed out. Mr. O'Connell asked if the
3 Board found the reports on pages 43-46 helpful because he did not. Mr. Kittrell
4 stated that he was in favor of removing those reports and using the new report in
5 their place. The rest of the Board concurred.

6 Mr. Lunsford moved to page 47 (Attached as Page____), which he stated
7 is a summary of ACSA investments. He stated that there is room for
8 improvement with this report, but he was not sure how the Board currently
9 utilized it. He stated that what the report essentially shows are U.S. agency
10 securities, investment in local government investment pool, money market
11 account, and where the interest received on the securities goes. He noted that
12 the top section is broken down by the ACSA's different accounts, which is useful
13 to the staff internally but he was not sure how helpful it was to the Board. He
14 noted that the bottom portion of the report is reasonably useful in his opinion, but
15 he was not sure if a graphical presentation would be more helpful.

16 Mr. Armstrong asked how frequently this report is provided to the Board.
17 Mr. Lunsford replied that it has been in the consent agenda monthly. Ms.
18 Sulzberger stated that she remembered having the discussion about including
19 the report, which has been within the last year. Ms. Swanson stated that she
20 finds the report useful but it would be helpful to expand the categories under non-
21 operating revenues.

22 Mr. Lunsford stated that the next two pages (Attached as Pages____)
23 outline system capacity and connection charges financially and by ERC. He
24 noted that page 49 makes comparisons by month and year-to-date for the period
25 under review, and page 50 compares the prior three years. He mentioned that
26 the current ERC calculation is manual but that it was not a difficult task. Mr.
27 Kittrell stated that he found the report to be useful because it allows him to look
28 at new connections and growth associated with those connections.

29 Mr. Lunsford stated that page 51 (Attached as Page____) shows overall
30 consumption and compares it to the prior year. He stated that it was an easy
31 report to prepare but he was not sure of its usefulness to the Board. Mr. Kittrell
32 stated that it might not be as relevant today as it was four or five years ago when

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1 the focus was on growth and consumption and the new water supply plan. He
2 stated that it was still helpful to see to track changes in consumption.

3 Mr. Lunsford moved to the reports on pages 53 & 55 (Attached as
4 Pages____). He stated that these reports were provided to RWSA on a monthly
5 basis to report the ACSA's consumption information. He noted that these reports
6 will be generated, whether they are included in the Board packet or not. He
7 stated that some of the major customers listed on the bottom of page 53 are
8 looked at in the reports on pages 57-59 (Attached as Pages____). He stated that
9 he was interested in receiving feedback on these reports and wondered if a year-
10 to-date analysis given monthly would be more useful. He added that this would
11 mean removing pages 57 and 59, and just including page 58 of the reports which
12 shows the major customers on a year-to-date basis. He noted that the variances
13 in the other reports could fluctuate. Ms. Sulzberger stated that she was fine with
14 just receiving the one report. Ms. Swanson stated that she has made use of the
15 other two reports. She stated that they were helpful when there was a water
16 issue with Albemarle High School because it helped her to see why there was
17 such a huge difference with Albemarle County. Mr. Lunsford stated that if they
18 were useful, the staff could continue to include them.

19 Mr. Lunsford moved to the Monthly Water Consumption graph on page 61
20 (Attached as Page____). He stated that creating this graph was a reasonably
21 time consuming process that could perhaps be provided less frequently, but if it
22 was of significant value the staff would continue to provide it on a monthly basis.
23 He stated that the staff would continue to accumulate the information but that the
24 information is not readily available until two days before it needs to be prepared
25 and submitted for the Board packets. He mentioned that presenting the report
26 less frequently would ease the burden on the staff to a degree. He noted that the
27 report shows consumption by user type and trends similarly from year to year. He
28 added that it provided interesting information and assisted with the development
29 of the rate model. Mr. Kittrell stated that the basic categories in the graph were
30 ok but when you get into the smaller categories, it was difficult to follow. He
31 added that he did not use the report often and providing it quarterly might be
32 better. Mr. Roberts noted that all of the financial information currently provided to

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1 the Board was requested by former Board members in past years. He noted that
2 over time, they asked for more and more information, little by little. Ms.
3 Sulzberger stated that she would be comfortable with receiving the report on a
4 quarterly basis.

5 Mr. Lunsford stated that the report on page 63 (Attached as Page____)
6 was similar in that it was useful information but he did not think it added much
7 value by providing it monthly. Mr. O'Connell asked if this report would be created
8 even if it were not included in the Board packet. Mr. Lunsford replied yes. Mr.
9 Tolbert stated that he finds it very hard to look at the report and actually see any
10 changes, which is what one would be looking for. He stated that the numbers are
11 large and complicated with many digits and there did not appear to be very large
12 changes. Mr. Lunsford stated that if there were a large change in the report, that
13 change would be reflected in some of the other information that is provided. Mr.
14 Tolbert stated that he would be fine with not having the report. Mr. Kittrell agreed.

15 Mr. Lunsford stated that pages 65-73 (Attached as Pages____) are
16 different graphical presentations of flows and revenue. He stated that he thinks
17 they identify items of interest to the Board. He asked the Board if timing was
18 critical because the information in the graphs is made available to staff right as
19 the month is closing and it was difficult to prepare the graphs in time for the
20 Board packets. Mr. O'Connell asked the Board if it would make any difference if
21 the information is a month behind what is currently provided. The Board replied
22 no. Mr. O'Connell stated that the Board would still see the trends but that the
23 information did not come in from RWSA until a couple of days before the packets
24 are prepared.

25 Mr. Lunsford stated that the next report on page 75 is a summary of
26 checks over the \$5,000 threshold. He mentioned that his thought was that the
27 Board used this report regularly. Ms. Sulzberger stated that she likes the report
28 and the way that it is laid out. Mr. Lunsford asked if the current threshold of
29 \$5,000 was still reasonable. Ms. Sulzberger replied yes. Mr. Kittrell asked if the
30 report was a cut out from the ACSA ledger. Mr. Lunsford replied that the report
31 was created manually but it was not too laboring. He stated that the check
32 register on pages 77-88 (Attached as Pages____) was taken directly from the

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1 system. He noted that there is some manipulation if there is employee
2 information that does not need to be shared. Mr. O’Connell stated that the
3 descriptions in the report had to be manually added.

4 Mr. Lunsford stated that he wanted to know, now that the Board has gone
5 through the current financial reports, if there is any information that they wanted
6 that they were not receiving. Mr. O’Connell asked if there is anything that the
7 Board has seen provided by another board that they serve on, that they would
8 like to see presented by the ACSA staff. Mr. Kittrell stated that the report
9 provided in the blue folders is the type of information that he is used to seeing in
10 his everyday work, as well as other boards that he serves on. Mr. Roberts added
11 that he felt the staff does a great job of reporting financial information. Ms.
12 Swanson stated unrelated to the financial reports, there were new colors on the
13 CIP graph that were not included in the legend. Mr. Gorham replied that the
14 green color was actually used internally to schedule when projects might be bid
15 or when construction might begin. He stated that typically he would change the
16 green to red.

17
18 10. Report and Update on Lead Testing Program **(Recording Time: 10:46:05**
19 **a.m.)**

20 Mr. Gorham stated that in response to the Environmental Protection
21 Agency’s (EPA) publishing of the Lead and Copper Rule in 1991, the ACSA
22 worked with RWSA to come up with sampling sites based on the tier method
23 recommended for selecting sites. He stated that Tier 1 consists of residential
24 structures built between 1983 and April 1986 that have lead or copper piping and
25 potentially lead-based solder. He stated that Tier 2 falls into the same time frame
26 except the focus is on multi-family structures. He noted that there were not a lot
27 of multi-family structures that were built during that time period. He stated that
28 Tier 3 is made up of homes built in 1982 or earlier with lead or copper piping and
29 potentially lead-based solder.

30 Mr. Gorham stated that the ACSA began testing in the Urban waterworks
31 in 1991. He stated that between the ACSA and the City, there are approximately
32 60 sampling sites. He noted that testing was annual until there were several

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1 consecutive years of low levels recorded, at which time testing switched to a tri-
2 annual schedule. He stated that Crozet and Scottsville were incorporated into the
3 testing program in 1993, with 20 sample sites in Crozet and 10 in Scottsville. He
4 noted that there was annual testing in these areas as well until consecutive years
5 of low levels were recorded, and that testing is now on the same schedule as the
6 Urban area, with the number of testing sites in Crozet reduced to 10. He stated
7 that the Redhill waterworks was added to the program in 2009, with every
8 customer in that system being tested every year. He mentioned that the system
9 is now tested every three years and that the number of sample sites was reduced
10 from every customer to five sites.

11 Mr. Kittrell asked if Red Hill Elementary School is a sampling site. Mr.
12 Gorham replied yes. He stated that there are actually two sample sites in the
13 school, with one in the cafeteria and one at a water fountain. He noted that the
14 water fountain in the school is still one of the sampling sites. He stated that the
15 blue dots on the sampling sites map (Attached as Page____) are sampling sites
16 and are labeled with the year that it became a sampling site. He noted that those
17 sites labeled "<2000" were incorporated into the program prior to the year 2000.
18 He mentioned that the number of sampling sites in Crozet was increased back to
19 20 in 2007 because the population threshold set forth by the EPA was passed.

20 Mr. Gorham stated that in the Urban waterworks, out of 30 sampling sites,
21 27 sites are Tier 1 and three are Tier 3. He stated that in Crozet, seven sites are
22 Tier 1 and 13 are Tier 3, and in Scottsville almost all of the sites are Tier 3
23 because a lot of the structures were built before 1982. He noted that Redhill is a
24 mixture with five of the four sites falling under the Tier 3 category.

25 Mr. Gorham stated that one thing the Board will notice is that all of the
26 schools are included on the map. He stated that this is because all of the schools
27 independently decided to test every water fountain over the next two months. He
28 noted that this is good for the testing program because it creates a wide range of
29 sampling sites. He stated that the water fountains are being targeted because
30 they are typically a problem area.

31 Mr. Kittrell asked why the schools on well water are not being sampled.
32 Mr. Gorham replied that he could not answer for the schools but he assumed that

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1 it is because large quantities of lead are rarely ever found in the raw water
2 source itself. He added that RWSA confirms this in testing the incoming and
3 outgoing water supplies. Mr. Kittrell stated that the reason he asked is because
4 there was a study that tested about 70 homes on well water in Albemarle,
5 Fluvanna, and Greene County. Mr. Gorham asked if the study was done inside
6 the house or at the well. Mr. Kittrell stated that the testing was done inside the
7 home at the tap and in some homes, lead and copper levels higher than the
8 action level were found. Mr. Gorham stated that those results indicate a plumbing
9 issue. He stated that the whole tier system is based on the plumbing in the home.

10 Mr. Tolbert stated that he saw a news story about a school installing a
11 new water line and subsequently finding lead in the water because of some brass
12 fittings that contained lead. Mr. Gorham stated that the Safe Drinking Water Act
13 was amended and effective January 1, 2014, brass fittings are not permitted to
14 contain any lead whatsoever. He noted that in the ACSA system, with the
15 corrosion inhibitors and neutral pH of the water, there is an extremely low chance
16 of lead leeching into the water.

17 Mr. Bowling asked if the City had a similar testing program that it is
18 required to carry out. Mr. Gorham replied yes. He stated that the City coordinated
19 with RWSA as well. He stated that because the City and County are two
20 separate waterworks, even though they are interconnected, they are required to
21 each have 30 sampling sites for a total of 60 in the program. He noted that the
22 Lead and Copper Rule required that once sampling sites are identified, that they
23 continue to be used as sampling sites as much as possible so that a sampling
24 trend is established and the effectiveness of the corrosion inhibitor can be seen.

25 Ms. Swanson asked if the number of sampling sites is based on
26 population, would one not assume that more dense areas would have more
27 sampling sites. Mr. Gorham replied that the number of sampling sites is based on
28 the population of the individual waterworks. He noted that Redhill is a bit different
29 because it is a small well system and thus, half of the customers on that system
30 are tested. Ms. Swanson stated that she anticipated seeing far more sampling
31 sites within the Urban ring, which was not the case. Mr. Gorham replied that this
32 was because the amount of homes that fall into the Tier 1 category is very small.

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1 He noted that in the early 1980's, the majority of homes being built had plastic
2 plumbing internally as opposed to copper. Ms. Swanson stated that the risk of
3 lead and copper in the water was present before the 1980's. Mr. Gorham stated
4 that the older homes are considered Tier 3 because although they contain older
5 pipes, the older pipes have had a longer contact time with the corrosion inhibitor
6 and thus are less likely to leech lead and copper into the water. Mr. Tolbert asked
7 how long the corrosion inhibitor has been used in the water. Mr. O'Connell
8 replied 50 years.

9 Mr. Roberts asked if there is a particular reason why places such as
10 hospitals and assisted living facilities were not included in the sampling sites. Mr.
11 Gorham replied that the tier system was set up for single family structures not
12 institutions. He stated that he thought it had to do with the risk of lead and copper
13 in the water being much greater for young children. Mr. Kittrell stated that it was
14 worth thinking about encouraging places like hospitals and assisted living
15 facilities to perform testing if they meet criteria such as lead and copper piping.
16 He stated that the ACSA was looking into putting testing information on their
17 website for those that may be interested in doing so.

18 Mr. Tolbert asked Mr. Gorham if he knew what the University of Virginia
19 (UVA) does in terms of lead and copper testing. Mr. Gorham replied that he did
20 not know. He stated that UVA had been involved with the bacteriological testing
21 sites. Mr. Tolbert stated that UVA had buildings that were built in the 1800's. Mr.
22 O'Connell stated that the corrosion inhibitor is in the water that is in their system.
23 Mr. Tolbert stated that there are some pipes in some of the buildings that actually
24 bend as opposed to having a knuckle to connect the pipe, which tend to be the
25 softer metal lead pipes.

26 Mr. Kittrell stated that he felt transparency with regards to this issue was
27 very important. He stated that he came across a letter that the EPA sent out to all
28 governors a few weeks ago encouraging them to take steps to provide
29 information to the public about their individual water systems. He noted that one
30 of the key points in the letter was to be open and transparent about the quality of
31 the drinking water and making that information available through various media
32 outlets. He stated that he also saw a survey in the Washington Post assessing

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1 the confidence of Americans in their drinking water. He stated that the survey
2 found that somewhere around 50% of Americans have moderate to low
3 confidence in their drinking water, particularly in minority communities. He stated
4 that he felt that percentage was a reflection of a lack of information about the
5 water. He noted that the ACSA system does not have an issue with the drinking
6 water, but asked how the ACSA could let its customers know that there is not an
7 issue. Mr. Gorham stated that the first step was putting a statement on the
8 website but there was certainly other information available.

9 Ms. Swanson stated that Flint, Michigan has one of the highest average
10 water bills in the country. She stated that this was surprising to her given that the
11 water was of such inferior quality. Mr. Gorham stated that residents of Flint were
12 basically allowed to drink the contaminated water for a full year before anyone
13 notified them. Mr. Tolbert stated that the peculiar thing in Flint was that some of
14 the water was brown and discolored, which should have been a warning sign. He
15 stated that he was sure that the water did not look that way when it left the
16 treatment plant. He stated that he assumes that the water was tested and looked
17 fine before it left the plant. Mr. O'Connell stated that there were certain steps in
18 the treatment process that were skipped to save money.

19 Mr. Tolbert asked if it was necessary to put out some type of press release
20 to discuss the issue in Flint, Michigan and the water condition in this community.
21 Mr. O'Connell stated that there is a statement that was put together in
22 anticipation of local reaction to the Flint issue but that the ACSA has not received
23 one question. He stated that one of the questions the staff faced was whether to
24 release something when there are no issues. He stated that the statement is on
25 the website and the first thing the ACSA encourages customers to do is to test
26 their water. Mr. Kittrell stated that he called a local certified lab to inquire about
27 the cost for testing. He stated that the lab charges \$30 for each test, so to test for
28 lead and copper would cost \$60. Mr. Bowling stated that he heard of a foundation
29 through the media that conducts the tests for much less, as a public service.

30
31 11. Report and Update on Sugar Hollow Pipeline Assessment – Discussion
32 **(Recording Time: 11:03:11 a.m.)**

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1 Mr. O'Connell stated that the Board discussed an item last month in
2 RWSA's CIP to evaluate the condition of the lines that run from Ragged
3 Mountain Dam to Observatory Treatment Plant through smart ball technology. He
4 stated that the technology consisted of a small ball that goes inside the pipe and
5 follows the flow of water while collecting data. He stated that the smart ball would
6 basically identify if there are issues with the pipe itself so that repairs can be
7 made. He stated that it is a new technology for RWSA and that they want to
8 explore it in the pipeline from Ragged Mountain to Observatory because it will
9 stay in existence even if a new pipeline is built in the future.

10 Mr. O'Connell stated that the Board expressed interest in RWSA also
11 assessing the condition of the Sugar Hollow Pipeline. He stated that he sent
12 some information to the RWSA Board and that there was a discussion at the
13 RWSA Board meeting. He noted that the RWSA staff was not very supportive of
14 assessing the Sugar Hollow Pipeline, and that the discussion ended with the
15 request for RWSA to explore the option enough to get a sense of what the
16 potential cost of the project would be. He noted that the other issue that was
17 raised was who would be responsible for paying for the project. He stated that
18 the point was made that if the ACSA Board is asking for the assessment to be
19 done, then the ACSA should pay for the project.

20 Mr. Tolbert stated that the pipeline serves the entire community and that
21 just because it is located in the County does not mean that the ACSA is
22 responsible for the cost. Mr. O'Connell stated that the RWSA staff raised the
23 issue of who is responsible for the cost, not the City. Mr. Kittrell stated that he
24 was the one that raised the issue at last month's meeting of performing the
25 assessment. He stated that the reason he brought it up was because all of
26 RWSA's reports over the years about the condition of the pipeline, including the
27 last report from the Executive Director one month ago, describe the pipeline as
28 being in bad shape, crumbling, and needing to be replaced. He stated that his
29 reason for wanting to evaluate the condition of the line is to ensure that nothing
30 catastrophic happens to the pipeline, creating an emergency situation. He
31 mentioned that if the cost of using the new technology is reasonable to perform

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1 the assessment, then the option should be evaluated. He mentioned that he saw
2 an estimate in RWSA's CIP of \$285,000 to assess the Sugar Hollow Pipeline.

3 Mr. Gorham stated that there are several different ways to assess the
4 pipeline. He stated that the smart ball technology is what the ACSA recently used
5 in Crozet. He stated that the ball was about two inches in diameter and sat
6 inside of a foam core. He stated that the ball basically runs through the pipe and
7 listens for anomalous sounds such as those created by air pockets. He stated
8 that it could be used as a general locator to target problem areas. He noted that
9 afterwards, the staff could go back and use a more in-depth electromagnetic
10 approach to look at the pipe wall which was much more time consuming. Mr.
11 Bowling asked how much the smart balls cost. Mr. Gorham replied that the ACSA
12 got the smart ball assessment in Crozet done for free. He mentioned that the
13 ACSA thought there was a leak and, as a demonstration, the smart ball was used
14 to assess the line.

15 Ms. Sulzberger asked if the assessment of the Sugar Hollow Pipeline was
16 scheduled for FY 2020, given that Mr. O'Connell stated that the project was four
17 or five years away. Mr. O'Connell stated that his thought was to explore the idea
18 and get some concrete information such as how the technology works and how
19 much it might cost and share that with the Board. Mr. Tolbert stated that
20 technology will have changed a lot in five years. Mr. O'Connell stated that the
21 question about the Sugar Hollow Pipeline is, if there is a need to assess the
22 condition of the pipe, why not assess it now rather than later. He added that the
23 RWSA staff did not see the criticality of assessing the Sugar Hollow Pipeline.

24 Mr. Kittrell stated that on one hand, RWSA staff is saying assessing the
25 Sugar Hollow Pipeline is not critical, but on the other hand, they are saying that it
26 is crumbling. Mr. Gorham stated that he gathered from various emails that RWSA
27 staff feels that since the reservoir is done and full, a break would not be an
28 emergency because the reservoir would hold enough water to give them time to
29 fix the pipeline. Mr. O'Connell stated that the issue with that reasoning is
30 whether or not it is cost effective. He stated that if the money is going to be spent
31 to repair a break, it may be wise to at least explore the cost for assessing the
32 pipeline. Mr. Tolbert added that on the issue of who is responsible for paying for

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1 the assessment, it should not be the ACSA. Mr. O'Connell stated that he made
2 that clear at the RWSA meeting.

3

4 12. Items Not on the Agenda (Recording Time: 11:14:18 a.m.)

5 Mr. O'Connell stated that he had two items he wanted to discuss. He
6 stated that the first was in regards to the odor control project at the Moores Creek
7 AWRRF. He stated that he was not aware that the bid opening was extended
8 until March 24th. He stated that the RWSA staff, after speaking with some of the
9 contractors, decided that waiting a few more weeks would be advantageous and
10 produce a more competitive bid environment. He mentioned that RWSA's Board
11 will consider the bids at their April meeting, which is on April 26th. He stated that
12 the ACSA Board meeting is on April 21st, thus the Board will know what the bid is
13 by that meeting. He added that hopefully the bids will be competitive and the cost
14 will be within the budget.

15 Mr. O'Connell stated that the other item he wanted to mention were the
16 changes in the CIP program. He stated that between the ACSA Board
17 considering it and January 2015, there was a discussion about whether to place
18 the carbon in the vessels as part of the CIP program, which would add \$700,000
19 to the project cost. He noted that this would increase the overall CIP program.
20 Ms. Swanson asked why they would not put the carbon in the vessels. Mr.
21 O'Connell replied that the original plan was to include the carbon in the operating
22 budget rather than capitalize the expense for the initial placement of the carbon
23 in the vessels. He stated that capitalizing the carbon expense means that it will
24 become part of the debt. He noted that RWSA will build up a reserve over the
25 course of three years so that there is not a huge increase in rates when the
26 ACSA starts paying for the carbon. He stated that he felt it was a good strategy
27 financially, but that it does increase the RWSA CIP program by \$700,000.

28 Mr. O'Connell stated that the other question about odor control was with
29 the design and how the grit would be handled. He stated that RWSA had made
30 the decision that they would purchase trailers and equipment to handle the grit,
31 which made the difference in the dollar amounts discussed at last month's
32 meeting. He stated that the resolution the ACSA adopted reflected a cost of

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1 \$8.78 million, but that the cost increased to \$9.33 million. He stated that his
2 suggestion is to wait to see what the bids are before adopting a new resolution.
3 Ms. Swanson asked if RWSA is paying a company to haul the compost away,
4 why does the company not provide the trucks or enclose the compost rather than
5 RWSA having to purchase covered trucks. Mr. O’Connell replied that the hauler’s
6 trucks are longer than the building so the compost stays uncovered and open,
7 which causes the odors to be released into the community. He stated that the
8 solution was to either enlarge the building or get shorter trucks that can fit inside
9 the building and be completely enclosed. He stated that the RWSA staff decided
10 that it would be more cost effective to buy shorter trucks and leave the building
11 as it is. He added that the cost of purchasing those shorter trailers is built into the
12 capital part of the project.

13

14 13. Adjourn (Recording Time: 11:20:30 a.m.)

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

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Gary B. O’Connell, Secretary-Treasurer

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