

**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 April 15, 2010, at 9:00 a.m. at the Administration and  
3 Operations Center at 168 Spotnap Road in Charlottesville, Virginia.

4 **Members Present:** Mr. Roberts, Chairman, Mr. Martin, Vice-Chairman; Messrs.  
5 Carter, Colbaugh, Hilton, Thomas

6 **Members Absent:** None

7 **Staff Present:** Messrs. Bowling, Gorham, Henley, M. Lynn, Ms. Breeden, Mrs.  
8 Thraves and Mrs. Walker

9 **Public Present:** Mr. Neil Williamson with the Free Enterprise Forum, and Mr.  
10 Sean Tubbs with Charlottesville Tomorrow

11

12 **1. Call to Order**

13 The Chairman called the meeting to order and a quorum was  
14 established.

15

16 **2. Approval of Minutes of March 18, 2010 (Recording Time: 09:02:11 a.m.)**

17 The Chairman asked if there were any additions or corrections to  
18 the minutes of March 18, 2010. Mr. Martin referred to Page 3, Lines 21  
19 and 22. He stated that the dates should be revised to FY 2009 and FY  
20 2010. The Chairman asked if Staff would like to comment on Mr. Martin's  
21 corrections.

22 ***Mr. Carter moved to approve the minutes of March 18, 2010, as***  
23 ***amended, seconded by Mr. Colbaugh. All members voted aye.***

24

25 **3. Matters from the Public Concerning Items Not on the Agenda (Recording**  
26 **Time: 09:03:22 a.m.)**

27 There were no matters from the Public.

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- 1 4. Leak Waiver Request- 38 Georgetown Green (Recording Time:  
2 09:03:37 a.m.)

3 Mr. Roberts stated that Mr. Feil asked that the topic be moved to  
4 the next Board of Directors' Meeting.

5

- 6 5. Consent Agenda

7 For Information (Recording Time: 09:03:53 a.m.)

8 The Chairman asked if the Board had comments or questions regarding  
9 the Consent Agenda.

10 **a. Monthly Financial Reports-**

11 Mr. Martin referred to the Revenue and Expense Summary on  
12 Page 39 of the Board Packet (Attached as Page \_\_\_ ) which covered  
13 the first three quarters of the current fiscal year. He directed the  
14 Board's attention to the Year-to-Date Revenues and Expenses. He  
15 stated that during the first three quarters, the ACSA had expended  
16 \$1,767,095 for Capital Improvement Program (CIP) Projects, of an  
17 \$11.9 million Budget. He asked Mr. Gorham to estimate how much  
18 more would be expended during FY 2010 for the CIP. Mr. Gorham  
19 replied, with the inclusion of the North Fork Regional Pump Station  
20 Project (NFRPS), staff expected to spend an additional \$2 million. Mr.  
21 Martin asked how much of the \$2 million would be expended for the  
22 NFRPS Project. Mr. Gorham replied, \$849,000. He added that the  
23 \$11 million CIP Budget included \$5 million for the NFRPS Project.

24 Mr. Colbaugh referred to the Check Register within the Board  
25 Packet (Attached as Page \_\_ ) and asked who Robert L. Kurtz was.  
26 Mr. Henley stated that Mr. Kurtz was a consultant the ACSA was  
27 utilizing to create an application for hydrant data.

28 **b. Monthly CIP Report-**

29 Mr. Martin referred to the CIP Report within the Board Packet  
30 (Attached as Page \_\_ ) and the Oak Hill Project. He noted that 44 User

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1           Agreements had been received. Mr. Gorham confirmed and stated the  
2           next step was to await the application process.

3           Mr. Colbaugh stated that the Draft Technical Report for Camp  
4           Holiday Trails had been received. He asked if the staff saw any  
5           “surprises” with the report. Mr. Gorham replied that there were no  
6           surprises, but minor comments had been made. He added that the  
7           final report would detail the method of treatment recommended at the  
8           treatment location.

9           **c. *Monthly CIP Authorizations-***

10           Mr. Colbaugh referred to the NFRPS Design Phase Services. He  
11           noted that Whitman, Requardt & Associates (WRA) was asking for an  
12           additional \$122,000. Mr. Gorham clarified that WRA was asking for an  
13           additional \$104,000 for the design phase, and the other \$17,000 was  
14           for bid services. Mr. Colbaugh stated that the amount was over ten  
15           percent of the original contract. He noted, when reviewing the letter  
16           and the justification, that extra timing was a reason for the additional  
17           costs. He stated that the timing was not the fault of the ACSA, and just  
18           because the consultant spent more time did not mean the ACSA  
19           should pay for it. He added that he was unsure how much negotiation  
20           took place but, after reviewing the original proposal, only what was  
21           stated as “extras” were outlined in the letter. Mr. Colbaugh stated that  
22           the letter did not detail any items that were not necessary, that WRA  
23           had stated they would do in their original proposal. He stated that  
24           there didn’t appear to be any “give and take.”

25           Mr. Gorham stated that throughout the course of the design,  
26           several progress meetings were conducted. He stated that the extra  
27           time for the design was not anyone’s fault. He noted that the bigger  
28           portion of the additional cost was to study the force main location on  
29           the east side of Route 29, versus the original proposed location on the  
30           west side. Mr. Gorham stated that there appeared to be more room on  
31           the east side, but also a lot of terrain differences. He added that in

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1 addition to the terrain differences, coordination with the future North  
2 Pointe Development Project and their re-zoning plan had to take place.  
3 Mr. Gorham stated that more meetings had to take place with the  
4 County of Albemarle regarding vegetative proffer, and there were  
5 some issues with the Virginia Department of Transportation (VDOT)  
6 regarding future lane widening as well. Mr. Gorham stated that, as it  
7 turned out, additional grading would be necessary for the installation of  
8 force mains which presented the opportunity to provide stockpile for  
9 the developer, saving both parties money.

10 Mr. Gorham stated that another factor in the additional cost was  
11 surveying work, which had not been anticipated. Mr. Colbaugh asked  
12 if surveying had not been conducted on both sides of Route 29  
13 previously. Mr. Gorham stated that the original scope of the project  
14 only involved the west side of Route 29; the west side was surveyed  
15 since the ACSA's intent was to install the force main along that side.  
16 He stated that it became apparent later that some areas on the west  
17 side would present a problem, since buildings were close to Route 29.  
18 Mr. Gorham advised that after a special work session on the force  
19 main was conducted, it was agreed that the east side of the road would  
20 be a better location for the force main. He noted that aerial  
21 photography had been conducted. Mr. Colbaugh asked if these items  
22 were typical during the proposals. Mr. Gorham stated that the  
23 consultant had to make an estimate on the timing, materials and effort  
24 necessary to begin project design. He added that there was no way of  
25 knowing all aspects of the design until the design phase began.

26 Mr. Gorham noted that without the monthly progress meetings,  
27 there would not be a way to keep track of such a complex project. He  
28 stated that as the design phase had progressed, the ACSA made  
29 decisions in the progress meetings which added to the scope of work  
30 for the project.

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1           Mr. Colbaugh stated that WRA was supposed to submit additional  
2 changes every 30 days for the 30% design and consecutively. He  
3 noted that these changes were the first the Board had seen, even  
4 though the project had been progressing over the past three years. He  
5 asked if the lack of change submittals was due to staff giving WRA  
6 verbal assurances. Mr. Gorham stated that as the project progressed,  
7 all parties realized that additions needed to be made to the scope of  
8 the design for the project. He added that all parties anticipated the  
9 additional costs.

10           Mr. Colbaugh stated that when reviewing the original proposal, he  
11 saw additions, but no reductions, to the scope of the project due to the  
12 realignment of the force main. Mr. Gorham replied that there were no  
13 reductions to the scope of the project. Mr. Bowling asked if the  
14 complexity of the project was due to the realignment of the force main.  
15 Mr. Gorham replied in the affirmative, adding that terrain also  
16 increased the complexity. He stated that due to the terrain problem,  
17 grading had to be done to avoid installing the force main 20 feet below  
18 ground. He added that deep ravines also added to the complexity but  
19 it had since been determined that the force main would be installed  
20 under the ravines. Mr. Colbaugh asked if there were similar problems  
21 on the west side of Route 29. Mr. Gorham stated that there were not  
22 as many difficulties on the west side of Route 29, but due to the  
23 proximity of some of the buildings and the future planning of a gravity  
24 sewer being installed, the west side was not feasible. Mr. Colbaugh  
25 stated that the ACSA chose the easier side, which cost the ACSA an  
26 additional \$100,000. Mr. Gorham stated that other reasoning for the  
27 additional costs were pigging stations which were necessary due to the  
28 initial flows of the pump station being low. Mr. Colbaugh recalled that  
29 pigging stations were discussed in the beginning of the design phase  
30 and was included within the original proposal.

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1 Mr. Colbaugh asked, for the record, which design firm Mr. Gary  
2 Fern left the ACSA to work for? Mr. Gorham replied that Mr. Fern was  
3 now employed by WRA, the consultant for this project.

4 Mr. Martin noted that Mr. Colbaugh's comments were very  
5 worthwhile. He stated that the discussion gave him concern of what to  
6 expect in the future from WRA. He asked if this request was leading  
7 the expectation of additional requests for large sums of money as the  
8 contract proceeded; he noted that the construction process had not  
9 even begun. Mr. Gorham stated that the 100% design documents  
10 were underway. He stated that the ACSA was going to request an  
11 appropriation for construction administration costs to utilize WRA's  
12 expertise for inspecting the pump stations contract. Mr. Gorham  
13 added that during the course of construction, additional costs may be  
14 brought forward but he did not anticipate any further additional design  
15 costs.

16 Mr. Bowling asked Mr. Gorham if he and his staff had reviewed the  
17 proposal with a "fine toothed comb." Mr. Gorham replied in the  
18 affirmative. Mr. Bowling stated that Mr. Fern was no longer employed  
19 with the ACSA, so if fluff was included, the Board needed to know. Mr.  
20 Gorham stated that there was no fluff included, that the additional  
21 money was for actual additional work that was necessary. He felt the  
22 requests were appropriate.

23  
24 **d. *RWSA Minutes of February 23, 2010-***

25  
26 The Chairman asked if there was a motion to approve the Consent Agenda.

27  
28 ***Mr. Carter moved to approve the Consent Agenda, seconded by Mr.***  
29 ***Martin. All members voted aye.***

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1 **6. Proposed FY 2011 Capital Improvement Program Public Hearing**  
2 **(Recording Time: 09:23:01 a.m.)**

3 Mr. Gorham presented the FY 2011 Capital Improvement Program (CIP)  
4 (Attached as Pages \_\_\_\_), in the form of a PowerPoint Presentation. Mr.  
5 Gorham stated that the maps would generally follow the order of the CIP  
6 Schedule. He noted that several of the projects were “carry overs” from the last  
7 fiscal year as the projects were proceeding from design phase to construction  
8 phase.

9 Mr. Gorham presented a map of the Scottsville Streetscape Upgrades  
10 Project. He stated that the work would be done in conjunction with the Scottsville  
11 Streetscape Project. He advised that the project would consist of the installation  
12 of 35 feet of six-inch ductile iron water main for the future Jackson Street Water  
13 Replacement Upgrade. He noted that 17 water services would be upgraded as  
14 part of the project. He stated that the estimated cost for the project was \$39,000.

15 Mr. Colbaugh asked if the construction would be done by ACSA staff. Mr.  
16 Gorham replied that the project would be done for the Town of Scottsville and the  
17 upgrades would be included in that work, but the ACSA would reimburse the  
18 Town for its portion of the project. Mr. Colbaugh clarified that the Town of  
19 Scottsville’s contractor would install the services. Mr. Gorham replied in the  
20 affirmative.

21 Mr. Gorham presented a map of the St. George Avenue-Buck Road Water  
22 Main Replacement Project. He stated that the existing water mains were cast  
23 iron and asbestos cement and were believed to be at least 70 years old. Mr.  
24 Gorham stated that when the pipe had been exposed previously, it was revealed  
25 to be in very poor condition, and had a history of pipe failures. Mr. Gorham  
26 stated that the project consisted of 9,620 feet of new eight-inch diameter water  
27 mains. He noted that the project was currently in the design phase, with the  
28 completion of design and easement acquisition expected in FY 2011. He stated  
29 that the project’s estimated cost was \$125,000. He advised that construction  
30 was expected to take place in FY 2012, but could possibly begin in FY 2011. Mr.  
31 Gorham stated that Crozet Avenue and Laurel Hills currently had new eight-inch

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1 pipes. He advised that with this project, an eight inch “loop” would be created to  
2 benefit the water system.

3 Mr. Gorham presented a map of the Ashcroft Water Improvements  
4 Project. He noted that in FY 2008 and 2009, the Ashcroft Water System had  
5 been evaluated, primarily to address the original, aging storage tanks. He added  
6 that the evaluation also reviewed the hydraulics of the system as a whole, due to  
7 its complexity. He stated that the Preliminary Engineering Report (PER)  
8 identified necessary improvements to the system, including the replacement of  
9 the original water storage tanks with a 10,000 gallon tank to serve as a pump  
10 reservoir, filling the upper tank. He added that the PER also recommended  
11 increasing the size of the four-inch pressure reducing valves (PRV) in the system  
12 to six-inch to allow more flow to pass through. In addition, Mr. Gorham stated  
13 that the project would add two-inch PRVs in parallel, to handle domestic flows  
14 under normal circumstances. Mr. Gorham advised that during the design phase  
15 of the project, which was currently underway, staff added to the scope of the  
16 project an inspection of the upper tank and replacement of a damaged panel on  
17 the tank. Mr. Gorham noted that a mixing system was added to the scope of the  
18 project to decrease the “water age” held within the upper tank.

19 Mr. Roberts asked how the panel on the upper tank was damaged. Mr.  
20 Gorham stated that originally it was believed that the tank had been shot but  
21 once the level of the tank was brought down, it was discovered that corrosion  
22 had taken place. He added that since the tank would be out of service for the  
23 inspection, it made sense to have the panel repaired at that time, and to install a  
24 mixing system. Mr. Colbaugh asked if the mixing system would be mechanical.  
25 Mr. Gorham replied in the affirmative adding that the system consisted of a series  
26 of tideflex valves. He stated that one example of a mixing system would allow  
27 water to enter at the top of the tank, with a check valve installed below. He  
28 added that when the pump shuts down, or water drains, water would leave from  
29 the bottom of the tank.

30 Mr. Gorham stated that, also within the project, would be repairs to the  
31 Ashcroft Pump Station, due to severe termite damage. Mr. Gorham added that

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1 the pipe currently entering the pump station was installed under the concrete  
2 slab. He stated that included within the project was the task of making the pipe  
3 accessible. Mr. Gorham stated that the end result of the project was to utilize the  
4 upper tank for the entire subdivision to improve turnover within the tank and  
5 increase the fire flow to the area. He noted that the project would provide  
6 required fire flow in Hyland Ridge Subdivision as well. Mr. Colbaugh recalled two  
7 hydropneumatic tanks being located within the subdivision previously. Mr.  
8 Gorham stated that originally, three horizontal tanks were located within the  
9 subdivision. Mr. Colbaugh clarified that the project would replace those three  
10 tanks with a 10,000 gallon gravity tank. Mr. Gorham noted that the tank was not  
11 a gravity tank, but a tank utilized as a pumping reservoir. He added that Pump  
12 Station #2 would draw water from this tank to fill the upper tank. Mr. Colbaugh  
13 asked if there was aesthetic impact to installing a regular tank in lieu of the three  
14 horizontal tanks. Mr. Gorham stated that the new tank would be less visible. Mr.  
15 Gorham noted that the changing out of the valves would be conducted by the  
16 Maintenance Department. He stated that the estimated cost of the project was  
17 \$177,000.

18 Mr. Gorham presented a map of the Crozet Streetscape Water Extensions  
19 Project. He stated that the water extensions would be conducted in coordination  
20 with the County of Albemarle's Crozet Streetscape Project. He stated that the  
21 extensions would take advantage of the already disturbed pavement during  
22 street construction. Mr. Gorham noted that one extension would complete a CIP  
23 Project by creating an eight-inch water line loop on Carter Street. He added that  
24 the other water extension would allow for a future water line loop to High Street  
25 and Park Road. He stated that the project consisted of approximately 225 feet of  
26 eight-inch diameter water mains with an estimated project cost of \$53,500. Mr.  
27 Gorham advised that the ACSA had an agreement with the County of Albemarle,  
28 but could opt out of the agreement if the contractor's price was high.

29 Mr. Gorham presented three maps of the Canterbury Hills Water Main  
30 Replacement Project. He stated that the project was part of an on-going  
31 program to replace all two-inch diameter water mains within the ACSA system.

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1 He stated that the pipes were approximately 40 years old. Mr. Gorham noted  
2 that the design of the project had been completed. He stated that primarily, the  
3 work would take place in the cul-de-sacs' of the Canterbury Hills Subdivision,  
4 before proceeding to the Hessian Hills Subdivision. Mr. Gorham stated that  
5 because Angus Court would involve street construction, the ACSA added the  
6 extension of approximately 300 feet of sewer to serve homes currently served by  
7 septic fields. He noted that the remaining construction would involve 3200 feet of  
8 water mains.

9 Mr. Gorham stated that the Old Forge area, including Sturbridge Road and  
10 Cannon Place was also included within the project. Mr. Carter asked what the  
11 life expectancy was for the new water mains being installed. Mr. Gorham replied  
12 that the life expectancy was approximately 50 years. Mr. Colbaugh stated that  
13 the pipes were not necessarily old, but small in size. Mr. Gorham stated that the  
14 ACSA was basing the age of the pipes on the time when Canterbury Hills and  
15 Hessian Hills Subdivisions were developed. He noted that the subdivisions were  
16 inherited by the ACSA from the City of Charlottesville. Mr. Colbaugh noted that  
17 there appeared to be a few longer cul-de-sacs which did not have hydrants at the  
18 end of them. He stated that it may be wise to install fire hydrants on those cul-  
19 de-sacs for fire flow. Mr. Gorham stated that he would review the plans for the  
20 project to determine the possibility of increasing the extensions to six-inch,  
21 allowing for fire protection.

22 Mr. Gorham presented a map of the Hardware Street Water Main  
23 Extension Project. He stated that the project would connect an existing 12-inch  
24 water main on James River Road to the southern end of Hardware Street, also  
25 known as Route 795, which was located off of Route 20. Mr. Gorham stated that  
26 the project would provide the Town of Scottsville with a secondary feed,  
27 increasing the use of the Stony Point Tank. He added that the project would  
28 consist of approximately 4,000 feet of eight-inch diameter water mains and a  
29 master pressure reducing vault. He noted that the project was currently in the  
30 50% design phase with anticipated construction beginning in FY 2011. Mr.  
31 Gorham stated that the project was estimated to cost \$434,500.

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1 Mr. Colbaugh asked if the homes along Hardware Street would connect to  
2 the ACSA water system. Mr. Gorham stated that meter boxes would be provided  
3 for each of the homes on Hardware Street. He added that staff had sent out  
4 notifications to the property owners prior to the increase in connection fees on  
5 March 1, 2010 to allow the opportunity to commit to connecting to the ACSA  
6 system prior to the connection fee increases, but no responses were received.

7 Mr. Gorham presented a map of the Scottsville Phase 2 Sewer Project.  
8 He stated that the project was combined with the Hardware Street Project. Mr.  
9 Gorham advised that the project consisted of the installation of a new sewer main  
10 on Clements Street and the replacement of a deteriorating clay sewer main  
11 which ran outside of the flood wall. He noted that the project was currently in the  
12 50% design stage. Mr. Colbaugh asked if the projects intent was to replace the  
13 deteriorating clay pipe with another clay pipe. Mr. Gorham replied that the new  
14 sewer main would be made of PVC, adding that the ACSA no longer installs clay  
15 pipe. Mr. Gorham noted that an existing brick manhole would be eliminated as  
16 part of the project. Mr. Gorham stated that the cost estimate for the project was  
17 \$131,300.

18 Mr. Gorham presented a map of the Key West Water Main Replacements  
19 Project. He stated that the initial work for the project would include the  
20 installation of three valves at strategic locations. Mr. Gorham advised that any  
21 breaks which currently occurred in the southern area of the subdivision required  
22 shut down of the entire subdivision due to a lack of valves. He stated that the  
23 design portion of the project could take place in FY 2012, however would be  
24 moved to FY 2011, if feasible. Mr. Colbaugh asked what would be replaced  
25 within the subdivision. Mr. Gorham replied that the Key West Subdivision  
26 consisted of a variety of pipe material and size. He stated that originally, the  
27 subdivision had a well system but was discovered to be contaminated a few  
28 years prior, with a gasoline additive. He noted that DEQ paid for the project; the  
29 ACSA had to "fast track" the project design, with a consultant, to bring a 12-inch  
30 water main to Key West. Mr. Bowling stated that the contamination probably  
31 came from a gas station located on Route 250 east.

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1 Mr. Colbaugh stated that the project's intent was to replace all aged piping  
2 within the subdivision. Mr. Gorham replied that in FY 2012, the design portion of  
3 the project would take place. He advised that the design would take several  
4 months to complete due to the subdivisions size and layout.

5 Mr. Gorham presented a map of the Buckingham Circle Water Main  
6 Replacement Project. He advised that the existing water mains within the  
7 subdivision were undersized, asbestos cement pipe that was approximately 60  
8 years old. He stated that the pipes were originally part of a well system. Mr.  
9 Gorham advised that the project would involve the installation of approximately  
10 4400 feet of eight-inch diameter water mains and hydrants to provide adequate  
11 fire protection. He noted that the project was currently in the 50% design stage.  
12 He stated that staff expected to move forward with construction of the project in  
13 FY 2011. He advised that the estimated project cost was \$300,000.

14 Mr. Gorham presented a map of the Buckingham Circle Sewer Project.  
15 He stated that this project was being constructed in conjunction with the water  
16 main replacement, while streets were being disturbed already. He noted that  
17 currently, the subdivision was served by private septic fields. Mr. Gorham  
18 advised that the project would involve approximately 5,600 feet of eight-inch  
19 diameter sewer mains and approximately 23 manholes. Mr. Gorham stated that  
20 the estimated project cost was \$730,000.

21 Mr. Carter asked if staff had asked the property owners, prior to the design  
22 of the project, if they were interested in connecting to the ACSA system. Mr.  
23 Gorham stated that, for all projects, the ACSA conducted public meetings with  
24 homeowners in the affected areas, to introduce a project. He advised that a  
25 property owner had inquired about sewer connections in this area and was  
26 pleased to hear the ACSA was planning such a project. Mr. Gorham stated that,  
27 around the 50% design stage of a project, the ACSA sent out commitment letters  
28 to gauge interest in a project. He added that if there was not enough interest in  
29 the project, the ACSA would complete the design portion of the project for future  
30 interest. He stated that if there was little interest in connecting to the ACSA  
31 system, it would be the Board's prerogative to decide whether to proceed with

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1 the project. Mr. Colbaugh clarified that \$730,000 would only fund the design  
2 portion of the project. Mr. Gorham clarified that design was currently underway;  
3 the \$730,000 would fund the construction of the project.

4 Mr. Colbaugh asked if the project could qualify for a Community  
5 Development Block Grant (CDBG). Mr. Gorham replied that the project may  
6 qualify for a CDBG, but this would push the project back to March 2011 in order  
7 to submit an application. He stated that the intent was to have the water line  
8 replaced as soon as possible. Mr. Colbaugh stated that half of the sewer lines  
9 being proposed within the project were located in property owners' backyards.  
10 He suggested that the ACSA commit to half of the project. Mr. Thomas clarified  
11 that Mr. Colbaugh was suggesting only installing sewer mains where the ACSA  
12 was installing water mains in streets. Mr. Gorham stated that by the time the  
13 project reached the street, all of the sewer would need to be installed at the back  
14 of the house. Mr. Thomas stated if there had been no commitments for the  
15 project, and the ACSA installed the sewer when the road was under construction  
16 (with the understanding that no one would utilize it), the ACSA could return in  
17 future years when commitment levels were higher to install the remainder of the  
18 sewer mains, thereby avoiding immediate, unnecessary expenditures. Mr.  
19 Gorham stated that the ACSA could only construct a portion of the project, noting  
20 that infrastructure would just "sit" in the ground until there was sufficient interest.

21 Mr. Colbaugh asked if there had been any indication of problems within  
22 the subdivision. Mr. Gorham replied that he had not received any indication. Mr.  
23 Hilton asked if the subdivision contained any well systems. Mr. Gorham replied  
24 that he did not believe so.

25 Mr. Martin asked if the proposed CIP Projects had been prioritized, and if  
26 so, what priority would the Buckingham Circle Sewer Project be. Mr. Gorham  
27 replied that the priority of the Buckingham Circle Projects was the lack of fire  
28 protection and undersized water mains. He stated that within the long range CIP,  
29 the water project came first. He advised that the ACSA did not have to construct  
30 the sewer project, at the current time, if the Board wished not too. He stated that  
31 in previous years, the ACSA had focused their efforts on upgrading old well

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1 systems due to problems with pipe failures. He advised that within the proposed  
2 FY 2011 CIP, the projects were prioritized. Mr. Colbaugh stated that the  
3 proposed water projects were to upgrade systems of current customers, and the  
4 proposed wastewater projects would focus on serving new customers. Mr.  
5 Colbaugh stated if people do not have the money to connect to the ACSA  
6 system, he would be against offering another “freebee.”

7 Mr. Gorham presented a map of the Oak Hill Sewer Phase 1 Project. He  
8 stated that the project’s intent was to provide public sewer to the area which was  
9 currently served by septic fields, several of which were failing. He stated that  
10 there was at least one vacant property that was unable to be occupied due to a  
11 failed septic system. Mr. Gorham advised that the significant number of low-to-  
12 moderate income residences, prompted the ACSA to apply for a CDBG in  
13 conjunction with the County of Albemarle. He stated that the grant would  
14 facilitate construction of the project and increase the number of customers for the  
15 ACSA. He advised that the project would consist of approximately 4,900 feet of  
16 eight-inch diameter sewer mains and approximately 29 manholes. Mr. Gorham  
17 stated that the design of the project was essentially complete with the exception  
18 of the laterals from the sewer main to the houses. He added that a cost estimate  
19 had been given, but the ACSA did not want to move forward with that portion of  
20 the project unless the grant application was accepted.

21 Mr. Gorham advised that 100% of the construction cost was budgeted in  
22 case the grant was not awarded, the project was estimated to cost \$828,300.  
23 Mr. Martin asked, if the grant was awarded, and the Board passed the proposed  
24 CIP Budget, how staff would spend the unnecessary \$828,300. Mr. Gorham  
25 stated that the money could be used to bring forward construction of another  
26 project. Mr. Colbaugh asked when the ACSA would receive the results of the  
27 CDBG. Mr. Gorham replied that the ACSA should receive an answer around  
28 July 1, 2010.

29 Mr. Gorham presented a map of the Biscuit Run Drainage Basin Sewer  
30 System Evaluation Study (SSES) Project. He stated that the project would  
31 continue the ACSA’s on-going plan of evaluating sanitary sewer drainage basins

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1 to identify and eliminate sources of infiltration and inflow (I/I) within the ACSA  
2 system. He stated that the study was anticipated to be started towards the end  
3 of FY 2011, carrying into FY 2012. He advised that the project consisted of the  
4 evaluation of 103,000 feet of sewer mains and 568 manholes. Mr. Gorham noted  
5 that the estimated project cost for FY 2011 was \$100,000 with an additional  
6 \$252,000 estimated for FY 2012.

7 Mr. Carter asked if the project would evaluate the Biscuit Run Subdivision  
8 only. Mr. Gorham stated that the project would review the drainage basin, which  
9 included Mill Creek and Lake Reynovia Subdivisions. He advised that the  
10 original Biscuit Run Trunk Sewer was installed in the 1980's to eventually serve  
11 the drainage basin. Mr. Gorham stated that the Biscuit Run Trunk Sewer was  
12 extended to serve Mosby Mountain and was included within the evaluation since  
13 it was located near a stream.

14 Mr. Colbaugh asked if the roads and cul-de-sacs west of the drainage  
15 basin were connected to the ACSA wastewater system. Mr. Gorham replied that  
16 the wastewater system ended at the Mosby Mountain Subdivision. Mr. Colbaugh  
17 asked if the Southwood Mobile Home Park was connected to the ACSA system.  
18 Mr. Gorham replied that part of the mobile home park was served by public  
19 sewer, but there were septic fields located within the park as well. He stated that  
20 there was a sewer meter installed on the sewer main so the ACSA would be able  
21 to bill the park for actual sewer flows. Mr. Bowling asked approximately how long  
22 ago the meter was installed. Mr. Gorham replied that the sewer meter was  
23 installed around the year 2000. Mr. Colbaugh asked if the ACSA was  
24 concentrating on any I/I work within the mobile home park. Mr. Gorham stated  
25 that the work would not be conducted within the mobile home park, but the ACSA  
26 would determine if there was I/I by monitoring above and below the connection  
27 point of the flow meter.

28 Mr. Gorham presented a map of the Scottsville Drainage Basin SSES  
29 Project. He stated that due to the extreme wet weather, it was revealed that  
30 there were I/I problems within the sewer system. He stated that flows were  
31 above normal at the wastewater treatment plant for three consecutive months.

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1 He noted that DEQ was notified of the above-normal flows, as required by permit.  
2 Mr. Gorham advised that the project had been initiated and would extend into FY  
3 2011. He stated that the project consisted of the evaluation of approximately  
4 27,000 feet of sewer main and 170 manholes. He noted that the project was  
5 estimated to cost \$50,000 for FY 2011.

6 Mr. Gorham presented a map of the North Fork Regional Pump Station  
7 (NFRPS) Project. He stated that the project would consist of two major pump  
8 stations and their respective force mains of 12 and 16-inch in diameter. He  
9 noted that the Camelot Pump Station would be located adjacent to the existing  
10 Camelot Wastewater Treatment Plant (WWTP). He advised that the pump  
11 station would collect current and future flows within the drainage basin served by  
12 the WWTP. He stated that flows would then be pumped to the NFRPS on the  
13 south side of the north fork, Rivanna River. Mr. Gorham stated that the NFRPS  
14 would collect flows from the drainage basin south of the river and pump it up to  
15 the Forest Lakes Commercial area, into the existing 18-inch Powell Creek Trunk  
16 Sewer. He noted that the project would allow for the decommissioning of the  
17 Camelot WWTP and the abandonment of the North Fork Research Park Pump  
18 Station. He advised that the project design was near completion with an  
19 anticipation of construction to begin at the beginning of FY 2011. He noted that  
20 construction would carry over into FY 2012. He stated that the estimated  
21 expenditures for FY 2011 were \$9,675,700, to be paid with the proceeds of a  
22 bond issue.

23 Mr. Gorham presented three slides in Meadow Creek Drainage Basin  
24 which outlined sewer rehabilitation projects identified through the Meadow Creek  
25 Drainage Basin SSES previously conducted. He advised that problem areas had  
26 been identified and recommendations made by priority. He stated that the sewer  
27 and manhole rehabilitation projects would address Hessian Hills, Ivy Road, and  
28 Rio Road. Mr. Gorham stated that the rehabilitation portion of the project would  
29 be split into two contracts; the first utilizing trenchless technology to reline  
30 existing sewer mains and rehabilitate existing manholes. He advised that 21,300  
31 feet of sewer mains, ranging from six to 12-inches in diameter would be relined,

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1 in addition to 377 manholes rehabilitated. He stated that rehabilitation  
2 descriptions ranged from readjusting frames and covers of manholes, to raising  
3 the manholes, to sealing the walls.

4 Mr. Gorham stated that the second contract would be for the replacement  
5 portion of the project. He advised that 2,700 feet of sewer mains needed to be  
6 replaced; ranging from six to 12-inches in diameter. He advised that the  
7 rehabilitation contract had been awarded and construction would begin in April  
8 2010 and carry over into FY 2011. He stated that the replacement contract  
9 would be out for bid as soon as the necessary easements were acquired. Mr.  
10 Gorham stated that the project estimate for FY 2011 was \$1,294,000.

11 Mr. Colbaugh asked if the City of Charlottesville was also conducting  
12 sewer rehabilitations. Mr. Gorham replied that they had committed \$26 million  
13 over the next five years for sewer rehabilitation, and were also concentrating by  
14 drainage basin. He stated that they were reviewing their entire system  
15 systematically.

16 Mr. Gorham presented a map of the Hollymead Water Main Replacement  
17 Project. He stated that the water lines in the project area were approximately 40  
18 years old. He noted that the project would include nine cul-de-sacs within the  
19 subdivision. Mr. Gorham advised that the project would consist of the  
20 replacement of two-inch diameter pipe with 3,900 feet of four-inch diameter pipe,  
21 and 1,400 feet of six-inch diameter pipe. He stated that hydrants would be  
22 added to some streets to ensure adequate fire protection. He stated that the  
23 project would be done "in-house" by ACSA personnel and added that the project  
24 was currently underway.

25 Mr. Gorham advised that the initial plan was to spread the project over a  
26 three year period, but the schedule could be moved up if additional funding was  
27 available. He noted that the anticipated project cost for FY 2011 was \$175,000.  
28 Mr. Colbaugh asked if it was typical practice to use a "two foot saw cut trench" on  
29 the existing water main in the cul-de-sacs. Mr. Lynn replied that typical practices  
30 had depended on VDOT's recommendations. He stated that a T-patch was  
31 normally made, causing a three to four foot wide saw cut with a two-foot ditch.

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1 He added that VDOT occasionally required the ACSA to prime and double-seal  
2 the asphalt, depending on the condition of the current asphalt. Mr. Gorham  
3 advised that the ACSA tried to keep the construction within the shoulder of the  
4 road to avoid paving.

5 Mr. Gorham presented a map of the Arden Place Water Main Extension  
6 Project. He stated that the project was planned in conjunction with the oversizing  
7 of an eight inch water main which ran through the proposed Arden Place  
8 Apartment Complex. He added that the project would consist of approximately  
9 250 feet of 12-inch diameter water main to complete a significantly sized  
10 interconnect between two transmission mains. He stated that the project would  
11 also provide a secondary feed for the high-density apartment complexes. Mr.  
12 Gorham advised that the project would be constructed by ACSA personnel. He  
13 stated that the anticipated project cost was \$24,600.

14 Mr. Gorham presented a map of the Scottsville-Jackson Street Water Line  
15 Relocation Project. He stated that the four inch diameter water main currently  
16 ran under a part of an existing church. He added that the purpose of the project  
17 would be to relocate that water main to Jackson Street. He stated that the  
18 project would require approximately 200 feet of six-inch diameter water main and  
19 275 feet of four-inch diameter water main, in addition to a hydrant. Mr. Gorham  
20 advised that this project would be constructed by ACSA personnel. He stated  
21 that the anticipated cost of the project for FY 2011 was \$95,700.

22 Mr. Martin asked how the staff determined the need for the project. Mr.  
23 Lynn replied that the ACSA had been aware of the pipe's current location for  
24 approximately 30 years. He stated that above the church, where the line  
25 extended to the neighboring residences, the pipe was at least 60 years old and  
26 was in very poor condition.

27 Mr. Colbaugh referred to the projects being constructed by ACSA  
28 personnel. He stated that given the current economic climate, perhaps a  
29 construction company could construct the project cheaper. Mr. Gorham stated  
30 that the ACSA had specifically created construction crews for smaller CIP  
31 projects which were difficult to garner interest from contractors. Ms. Breeden

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1 added that the ACSA had purchased the necessary equipment for those  
2 construction crews. Mr. Gorham stated that mobilization costs would be incurred  
3 if the project was contracted out. He felt that the ACSA staff could construct the  
4 project more economically.

5 Mr. Gorham referred to the Redfields Pump Station Project. He stated  
6 that the project consisted of repairs to the siding and roof of the existing pump  
7 station and would include the installation of an emergency bypass pump  
8 connection in case of a power failure. He noted that the project was estimated to  
9 cost \$19,000.

10 Mr. Gorham referred to the Glenmore Pump Station Project. He stated  
11 that the project consisted of the installation of an emergency bypass pump  
12 connection in case of a power failure. He noted that the project was estimated to  
13 cost \$11,000.

14 Mr. Gorham referred to the Facility Improvements Project for the  
15 Maintenance Shop and Main Office. He stated that a new security system and  
16 fire monitoring system would be installed in FY 2010. He stated that additional  
17 portions of the project would include an automatic gate opener and intercom  
18 system at the entrance to the maintenance yard and an automated reading  
19 device for the gas pump reservoir. In addition, Mr. Gorham stated that repairs  
20 were necessary to the Maintenance Shop, such as replacing weather strips and  
21 gaskets around the overhead doors and the replacement of the heat pump  
22 system. He stated that an energy audit had been conducted and concluded that  
23 the heat pump needed to be replaced. Mr. Gorham stated that repairs to the  
24 roof, replacement windows, rafter installation, and minor repairs to the cinder  
25 block wall were also necessary. Mr. Gorham stated that the project was  
26 estimated to cost \$86,500.

27 Mr. Gorham referred to the Office/Maintenance Parking Lot Paving  
28 Project. He stated that the project would replace the existing pavement. He  
29 noted that a lot of the pavement was in poor condition, or had been cut and  
30 patched during the construction of other projects. He stated that the project was  
31 estimated to cost \$103,600. Mr. Hilton asked if the project estimate was

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1 determined by staff. Mr. Gorham stated that the ACSA had received an estimate  
2 from a paving contractor the previous year; but staff “bumped” up the amount  
3 due to the possible increase in material costs. Mr. Hilton asked if the ACSA  
4 would solicit estimates from several competitive paving contractors. Mr. Gorham  
5 replied in the affirmative.

6 Mr. Colbaugh asked if the pavement would be overlaid, or would it be  
7 crack, sealed, and patched. Mr. Lynn replied that where necessary, the crack-  
8 seal and patch phase of paving would be conducted with additional pavement to  
9 fill in the gap between the existing pavement and the curbing. Mr. Hilton  
10 suggested, to save money, that the staff should consider only having the crack-  
11 seal and patching done in FY 2011, and overlay the pavement in the future.

12 Mr. Martin stated that the project had been discussed within the CIP for  
13 several years. He noted that he had walked around the parking lot and felt, if the  
14 parking lot was his driveway, he would not believe it was ready to be repaved.  
15 He felt the project could be postponed for a couple of years. As an aside, he  
16 added that re-paving might provide an opportunity to install storm water runoff  
17 features within the parking lot. He stated that the features could provide  
18 demonstration for other companies to consider. He noted that the John Paul  
19 Jones Arena and the Charlottesville High School both had storm water runoff  
20 features which were very attractive and effective. Mr. Gorham stated that Mr.  
21 Martin’s suggestion would increase the project’s cost estimate significantly. Mr.  
22 Gorham stated that staff would discuss Mr. Martin’s suggestions but added that  
23 space was limiting. Mr. Gorham noted that when the conduit was installed for the  
24 security system, a lot of pavement would also be cut.

25 Mr. Gorham referred to the Large Meter Random Test Program. He  
26 stated that the program would test all meters, 1 ½ inch or larger, within the ACSA  
27 system, for accuracy. He added that the program would also include a  
28 “statistically significant” sampling of smaller meters. Mr. Gorham advised that  
29 staff anticipated advertising a Request for Proposals (RFP) during FY 2010, and  
30 the implementation of the program carry over into FY 2011. Mr. Gorham stated  
31 that the estimated project cost for FY 2011 was \$200,000.

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1 Mr. Gorham referred to the System Control and Data Acquisition (SCADA)  
2 System. He stated that the implementation of a SCADA system would allow the  
3 ACSA ability to control and monitor critical assets within the system, such as  
4 pump stations, storage tanks, and pressure reducing vaults, which control could  
5 be conducted from the central office location. He added that the SCADA system  
6 would include the capability to “plug in” to a remote location to view the  
7 remainder of the ACSA system. He advised that the project was currently within  
8 the preliminary engineering stage. He stated that the report would be received in  
9 FY 2010. Mr. Gorham advised that the estimated cost for the design and Phase  
10 1 implementation of the system was \$380,000. He noted that staff’s intent over  
11 the next two fiscal years was to add the remaining assets, 1/3 at a time, into the  
12 SCADA system.

13 Mr. Colbaugh stated that he supported a better monitoring system; current  
14 practices were to rely on the public to notify the ACSA if they saw a flashing light  
15 on the pump stations. He noted that the current practice was not appropriate.  
16 Mr. Colbaugh cautioned that with a SCADA system, there was the potential of  
17 going “overboard” with monitoring. He felt staff should cautiously review Phase 2  
18 and 3 of the project to determine the necessity to monitor everything in the  
19 system. Mr. Gorham replied that when discussing the project, the staff was  
20 asked what they wanted/needed to monitor. He added that the pressures at  
21 pressure reducing stations were added to the list due to the previous incident  
22 with the Four Seasons Pressure Reducing Station approximately two years prior.  
23 He recalled that after a fire event within the subdivision, grit and other material  
24 became lodged within the pressure reducing valve, causing it to remain open.  
25 He stated that it took the on-call personnel approximately 24 hours to determine  
26 the cause of the problem. He advised that several property owners incurred  
27 significant damages due to the increased pressure. He recalled that just the  
28 damages that were brought before the Board for relief totaled in excess of  
29 \$26,000. Mr. Gorham stated that if the SCADA system had been in place at that  
30 time, it would have taken the on-call personnel minutes to determine the cause of  
31 the problem.

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1 Mr. Colbaugh stated that he did not want to see staff relying on the  
2 SCADA system, and not routinely monitoring the system in person. Mr. Gorham  
3 understood, but replied that staff would continue to regularly visit stations. He  
4 added that when a pressure reducing system fails to operate, the results were  
5 immediate. Mr. Gorham added that the SCADA system would become an  
6 integral part of the modeling program and would create historical data.

7 Mr. Martin stated that as the SCADA system proceeded, it would be useful  
8 to keep the Board apprised of the cost savings in labor. He understood that the  
9 SCADA system would eliminate the need for a lot of trips to various locations to  
10 read a dial or turn a valve. Mr. Gorham replied in the affirmative, adding that with  
11 SCADA, the operation parameters of a station could be changed from the main  
12 office. He stated that currently, the ACSA had automatic dialers that only state  
13 the problem in general. He stated that the SCADA system would eliminate the  
14 time and effort attempting to diagnose a problem.

15 Mr. Hilton asked if the ACSA currently had knowledge of any SCADA  
16 equipment to use as a basis for analysis. Mr. Gorham replied that the RWSA  
17 currently owned a SCADA system which monitored the Canterbury Pump  
18 Station. He stated that with the ACSA SCADA system, a "read only" interface  
19 would be created for the RWSA. Mr. Roberts stated that more information would  
20 be available on May 6, 2010 when the Board would conduct a work session on  
21 the Proposed FY 2011 Budget.

22 Mr. Gorham referred to the Developer Participation line item within the  
23 Proposed FY 2011 CIP Budget. He stated that these funds were set aside  
24 annually for participation in oversizing utilities that a developer may plan to  
25 construct in FY 2011. He advised that the funds would ensure that pipes were  
26 sized for the long range needs of the ACSA. He stated that, as with all past CIP  
27 Budgets, the ACSA set aside \$100,000 for that line item. He noted that the  
28 amount was split equally among water and sewer projects and should cover most  
29 contingencies. Mr. Roberts clarified that all oversizing agreements were brought  
30 before the Board for approval. Mr. Gorham replied in the affirmative.

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1 The Chairman asked if there were any additional questions or concerns  
2 from the Board for the Proposed CIP Budget for FY 2011.

3 Mr. Martin referred to the last five fiscal year expenditures for CIP Projects  
4 that Ms. Breeden had presented to the Board at a previous meeting. He stated  
5 that the ACSA had consistently under spent the CIP Budget by significant  
6 amounts. He noted that Mr. Gorham had stated that approximately \$2 million  
7 would be spent during the fourth quarter of FY 2010. He advised that only \$3.7  
8 million would be spent in FY 2010, out of the budgeted \$11.9 million. Mr. Martin  
9 asked Mr. Gorham, of the Proposed FY 2011 CIP Budget of \$15,673,000, how  
10 much would actually be spent. Mr. Gorham replied, separating out the \$9.6  
11 million for the NFRPS Project, staff's intent was to spend the remaining money.  
12 He stated that as bids were received, prices may come in under the estimated  
13 cost, due to the current economic environment.

14 Mr. Martin stated his uncertainty as to whether staff was consciously over-  
15 estimating the CIP Budgets to set the rates, so that a built in contingency fund  
16 was developed in case of an uncertainty due to the weather. He added that if  
17 that was not the case, there was a history of consistent under spending by  
18 millions of dollars. He asked if there were sufficient resources or personnel to  
19 complete the Proposed FY 2011 CIP. Mr. Gorham replied that he felt the staff  
20 had sufficient resources and staff. He stated that if design work was moved  
21 forward, it would fall heavily on the engineers but he did not feel additional  
22 personnel was necessary. He noted that the wet weather during FY 2010  
23 delayed numerous projects. Mr. Martin clarified that the Board should look  
24 forward to spending \$15 million, barring unforeseen circumstances. Mr. Gorham  
25 replied in the affirmative.

26 The Chairman asked the Board Members to compile their Budget  
27 questions and bring them to the May 6<sup>th</sup> Board of Directors' Work Session.

28 Mr. Hilton referred to a previous Board Meeting. He stated that there had  
29 been discussions regarding the replacement of numerous water meters. He  
30 asked if that practice would be included under the CIP or Maintenance Budget  
31 and if there was a systematic plan of replacing a number of water meters due to

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1 a discussion of inaccurate readings. Ms. Breeden replied that the practice would  
2 be a part of the Operating Budget.

3 The Chairman opened the Public Hearing for comments from the public.  
4 Hearing none, the Chairman closed the Public Hearing.

5 Mr. Martin stated that it appeared that staff was “on top” of the Board’s  
6 needs based upon institutional knowledge. Mr. Roberts agreed.

7

8 **6. Leak Detection Program (Recording Time: 11:07:16 a.m.)**

9 Mr. Gorham updated the Board that staff was preparing to purchase the  
10 Leak Detection Equipment and Sound Recorders. He stated that the new  
11 equipment would help staff automate the program and deploy 75 sound devices  
12 to be installed, typically within valve boxes. Mr. Gorham advised that personnel  
13 would set the devices to turn on during the early hours of the morning when  
14 water usage was at a minimum. He stated that the devices would determine  
15 distinctive sounds, indicating leaks. He added that the intensity and time frame  
16 of the sound would help determine the location of the leak. Mr. Gorham advised  
17 that the funds for the program were included within the Maintenance Operating  
18 Budget.

19 Mr. Colbaugh asked if the Leak Detection Program would be a part of the  
20 SCADA system. Mr. Lynn replied that it was not. Mr. Colbaugh clarified that the  
21 devices would be continuously circulated throughout the system. Mr. Lynn stated  
22 that his intention was that the valve crew within the Maintenance Department  
23 incorporates the devices with their annual valve inspections. He advised that as  
24 the crew completed the inspections within a subdivision, they could deploy the  
25 devices within valve boxes. He stated that someone would later return with a  
26 patroller to gather the data. Mr. Lynn advised that if the data gathered indicated  
27 a problem, a secondary segment of data would be gathered. He stated if no  
28 problems were indicated, the devices would be moved to the next subdivision.  
29 He added, if a problem was determined, it would be fixed, and the devices would  
30 remain in place to verify that the leak was not “masking” additional leaks. Mr.  
31 Lynn stated that if areas presented great concerns, 10 to 15 devices could be

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1 installed and left for a longer period of time. He noted that some utility  
2 companies leave the devices in place permanently and added that they could be  
3 “tied into” the automatic meter readings.

4 Mr. Lynn stated staff’s intent was to check the entire system to attempt to  
5 eliminate unaccountable water loss. He stated that in some circumstances, leaks  
6 may be difficult to determine due to terrain. Mr. Martin stated that the ACSA had  
7 67.6 employees; which included 2 part time employees. He clarified that one of  
8 the part time employees currently handled the leak detection program. Mr. Lynn  
9 replied in the affirmative, adding that the current leak detection equipment  
10 involved a probe stick and an ear piece. He advised that the new equipment  
11 would allow staff to cover an entire area. Mr. Martin asked how the new  
12 equipment affects the labor cost of the current system. Ms. Breeden stated that  
13 the new equipment would not affect the labor cost in the beginning, until the  
14 program was in place. Mr. Lynn stated that once the current Leak Detection  
15 employee retired, the position would not be refilled.

16  
17 **7. Items not on the Agenda (Recording Time: 11:13:35 a.m.)**

18 **a. Work Session**- The Chairman reminded the Board of the Budget  
19 Work Session scheduled for May 6, 2010.

20 **b. Cost Allocation Agreement**- Ms. Breeden stated that the ACSA had  
21 been paying the RWSA a considerable amount of money for sewer  
22 charges due to I/I. She noted that the RWSA was billing the ACSA  
23 according to the Four Party Agreement. She advised that the bill was  
24 determined by the ACSA’s share of debt in addition to operating cost,  
25 based upon flows. Ms. Breeden stated that the operating costs had not  
26 increased to the extent that the RWSA was collecting for debt. She  
27 advised that currently, the RWSA had an excess of \$1.9 million that they  
28 did not plan to receive, due to wet weather. She added that most years,  
29 the RWSA had a deficit. Ms. Breeden stated that during the Strategic  
30 Planning process and in the development of the current Rate Model, the  
31 ACSA had determined the need to ask the four parties to modify the Four

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1 Party Agreement so the debt costs would become fixed. She stated that  
2 in corresponding with Bernard Wray, the Finance Director for the City of  
3 Charlottesville, she was advised that the City was preparing to ask the  
4 RWSA to refund the debt portion for which they were billed, which would  
5 be in contradiction to the Four Party Agreement. She noted that the  
6 refund had been granted in the past. She asked the Board if they wished  
7 to do the same.

8 Mr. Martin stated that it had been approximately ten years since the  
9 City had requested a refund from the RWSA. Ms. Breeden stated that  
10 when the City was refunded previously, the RWSA refunded the ACSA  
11 also. Mr. Martin recalled that all four parties realized that the refund was  
12 wrong. He stated that the RWSA received excessive revenue during wet  
13 weather, but suffered a deficit during dry weather. He noted that in the  
14 long term, the revenues balance out, making the billing method fair. He  
15 stated that he was opposed to receiving a refund, but felt the debt should  
16 be removed from the flow charges.

17 Mr. Bowling stated that the ACSA was currently in the process of  
18 trying to obtain a Cost Allocation Agreement for the sewer flows. He  
19 noted that the ACSA had discussed the topic under Mr. Fern, but had not  
20 succeeded prior to his leaving; ACSA was currently waiting for Mr.  
21 O'Connell to become official before discussing the matter again. Mr.  
22 Bowling agreed that the refund would be a great reason for modifying the  
23 Four Party Agreement. He assumed that the RWSA could not refund the  
24 City any monies without agreement of the ACSA. He stated that a  
25 Resolution and an agreement between the ACSA and the City would  
26 resolve the issue.

27 Mr. Roberts agreed with Mr. Martin. The Chairman stated there was  
28 a consensus of the Board to leave things as they were previously agreed  
29 upon in the Cost Allocation Agreement and pursue modification to the  
30 Four Party Agreement. Mr. Martin noted that after the third quarter of FY

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1           2010, the ACSA's sewer treatment expenses were approximately  
2           \$300,000 above Budget.

3           **c. Work Session Topics-** Mr. Colbaugh asked to clarify the topics being  
4           discussed in the May 6<sup>th</sup> Budget Work Session. He listed them as  
5           follows:

- 6           • Neil Williamson's list of Developers who were planning to connect  
7           to the ACSA system during FY 2011. Mr. Colbaugh stated that he  
8           would like to obtain a copy.
- 9           • List of Developments that had currently prepaid their connection  
10          fees. Mr. Colbaugh stated that he would like to obtain a copy of  
11          the list.
- 12          • The projected number of prepayments for FY 2011.
- 13          • Detail of how the connection fee numbers were determined.
- 14          • The numbers for Broad Banding. He noted that \$163,000 was  
15          obligated to Broad Banding, assuming a five percent increase. He  
16          stated that a two percent increase would equal \$76,000; and  
17          stated his assumption that a one percent increase would equal  
18          \$35,000. He asked that the numbers be listed so the Board could  
19          consider if they wished to proceed with the Broad Banding  
20          Program.
- 21          • How many existing employees utilized the 457b plan? In addition,  
22          he asked to see the cost of adding an additional \$10 per month to  
23          the current \$10 match.
- 24          • What was the cost of the \$500 cafeteria plan increase? Ms.  
25          Breedon stated that not all employees participate in the cafeteria  
26          plan. Mr. Colbaugh asked to see the Budget increase for adding  
27          \$500 to the cafeteria plan.
- 28          • The expected increase in cost for lost water due to an aggressive  
29          flushing program.
- 30          • The two proposed IT technician positions.
- 31          • Was there a computer replacement program?

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- 1                   • What were the meter replacement numbers for 2010?  
2                   • Was there any change in the retirement fund structure? Mr.  
3                   Roberts stated that changes had not been made and the item had  
4                   been removed from the State Budget.

5                   Mr. Martin added that he would like to discuss the flow projections for  
6                   FY 2011 at the May 6<sup>th</sup> Work Session. He noted that he would like to  
7                   discuss how the projections were set, for purposes of the Budget and  
8                   whether staff should be more conservative with its projections.

9                   Ms. Breeden stated if there were any other items that the Board  
10                  wished to discuss during the Work Session, to email them to her prior to  
11                  the meeting.

12

13   **8.   Executive Session - (Recording Time: - Due to Executive Session, no**  
14   **recording was conducted during this time period.)**

15                  Mrs. Walker read a resolution to enter into Executive Session pursuant to  
16                  Virginia Code Section 2.2-3711 A (7), for consultation with legal counsel, Section  
17                  2.2-3711 A (3) for consideration of the acquisition of Real Property for a public  
18                  purpose where discussion in an open meeting would adversely affect the  
19                  bargaining position or negotiation status of the public body, and Section 2.2-3711  
20                  A (1) to discuss a personnel matter (Attached as Page \_\_\_\_).

21                  ***Mr. Carter moved to enter into Executive Session, seconded by Mr.***  
22                  ***Thomas. The Chairman asked for a roll-call vote: Mr. Martin, aye; Mr.***  
23                  ***Hilton, aye; Mr. Carter, aye; Mr. Roberts, aye; Mr. Colbaugh, aye; Mr.***  
24                  ***Thomas, aye.***

25                  The Board of Directors came back into regular session. Mrs. Walker read  
26                  into record a resolution stating that only matters so previously stated and  
27                  exempted from open discussion in regular session were discussed in Executive  
28                  Session (Attached as Page \_\_\_\_).

29                  ***Mr. Colbaugh moved to adopt the resolution, seconded by Mr. Hilton.***  
30                  ***The Chairman asked for a roll-call vote: Mr. Martin, aye; Mr. Hilton, aye; Mr.***  
31                  ***Carter, aye; Mr. Roberts, aye; Mr. Colbaugh, aye; Mr. Thomas, aye.***

**Albemarle County Service Authority Board of Directors**

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9. Adjourn (Recording Time: 11:55:11 a.m.)

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

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Clarence Roberts- Chairman