

Albemarle County Service Authority Board of Directors

The Board of Directors of the Albemarle County Service Authority (ACSA) met in a regular session on November 17, 2011, at 9:00 a.m. at the Administration and Operations Center at 168 Spotnap Road in Charlottesville, Virginia.

Members Present: Mr. Roberts, Chairman, Dr. Palmer, Vice-Chairman; Messrs. Carter, Colbaugh, Kittrell, Thomas

Members Absent: None

Staff Present: Messrs. Barrow, Bega, Bowling, Gorham, Henley, M. Lynn, O'Connell, Ms. Breeden, Mrs. Bryant, Mrs. Foster, Mrs. Herr, Mrs. Klendworth, Mrs. Knight, Mrs. Shifflett, Mrs. Thraves and Mrs. Wallace

Staff Absent: Mr. William Roach

Public Present: Mr. Sean Tubbs, Charlottesville Tomorrow, Mr. John Martin, Albemarle County Citizen, Mrs. Jennifer Whitaker, Rivanna Water & Sewer Authority, Janice Carroll, Hazen & Sawyer, Neil Higgins, Bushman Dreyfus Architects

1. Call to Order

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

2. Employee Recognitions (Recording Time: 08:59:19 a.m.)

The Chairman stated that the Board wished to recognize several employee achievements. He stated the employees being recognized represented the Albemarle County Service Authority (ACSA) in many ways and that the Board was grateful that employees could achieve recognition through the tasks in which they performed each day. The Chairman stated the first achievement the Board wished to recognize was the "Certificate of Achievement in Financial Reporting." He stated the most significant part of this award, in his opinion, was that the award represented a "seal of approval", national recognition for standards of reporting which promote full disclosure of both "good" and "bad." The Chairman added that the ACSA's Finance Department had received this award for the past 29 years, for which the Board was very proud. He asked that Ms. Lisa Breeden, Finance Director, come forward and introduce her staff to accept the award.

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1 Ms. Breeden stated the following employees in attendance were only a
2 representative sampling of her staff:

- 3
- 4 • Terri Knight, Customer Service Supervisor;
- 5 • Tonya Foster, Accounting Technician;
- 6 • Elizabeth Wallace, Customer Service Representative;
- 7 • Emily Shifflett, Accounting Technician;
- 8 • Jennifer Bryant, Customer Service Representative;
- 9 • Barb Klendworth, Accountant;
- 10 • Kenny Barrow, Meter Operations Supervisor.
- 11

12 The Chairman, on behalf of the Board, congratulated and presented Ms.
13 Breeden and her staff with the Certificate.

14 The Chairman then recognized two employees from the Maintenance
15 Department, Mr. Roland Bega, Hydrant Valve-Crew Leader, and Mr. William
16 Roach, Senior Utility Construction Worker. He stated that both employees
17 recently represented the ACSA at the Virginia Rural Water Association and won
18 first place in the Tapping Contest. The Chairman explained that the Tapping
19 Contest was a skill-based task that both employees did not routinely perform, just
20 on occasion.

21 The Chairman, on behalf of the Board, thanked both employees for their
22 representation of the ACSA and presented Mr. Roland Bega with an award. He
23 asked that Mr. Michael R. Lynn, Operations Manager, come forward to accept on
24 behalf of Mr. William Roach his award. The Chairman presented Mr. Lynn a
25 larger plaque, which listed the winner of the Tapping Contest each year since
26 2009, and which would hang on the wall of the ACSA Operations Building.

27
28 3. Approve Minutes of October 20, 2011 and November 7, 2011 **(Recording**
29 **Time: 09:05:20 a.m.)**

30 The Chairman asked if there were any corrections or additions to the
31 minutes of October 20, 2011.

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1 ***Dr. Palmer moved to approve the minutes of October 20, 2011,***
2 ***seconded by Mr. Kittrell. All members voted aye.***

3 The Chairman asked if there were any corrections or additions to the
4 minutes of November 7, 2011.

5 ***Mr. Carter moved to approve the minutes of November 7, 2011,***
6 ***seconded by Dr. Palmer. All members voted aye.***

7
8 4. **Matters from the Public Concerning Items Not on the Agenda (Recording**
9 **Time: 09:05:55 a.m.)**

10 The Chairman stated that Mr. John Martin, Albemarle County Resident,
11 had recently been ill and had to undergo major surgery. He stated that it was
12 wonderful to see Mr. Martin in attendance and how it was a pleasure to know
13 him. The Chairman stated that the Board wished Mr. Martin a speedy recovery.

14 Mr. Martin addressed the members of the Board. He stated that the most
15 important and fundamental objective of water supply planning, which began over
16 a decade ago, was to secure this community's water supply future for our
17 children and their prodigy, provide for human consumption and environmental
18 needs upon a 50 year planning horizon. He stated that the Board undertook a
19 solemn obligation to do so and this was to be its legacy. Mr. Martin stated that
20 the water supply plan approved and adopted in 2006 met this obligation.
21 Regrettably, after affirming its commitment to the 2006 plan in 2008, the City of
22 Charlottesville (City) unilaterally renounced its commitment to the 2006 plan. If
23 anything, it has become more short-term and done in a "piece meal" provision for
24 the future water supply's protection. In response, the Albemarle County Service
25 Authority Board and the Albemarle County Board of Supervisors gave away the
26 most important element of the approved 2006 plan by agreeing to a Ragged
27 Mountain pool rise of only 30 feet to provide water supply for 15-20 years instead
28 of 50 years, gaining nothing in value in return. Mr. Martin stated that act, giving
29 in to City demands, constituted a betrayal of long established community values
30 and a betrayal of the public trust. He stated that when it became clear that this
31 was to be the County's course, he resigned from this Board; he added it was an

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1 act that he refused to be associated with. He noted that although the public had
2 been promised a cost allocation agreement intended to automate expansion of
3 future water supply (under objective standards and an objective trigger), together
4 with conveyance by the City of property interest that would automatically allow for
5 future expansion, no such agreement has been forthcoming and with each
6 passing day it was increasing clear that there would be no such agreement. Mr.
7 Martin stated the main problem here was that the City of Charlottesville had
8 decided that retention of City power of future water supply decisions was more
9 important than regional cooperation. He stated that this was not about saving
10 Ragged Mountain hiking trails or encouraging water conservation or supposedly
11 new information; this was about the City's desire to retain unilateral raw power of
12 community water and to use that power as leverage in its present relationship
13 with the County as the County grows. Mr. Martin stated that since the beginnings
14 of civilization, cities, states and nations have used water for power and political
15 and economic survival. He stated that it was time to stop pretending that the City
16 has more altruistic motives, it does not. He felt this was about City power
17 regardless of City citizens; minions attempting to characterize and propagandize
18 issues. Mr. Martin stated that it was time for this Board to meet in joint, open
19 session with the Board of Supervisors to determine a future course in the best
20 interest of the entire community. He stated that sadly, the City's behavior
21 presently necessitated that the full power of County government be brought to
22 bear to resolve this issue. Further appeasement of City demands would
23 accomplish nothing, he felt it would not serve a single community resident and it
24 would further jeopardize the human affair. This would demand integrity, strength
25 and courage, he noted; he felt it could be resolved but only through strength of
26 commitment. Unless the Board regarded failure and public betrayal as an option,
27 there is no other course.

28 The Chairman thanked Mr. Martin for his comments.

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5. Response to Public Comment (Recording Time: 09:10:38 a.m.)

The Chairman asked if the Board would like to respond to Mr. Martin's comments.

Dr. Palmer stated that although she did not necessarily agree with all of Mr. Martin's comments, she felt he made some very good points. She stated that both the Board and staff had been working very hard to finalize a cost allocation agreement, which was first priority, and would continue doing so.

6. Consent Agenda (Recording Time: 09:11:22 a.m.)

The Chairman asked if there were any questions or comments regarding the Consent Agenda.

a. Monthly Financial Reports -

b. Monthly CIP Report -

c. Monthly CIP Authorizations -

d. RWSA Monthly Update -

e. ACSA Board Policy Issues Agenda -

Mr. Kittrell moved to approve the Consent Agenda, seconded by Mr. Colbaugh. All members voted aye.

7. Rivanna Regional Pump Station Report (Recording Time: 09:11:47 a.m.)

Mr. Gary O'Connell, Executive Director, noted that the Board had held numerous discussions, on a number of occasions, regarding this project and felt it would be important for the Board to view the same presentation seen by the Rivanna Water & Sewer Authority Board (Attached as Pages ____). He stated the presentation was an abbreviated version of the presentation given during a community meeting held in late October. Mr. O'Connell explained that the three alternatives of the project were part of the overall infiltration/inflow studies and work being conducted throughout the region. He noted that in this particular case, the original design was to double the capacity of the existing pump station.

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1 Mr. O'Connell stated that within the system, the Rivanna Pump Station was the
2 only area where overflows occurred during recent rains, and that the project was
3 badly needed and was part of a consent order.

4 Mr. O'Connell stated that staff had asked for Janice Carroll with Hazen &
5 Sawyer to quickly go through the presentation and then have Mr. Neil Higgins,
6 with Bushman Dreyfus Architects to discuss, in particular, the architectural
7 design. He noted that in addition to Ms. Carroll and Mr. Higgins, Mrs. Jennifer
8 Whitaker, an engineer with Rivanna Water & Sewer Authority overseeing the
9 project was also in attendance to answer any questions.

10 Ms. Carroll stated that she wished to provide the Board with some
11 background information on the project prior to her presentation. She stated the
12 three concepts that have remained on the table for further evaluation were D, E
13 and "A." Ms. Carroll noted that the order in which the concepts would be
14 discussed were the order of decreasing cost.

15 Ms. Carroll defined the concepts as followed:
16

- 17 • Concept D - A proposed location of a new pump station across the
18 Rivanna River on State Farm property;
 - 19 • Concept E – Relocation of the pump station to the Moore's Creek
20 Wastewater Treatment Plant with a connection between the existing
21 interceptor and the new pump station via a deep tunnel;
 - 22 • Concept A – Construction of a new pump station in the immediate
23 vicinity of the existing pump station.
- 24

25 Ms. Carroll referred to an agenda slide, showing a timeline highlighting
26 some of the meetings held over the past year in discussing the project, with the
27 decision needed by the end of 2011.

28 Ms. Carroll referred to Concept D – Site Topography and Station Depth.
29 She reviewed the limits of disturbance for this alternative, which included areas
30 that would need to be disturbed to construct and connect the new pump station
31 with the existing pump station via force main and interceptor, and the area

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1 needed to construct an access road to the new pump station location. Ms.
2 Carroll noted that other items to be aware of while looking at the visual
3 representation of each concept, was the part of the structure that would be seen
4 above grade, and the area below grade. She noted the flood way in which
5 nothing could be built, and the flood plain, in which building could occur through
6 some special permitting steps.

7 Mr. Roberts asked how many times boring under the Rivanna River would
8 be required. Ms. Carroll replied there would be two pipe crossings of the
9 Rivanna River, one would be the interceptor line, which was five feet in diameter,
10 and the second would be the force main line, which was three feet in diameter.
11 She noted that due to the depth of the Rivanna River and the depth in which the
12 pipes would need to be installed, this would be done as an "open cut"
13 construction. Ms. Carroll stated there was not sufficient cover over the pipe by
14 which to maintain the integrity of the subsurface and conduct any type of
15 tunneling beneath the river.

16 Dr. Palmer asked if "open cut" construction would require cofferdams. Ms.
17 Carroll replied yes, in addition to permitting by the Virginia Marine Resources
18 Commission and the Corp of Engineers. She stated that usually it would be a
19 diversion of 50%, of the water, with construction being completed in halves. Dr.
20 Palmer asked if "open cut" construction would be influenced by the time of year,
21 since there was such a huge difference in flows. Ms. Carroll replied yes, and
22 added there were also some potential environmental restrictions related to fish
23 that would be located in the river and also the summer Indiana Bat habitat, which
24 posed some restrictions with respect to clearing trees in the vicinity.

25 Ms. Carroll stated one item discussed during the public meeting was that
26 each of the three concepts had different stories; each concept was influenced by
27 different factors. She stated that with Concept D there were a number of issues
28 because of being such a difficult alternative, but the two issues that largely drive
29 the difficulties associated with Concept D were the topography and the steep and
30 critical slopes in the vicinity of a Concept D pump station. The geology was the
31 second difficulty; the rock obtained through borings were largely solid pieces,

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1 indicating the hardness of the rock. Ms. Carroll stated that two impacts of this
2 were rockslides potentially caused by the deep excavation (97 feet) and
3 inundation of river water into the excavation, due to the depth of the pump station
4 below the river and rock fractures. She stated Concept D had the most lengthy,
5 costly and risky construction phase.

6 Ms. Carroll stated that in terms of other issues, the large area of
7 disturbance was partly due to the construction of the access road around the
8 pump station. She stated the reason for the access road, which would be almost
9 three-fourths of mile in length up and around State Farm, was because the
10 terrain was so steep; to come from either the northwest corner of the parking lot
11 or at the intersection it would not be possible to get to the pump station at a safe
12 grade. Ms. Carroll stated that Concept D required a long access road which also
13 required a significant amount of disturbance of trees and rock in order to
14 construct.

15 Ms. Carroll stated that one of the charges of the investigation completed
16 for each of the three alternatives was to look at making each of the three as
17 competitive as possible in order to neutralize any negatives. She stated that as
18 part of both Concept D and Concept A evaluations, Hazen & Sawyer had
19 Bushman Dreyfus Architects (and also Siteworks Studio), both which were local
20 firms in the Charlottesville area, working on the landscape and architectural work.
21 Ms. Carroll stated that, architecturally, there were a number of expressions for
22 Concept D that could be successful, from traditional to more modern. She stated
23 the real challenge was related to the landscape architecture and the fact that the
24 slope was steep and, with the hard rock, they could not go back in and
25 immediately plant large trees. Ms. Carroll added, with regard to restoration of the
26 site, there were two potential types of canopy that currently existed, but there
27 would be a period measured in decades, potentially thirty years, to gain back
28 some of the vegetation that would need to be removed in order to construct the
29 facility.

30 Mr. Kittrell asked how sedimentation from a site that steep, post
31 construction and over time, would be handled. Ms. Carroll stated that additional

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1 geotechnical evaluations would be required to determine what the surface at the
2 site was; could it actually be all rock, all hard rock, was it exposed, and what
3 would that surface be able to handle with respect to overland flow, or what could
4 be designed to withstand the flow. She stated that as part of the evaluation the
5 plans and estimates included capture of all storm water generated by the
6 introduction of the additional impervious area, also included would be plans for
7 that water not to be released as overland flow. Ms. Carroll stated that everything
8 coming off the drives, in between the pump station buildings and the pump
9 station itself, would be captured and treated for quantity and quality as required
10 and then discharged via a pipe so as not to introduce additional erosive forces.

11 Ms. Carroll then referred to Concept E – Tunnel Section. She reviewed
12 the areas of disturbance in the vicinity of the existing pump station. Ms. Carroll
13 noted the areas of disturbance would be the area of demolition, the area to tie-in
14 to the existing interceptor, an area in which they would construct what is known
15 as the “exit” shaft, and an area along the proposed corridor where the tunnel
16 would be constructed. This location, she noted, was from the vicinity of the
17 existing pump station, across the CSX tracks, over to the north side of the
18 Moore’s Creek Wastewater Treatment Plant and to the proposed location of the
19 new pump station. She stated the area was about 1,800 to 2,000 linear feet with
20 an 8-9 foot diameter tunnel, to ultimately house the 5-foot diameter pipe
21 extension of the Rivanna Interceptor. Ms. Carroll noted one area would not
22 require excavation, just surface disturbance for soil preconditioning.

23 Ms. Carroll noted a section of the proposed corridor for the tunnel, in the
24 vicinity of the existing pump station, referred to as the “exit” shaft; this is a tunnel
25 going through to what is commonly referred to as the “work” shaft, to be located
26 on the Moore’s Creek Wastewater Treatment Plant site, immediately running to
27 the vicinity of the proposed pump station. She noted there were two things to
28 point out; one that the tunnel was the recommended alternative to extend the
29 interceptor. Ms. Carroll stated the tunnel went from 20 feet of cover in the vicinity
30 of the existing pump station to 80 feet of cover at its deepest. She noted the
31 second factor was the differentiation between being in solid rock, which is

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1 optimum for tunneling, and being in a mixed phase, which was at the
2 northernmost reaches in the vicinity of the pump station.

3 Ms. Carroll stated this type of tunneling was not the most common type of
4 construction for an interceptor sewer. She referred to a slide showing pictures of
5 shaft construction and the exit shaft, as well as a tunnel boring machine (TBM),
6 with rollers on the face of the machine that essentially grind away at the rock
7 material. Ms. Carroll stated within the horizontal portion of the tunnel there would
8 be no blasting or hammering-type vibration, just a grinding motion, with the rock
9 moved to the rear of the TBM and exited out through the “work” shaft. She
10 stated the bulk of the work and disturbance happened at the work shaft, located
11 on the Moore’s Creek Wastewater Treatment Plant site. Ms. Carroll stated
12 construction of the work shaft/exit shaft would require blasting, but that it was
13 important to point out that it would be controlled blasting, which requires detailed
14 specifications. She stated that if one were to observe this type of blasting at the
15 surface, one would only hear a loud pop and see a puff of smoke, not what most
16 would envision as blasting. Ms. Carroll stated that with respect to vibration,
17 during the actual tunneling operation it would be barely perceptible at the
18 surface. She stated the blasting was a type that had been used successfully in
19 similar types of construction, adjacent to large deep foundation structures, and
20 historic structures in a number of cities.

21 Dr. Palmer asked how long it would take to drill the tunnel. Ms. Carroll
22 replied, some portion of a year. Dr. Palmer asked if the TBM would be grinding
23 for that duration. Ms. Carroll replied only during working hours, five days a week,
24 but not an entire year. She stated total construction of the interceptor involved
25 construction of the work shaft, the tunnel, the exit shaft and then the installation
26 of the sewer pipe, grouted in place. Ms. Carroll stated the estimated time for the
27 overall sewer line construction including the tunnel, would be about 14 months.
28 She reiterated that for some portion of that year, it would be actual tunneling and
29 the grinding operation. Dr. Palmer asked if the TBM ran by diesel. Ms. Carroll
30 replied, electric.

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1 Mr. Roberts asked under how many buildings or dwellings would drilling
2 take place and what would be the impact on those foundations. Ms. Carroll
3 replied that the proposed corridor did not cross directly under any dwellings or
4 buildings, but would come close.

5 Ms. Carroll stated the area that would require soil preconditioning would
6 require a surface easement, comparable to a traditional utility easement required
7 for any interceptors or water lines. She stated the deeper areas, known as
8 subterranean easements, would not require soil preconditioning. These areas
9 were essentially a 15-foot square box easement centered on the tunnel, and
10 would not preclude the building of a shed, pool or dwelling. Ms. Carroll stated
11 the only activity that would be precluded from this easement area would be the
12 drilling of a water well.

13 Mr. Thomas asked if there had been any preliminary discussions with CSX
14 about the impact of drilling underneath what, he would imagine, was a fairly low
15 bearing rail. Ms. Carroll replied yes, that discussions had been initialized with
16 CSX, to the extent that they will answer questions or process anything without an
17 actual application before them. She stated, as well, having discussed the issue
18 with another engineering firm, Jenny Engineering, a specialty tunneling
19 consultant. Ms. Carroll stated Jenny Engineering had constructed and permitted
20 a number of projects through various railroad companies. She stated that it was
21 a requirement to take borings on either side of the railroad company's alignment
22 and demonstrate that it is competent rock. Ms. Carroll stated that based on what
23 Hazen & Sawyer knew from the geotechnical program conducted thus far, which
24 were three borings, it was very hard rock and she believed it would be classified
25 as competent rock.

26 Dr. Palmer asked how electricity would be provided to the TBM. Ms.
27 Carroll replied that providing electricity to the TBM would not be the significant
28 electrical overload that one would imagine. She explained that since
29 construction would be near the Rivanna Wastewater Treatment Plant, the TBM
30 could essentially be connected off-site through a side panel wired through the
31 plant. Ms. Carroll stated the TBM had a number of items associated with it

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1 including a “muck” train which carts the soils back out to the “work” shaft from
2 which the material had been removed. She added there was also ventilation
3 equipment that conversed forward with the TBM, as well as a conveyor belt that
4 moved the rock back to the “muck” train with about four to five people operating
5 the TBM.

6 Ms. Carroll then referred to impacts in the vicinity of the existing pump
7 station. She explained that presence of construction on the “exit” shaft would be
8 a short duration. She stated that after construction of the tunnel, and ultimately
9 completion of the tie-in from the tunnel to the existing interceptor, there would
10 only be two manholes visible from the surface.

11 Ms. Carroll then referred to Concept A. She stated this concept would be
12 located in the vicinity of the existing pump station. She reviewed the limits of
13 disturbance, including the “tail” area which represented the required conveyance
14 of storm water from the site to the river. Ms. Carroll noted the areas were
15 structures that would exist above grade. She stated that two areas represented
16 super structures that would be tied into the pump station below grade, and the
17 other areas which represented substructure below grade. Ms. Carroll pointed out
18 areas which represented a generator structure, for enclosure of a natural gas
19 generator. She stated that in reviewing Concept A, the floodway very much
20 impacted the site and where structures could be built. Ms. Carroll noted that the
21 design being proposed showed all structures out of the floodway.

22 Mr. Kittrell asked, how high above grade would the structures be. Ms.
23 Carroll replied, between 34 and 34 ½ feet. She explained the area at Concept A
24 was largely influenced by the floodplain, specifically because it drove the
25 horizontal location and the height. Ms. Carroll stated from grade to the 100-year
26 floodplain was 17 feet, which meant the electrical gear and all means of access
27 for moving equipment in and out of the pump station would need to be located
28 above that grade. She stated that in order to allow adequate height for moving
29 equipment, both electrical gear and pumps, another 15 feet would be needed, in
30 addition to the roof structure that was relatively flat (to minimize the overall
31 height), with the total height being 34 ½ feet.

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1 Mr. Colbaugh noted this was why the existing pump station could not be
2 kept in that area, because it would all be under water. Ms. Carroll stated that the
3 existing pump station was designed to be a submarine type station, which DEQ
4 did not look favorably upon, and certainly was not as robust in terms of ensuring
5 the pump station would continue to function during flood conditions, which was
6 required by the Virginia Sewage Collection and Treatment Regulations.

7 Mr. Bowling asked if it was possible to construct an expanding pump
8 station, utilizing the submarine pump station at the existing site. Ms. Carroll
9 replied that five detailed technical memorandums had been prepared in response
10 to doing so, and that all five technical memorandums were posted on RWSA's
11 website. She stated that Technical Memorandum No. 1 responded to the
12 question of how to maximize use of the existing Rivanna Pump Station parcel.
13 Ms. Carroll stated in order to do so, a determination needed to be made as to
14 whether or not the existing submarine pump station could handle 53 million
15 gallons daily (mgd), and the answer was, no. She stated that expansion of the
16 existing submarine pump station would require two different types of wetwells.
17 Ms. Carroll stated the memorandum also addressed the comparison of what the
18 cost, or ramifications, would be to construct an entirely new pump station. She
19 stated that in reviewing the three options of utilizing the existing submarine pump
20 station and adding on, either of the two configurations, or a new pump station
21 there was roughly a \$2 million difference to be able to retain the existing pump
22 station; in doing so, however, there would then be two pump stations to maintain,
23 plus the substructure, so the collective agreement of the RWSA Board was to
24 proceed with the evaluation of Concept A as an entirely new pump station. Mr.
25 O'Connell noted that the ACSA Board was also part of that decision. He stated
26 that utilizing the existing pump station required additional City property. Ms.
27 Carroll stated that regardless of whether it was an expansion or an entirely new
28 facility, all three options would have required a special use permit from the City
29 and acquisition of land.

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1 Ms. Carroll stated that another issue with Concept A, was the
2 neighborhood presence. She noted that the following items were incorporated
3 into design of Concept A:

- 4
- 5 • Noise Control – The generator, odor control unit, the fans, and all
6 electrical gear (such as the transformer), would be enclosed within the
7 structure. She stated that all entrances and exits to the pump station,
8 both for deployment and personnel, would be located behind the
9 facility on the river side.
- 10 • Odor Control – The pump station would contain a state of the art
11 system with a higher discharge polishing system, all of which served to
12 provide the best odor control available.
- 13 • Type of Generator - It was determined that natural gas could be used
14 as a fuel source, with the City already having in place a suitably sized
15 line nearby. In planning for a natural gas generator, design staff was
16 able to eliminate the need to store and transport a large quantity of
17 diesel both into the neighborhood and within the floodplain.

18

19 Mr. Kittrell asked, for clarification and understanding of the odor control
20 portion of the design, how much improved the new equipment was, relative to
21 what one could smell currently versus what one would smell after construction.
22 Ms. Carroll replied, that currently in place was a carbon scrubber without the
23 polishing step; the new system would add that step. She stated that better odor
24 control was being proposed as part of the new system. Ms. Carroll stated that
25 another means by which to provide very good odor control would be to use a
26 carbon based system, which was a passive type system, where air moved
27 through the activated carbon. She noted that a carbon based system would
28 require periodic maintenance to replace the carbon. Ms. Carroll stated the type
29 of system being proposed for the new pump station was a canister type system
30 to facilitate maintenance, meaning there would be less activity in the
31 neighborhood.

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1 Ms. Carroll stated an alternative to a carbon based system would be a
2 “wet” scrubber type system which required storage of additional chemicals on-
3 site, both caustic and acidic. She stated this was the type of scrubbing system
4 currently used at the Moore’s Creek Wastewater Treatment Plant. Ms. Carroll
5 stated this type system would provide very similar odor removal as a carbon type
6 system, but because of the neighborhood presence the system would not be the
7 most appropriate or best choice.

8 Mr. Bowling asked, on an improvement scale of 1-10, assuming currently
9 the plant is at a 1, with this type of system for Concept A, how much
10 improvement would there be. Ms. Carroll stated that odor was a difficult issue to
11 address. Ms. Jennifer Whitaker, RWSA, replied that twenty years ago, she
12 would have said a 1 (for the current system), but between 10 to 15 years ago,
13 RWSA added an organic bio filter on-site which made significant improvements.
14 She felt that subsequent to that time, the odor at that time was probably a 3 or 4
15 on that scale; about five years ago RWSA installed an active carbon substrate
16 system and that the rating would now be an 8, in her opinion. Ms. Whitaker
17 stated that recently RWSA operations staff had been working on changing that
18 system to a very specific carbon substrate system, for even more improvement in
19 odor control. She stated that odor complaints coming from the pump station had
20 decreased, even with residents living next door indicating that the odor had
21 dramatically improved. Ms. Whitaker stated that RWSA believed neighborhood
22 odor control issues now were more likely coming from the Moore’s Creek
23 Wastewater Treatment Plant, as opposed to the pump station itself. She stated
24 that the incremental improvement discussed by Ms. Carroll, was just that,
25 incremental, with RWSA able to achieve a higher level of treatment and the
26 ability to make that incremental difference.

27 Mr. Bowling asked, if one were to rate the odor, on a scale of 8 to 9, or
28 perhaps higher than 9 due to most of the odor detected coming from Moore’s
29 Creek Wastewater Treatment Plant in all probability, with an additional carbon
30 polishing unit installed in the new pump station, would one see additional
31 improvement from the pump station. Ms. Whitaker replied, yes. Mr. Bowling

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1 asked if he were to walk down to the existing pump station, and stand within 50
2 feet could he detect any odor. Ms. Whitaker stated that odor was extremely
3 subjective. Ms. Carroll noted that throughout the course of this project, feedback
4 received from residents who live immediately in the vicinity was that the odor had
5 improved to a 9 to 9 ½ on the scale. She stated that some comments related to
6 the odor were from residents who do not normally detect the odor.

7 Mr. O'Connell stated the winds could sometimes carry the odor from the
8 Moore's Creek Wastewater Treatment Plant over to the pump station to make it
9 seem as though the odor was coming from the pump station, and this was very
10 obvious when it occurred.

11 Dr. Palmer stated that she visited the area in and around the pump station
12 often, and was very sensitive to smells; she did not ever detect any odor from the
13 pump station. She asked when complaints were received if they were during wet
14 weather or certain times of the year. Ms. Whitaker replied, the complaints that
15 RWSA had received in recent months were related more to the Moore's Creek
16 Wastewater Treatment Plant. She stated recently, significant odor control
17 measures had been put in place at the Moore's Creek Wastewater Treatment
18 Plant and part of the issues RWSA was currently experiencing, were related to
19 that upgrade because the odor control system had to be disconnected during that
20 upgrade.

21 Dr. Palmer stated that in past years, if you were to walk down the river
22 trail, there were large manholes that overflowed, causing tremendous odor. Ms.
23 Whitaker stated that area would be addressed during the pump station project,
24 regardless of its location. She stated one item RWSA had asked Hazen &
25 Sawyer to investigate, because the pump station would be so large, was how to
26 draw air in through that interceptor while the pump station was operating. Ms.
27 Whitaker stated that ambient air temperatures seemed to drive odor complaints,
28 which seemed to travel in clouds similar to any other gas, and were more
29 noticeable during temperature inversions, which was the biggest issue regardless
30 of source location.

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1 Mr. Kittrell asked if Concept E would use the same odor control as
2 Concept A. Ms. Carroll replied that because Concept E would be located on site
3 it was proposed to have a wet chemical scrubbing system in place. Mr.
4 Colbaugh asked if the wet chemical scrubbing system was half the cost of the
5 carbon system. Ms. Carroll stated that she would find out that information for Mr.
6 Colbaugh. Ms. Whitaker stated that RWSA currently used a wet chemical
7 scrubbing system at the Moore's Creek Wastewater Treatment Plant; an
8 extension of those chemical deliveries would be required. Mr. O'Connell asked if
9 the end result of either system, since they were different, in terms of odor control,
10 were about the same. Ms. Carroll replied that if you were to look at the data, it
11 would either be a 99.99% removal or a 99.9% removal. She added that both
12 types of systems were very effective, much more so than what one would see
13 with a bio filter.

14 Dr. Palmer asked how maintenance costs compared between Concept E
15 (the Moore's Creek Wastewater Treatment Plant site), and Concept A (the
16 current site of the existing pump station). Ms. Whitaker replied, there were
17 pluses and minuses for both. She noted a gross type review of the two concepts
18 had been done. Ms. Whitaker explained that there were two separate issues,
19 one was that the new pump station would be on RWSA's site; therefore,
20 maintenance and manpower costs would be less, but there would be cost to run
21 electricity. Ms. Carroll further explained that, when comparing all the concepts by
22 operating costs, what drove the cost was electricity usage. She stated that
23 overall, the installed horsepower would be 1800 for Concept E, 2100 for Concept
24 A, and 2600 for Concept D. Ms. Carroll stated that, from an energy perspective,
25 Concept A would use more energy and Concept D even more energy, than
26 Concept A.

27 Ms. Carroll noted another factor to consider for Concept A, because of the
28 floodplain, was that the structure would need to be 17 feet above grade for all
29 equipment and personnel to enter and exit. She stated that personnel would
30 need to climb 17 feet and then descend 17 feet to pump level. Ms. Carroll stated
31 for Concept E, grade was naturally right above the floodplain elevation, which

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1 would eliminate that 17-foot flight of stairs to bring things out to grade. She also
2 stated that portions of the structure for Concept E would not need to be
3 completely enclosed because of being both out of the floodplain and not in a
4 public area, making the removal of equipment a simpler operation. Ms. Carroll
5 explained, for example, if you were to look at Concept A, the two grinders would
6 need to be covered and below floodplain, and if a grinder needed to be removed,
7 a hoist would be required to move the grinder over into an equipment chase and
8 then another hoist to pick up the grinder and move out above the floodplain
9 through an elevated doorway; whereas, at the Concept E site, the area housing
10 the grinders would not need to be enclosed, rather just cover and scrub the
11 channels, and utilize a jig crane or a single monorail to pick up a grinder and
12 place at grade. She stated that also meant, for example, that Concept A and D,
13 where the grinder areas would be enclosed, additional fans would be needed to
14 pull and move air more than what would be needed if the new pump station was
15 constructed on the plant site, Concept E.

16 Mr. Colbaugh asked if the odor capacity would be larger for Concept A
17 than for Concept E. Ms. Carroll replied, yes.

18 Mr. Carter asked what type of permit would be required from the City for
19 Concept A. Ms. Carroll replied, a special use permit. Mr. Bowling explained that
20 a special use permit would require City Council approval, which is a staff review
21 that goes before City Council. Ms. Whitaker stated that a special use permit also
22 allowed special conditions to be placed on those permits.

23 Ms. Carroll noted what typically might be required for a pump station, such
24 as major road improvements, or reforestation, beyond what would be required for
25 wetlands application; any special conditions placed on that permit had not been
26 accounted for.

27 Mr. Carter asked, with regard to the other concepts, what special permits
28 would be required. Ms. Whitaker replied, Concept D would require a county
29 permit, in order to be in compliance with the comprehensive plan, a critical slope
30 waiver, E&S and other typical county development permits, and a river crossing

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1 permit, which would have County and VRMC approval. Concept E would require
2 a minor site plan amendment, E&S and CSX permits.

3 Dr. Palmer asked what the difference would be, with regard to
4 maintenance costs, between Concept E and Concept A. She stated during a
5 recent community meeting she had asked, with regard to the electricity chart, for
6 Ms. Whitaker to quantify that cost on a yearly basis and her answer was about
7 \$2,000. Ms. Carroll replied that Hazen & Sawyer had calculated those costs and
8 that she would double check the estimate. She explained, with regard to annual
9 electrical pumping costs, the higher the flow pumped, the higher the costs would
10 be, so it would be a matter of how often higher flows were being pumped. Ms.
11 Carroll stated that costs were also related to the fact that all concepts were
12 developed around the reuse of the single 36 inch diameter force main. She
13 stated pumping regular average daily flow, 8 mgd, would be roughly \$200 on an
14 annual basis; at 8 mgd, the force main was not taxed, the loss in the pipe was
15 not that significant. Ms. Carroll stated during wet weather events, where the
16 force main was pumping 53 mgd, would be where the cost would increase. This
17 was one of the reasons the "installed horsepower" costs were significantly
18 different.

19 Dr. Palmer asked with regard to grinders, what was the overall cost. Ms.
20 Whitaker replied, wastewater pumps required a tremendous amount of
21 maintenance. She stated that currently, there were some deficiencies at the
22 pump station, but personnel performed maintenance on those pumps once every
23 two weeks, moving equipment in and out.

24 Dr. Palmer asked if Ms. Whitaker could quantify the maintenance cost
25 differences between the two concepts. Ms. Whitaker replied, to be honest she
26 felt it was clearly more of an operational challenge to be overcome as opposed to
27 pure quantity of time.

28 Mr. Roberts asked how the noise that the new system would make
29 compared to the noise of the current system and whether or not pumping would
30 occur 24 hours a day, or 8 hours a day when people were at work. Ms. Carroll
31 replied that pumping would occur 24 hours, not necessarily continuously, with the

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1 pumps cycling on and off depending on how the flows come in. She stated the
2 noise level had been measured at the existing pump station and was essentially
3 conversational level. Ms. Carroll noted because, literally, everything will be
4 enclosed largely in a concrete “bathtub” there would be less noise under normal
5 operations. She stated when the doors were open to move in or out a piece of
6 equipment, then noise would be emitted because the doors were open.

7 Mr. Kittrell asked what the current noise was quantified in decimal levels.
8 Ms. Carroll replied, 70. Mr. Kittrell asked what the decimal level would be at the
9 new pump station. Ms. Carroll replied if you were to rate on a scale of 1 to 9,
10 with 9 being the good, the noise level would move from 9 to 9.6. Ms. Whitaker
11 stated the only exception would be the generator; currently there was no
12 generator on site. She noted the generator for the pump station would be a quiet
13 packed generator, with some noise. Ms. Carroll noted that the generator would
14 also be in a concrete enclosure. Ms. Whitaker added that there were several
15 generators enclosed at the Moore’s Creek Wastewater Treatment Plant and a
16 “humming” sound could be heard if standing at the door, but the buildings were
17 not particularly sound attenuated.

18 Mr. Neil Higgins, Bushman Dreyfus Architects, stated that he would
19 discuss the architecture of Concept A. He stated that a lot of work had been
20 done with Concept D, but the architecture at this stage was not nearly as
21 important because of the neighborhood location of Concept A.

22 Mr. Higgins referred to a slide showing the Rivanna River, Park Entrance,
23 Riverside Avenue, Chesapeake Street, site of the proposed pump station, and
24 the Woolen Mills Chapel.

25 Mr. Higgins then referred to a Conceptual Site Plan (Riverview Park
26 Entrance) designed by Siteworks Studio. He felt the most significant piece
27 introduced in this design was the landscape berm at the front of the pump station
28 that would be edged with reclaimed river dam stones from the dismantled dam.
29 Mr. Higgins stated the berm would provide an edge for the neighborhood and
30 also would hide a portion of the bottom of the building.

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1 Mr. Higgins referred to another slide showing upgrades to the park which
2 include a covered picnic pavilion with restrooms, seating and play areas using
3 reclaimed river dam stones, additional parking and sidewalks, improved river
4 access for canoes and kayaks, an educational boardwalk through a bio-swale,
5 which was part of the stormwater treatment, and improvement of the woodland
6 paths already there.

7 Mr. Higgins also referred to a slide showing the north-south site section,
8 running parallel to the river. He stated across the street from one portion of the
9 building was a neighbor, in addition to the Woolen Mills church, within the 100-
10 year flood plan. Mr. Higgins noted areas depicted existing trees and the shading
11 depicting the new proposed trees.

12 Mr. Kittrell asked how high above ground the new pump station would be
13 and how high above grade was the existing house above the pump station's
14 grade. Mr. Higgins replied the pump station would be between 34 and 34½ feet,
15 and the house, at its highest point, would be between 25 and 30 feet.

16 Mr. Higgins stated that the height of the building, position and size were
17 generated by engineering and safety and the floodplain. He stated the question
18 was how to minimize the visual impact of the building on the neighborhood. Mr.
19 Higgins stated that early on in the process, more traditional approaches were
20 considered, some schemes that were more reminiscent of the historic metal
21 buildings in the area. He stated when those historic metal buildings were
22 modeled, they tended to advertise and announce the size and presence of the
23 building rather than minimize. Mr. Higgins stated that strategy was abandoned
24 and two more design strategies were adopted.

25 Mr. Higgins referred to a slide showing first design approach. He stated
26 this approach was known as a sculptural design, which acted as a backdrop for
27 the trees. Mr. Higgins stated the slide showed a melding of computer models
28 conducted, and photographs. He then referred to the street edge slide showing
29 a street view looking down Chesapeake Street towards the river, with a house
30 next to the site. Mr. Higgins noted that a large tree in the side yard of the house
31 had been made transparent to view the building. He then referred to a slide

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1 showing what the site would look like after construction and before the river birch
2 row was planted on the berm. He noted there would also be additional signage
3 to divert attention away from the pump station as you come down the street
4 towards the park. Mr. Higgins stated the exterior of the building would be
5 wrapped with perforated corrugated metal material that would reflect the sky,
6 trees, and leaves and blend in with the environment. He stated the building
7 would look somewhat transparent, with light going through the top and edges,
8 screening most of the concrete walls. Mr. Higgins then referred to the landscape
9 slide showing what the site would look like during the summer months, after
10 plantings on the berm. He referred to a slide showing a building that utilized the
11 same type of strategy, which was not a perforated screen, but a corrugated
12 reflective screen picking up the sky colors and making it difficult to tell the size of
13 the building.

14 Mr. Higgins then referred to a slide showing a second design approach.
15 He noted the slide showed various materials and proportions that would make
16 the building more compatible within the neighborhood. Mr. Higgins stated that
17 one material was a vertical thermally treated wood screen that could be wrapped
18 around most of the building, as well as a horizontal wood trellis that could be
19 wrapped around the building. He explained that utilizing these type of materials
20 produced smaller volumes revealing parts of the concrete box that are also in
21 small volumes keeping with the size of the houses that surround the building.
22 Mr. Higgins stated that the louvers, which were part of the requirement for the
23 building, echoed some of the windows' proportions and sizes in surrounding
24 houses.

25 Mr. Kittrell asked if this particular design would be fairly consisted with the
26 design of the house. Mr. Higgins replied, yes.

27 Mr. Higgins then referred to elements common to both design approaches.
28 He noted that the utility areas were located at the back of the building to allow the
29 berm to be installed in front of the building, which blocked a great deal of the
30 lower portion of the building. Mr. Higgins stated that if the berm were not
31 installed, one could see another six to eight feet of the building and it would

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1 appear a lot blockier and taller. He stated there was a vertical line in the building
2 that was not at the top of the building. Mr. Higgins stated that the corrugation did
3 not go to the very top of the building and the horizontal trellis was not at the top
4 of the building. He stated the very strong horizontal line would grab the attention
5 of the eye and would look a lot like a neighborhood roof overhang. Mr. Higgins
6 stated this would allow the eye to notice the true height of the building. He stated
7 there was nothing more noticeable than a concrete box that looked the same all
8 the time. Mr. Higgins stated that both approaches would have subtle changes
9 throughout the day. He noted those changes could be due to lighting conditions
10 during the different seasons and weather.

11 Dr. Palmer asked what the cost estimate would be for the landscape
12 architecture improvements of Concept A. Ms. Carroll replied the landscape
13 architecture would be \$2 million, which includes design, construction and park
14 improvements.

15 Ms. Carroll referred to the Concept Summary slide showing a breakdown
16 of characteristics related to each of the three concepts. She stated the three
17 concepts were shown as follows:

- 18
- 19 • Red - worst case scenario;
- 20 • Green – best case scenario;
- 21 • Black – neutral scenario.
- 22

23 Ms. Carroll stated with respect Concept D, which is the most difficult
24 concept, the disturbances were much higher, the installed horsepower is higher,
25 anticipated construction period is longer, also required the two river crossings
26 and the cost, which is significantly higher than either of the other alternatives.

27 Ms. Carroll stated that Concept E had the smallest amount of disturbance
28 in the vicinity of the existing pump station and the lowest installed horsepower.
29 She stated the construction period was relatively similar with Concept A.

30 Ms. Carroll stated that Concept A had the lowest cost by way largely of
31 being in the vicinity of the existing pump station and not being on a steep slope.

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1 Mr. Thomas asked if the increased average monthly household cost
2 reflected just debt service or the higher operating cost going forward as well. Mr.
3 O'Connell replied, just debt service. He emphasized the increased average
4 monthly cost to customers, between Concept A and E, were almost double to the
5 current average monthly bill, just for this project.

6 Mr. Colbaugh asked if the cost estimates were the same for the City and
7 ACSA. Mr. O'Connell replied that the cost estimates were calculated using the
8 current cost allocation which was 57%/43%. He felt that a cost sharing
9 agreement would need to be developed for a project this size, related to specifics
10 and appropriate allocations.

11 Mr. Colbaugh asked if the cost estimates were a 50%/50% allocation. Mr.
12 O'Connell replied they were 57%/43%. He stated there were two calculations,
13 with an overall average for both. Mr. O'Connell stated for all 35,000 customers
14 there was a split in the numbers between a City wholesale rate and an ACSA
15 wholesale rate.

16 Mr. O'Connell stated there was not any Board action required today. He
17 stated the Board had more time to discuss the matter since this item would not
18 be on RWSA's agenda until December 27, 2011; there were not going to be
19 enough RWSA Board members present at RWSA's meeting on November 22,
20 2011 to take any action.

21 Mr. Thomas asked, assuming that all three options were identical in costs,
22 if one option was significantly better, from an engineering perspective or
23 effectiveness, or would all three options treat the projected overflow in roughly
24 the same efficiency, manner and affect. Mr. O'Connell replied the attempt was to
25 make all three options equal from that standpoint. Ms. Whitaker stated the
26 attempt was to make all three options relatively equal. She stated that Concept
27 D, the State Farm site, had the most significant technical difficulties in building a
28 pump station on that site, which was reflected in the cost of Concept D.

29 Mr. Colbaugh asked what the age was of the 36 inch force main. Ms.
30 Whitaker replied, the force main was built in the early 1980s. Mr. O'Connell
31 asked if the force main had been televised. Ms. Whitaker replied, no. Mr.

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1 O'Connell asked what the life expectancy was of the force main. Ms. Whitaker
2 replied, 50 years.

3
4 8. **Strategic Plan Update (Recording Time: 10:27:00 a.m.)**

5 Mr. O'Connell stated the ACSA's Strategic Plan (Plan) was very ambitious
6 and well done. He noted the Plan was a three-year Plan, to be revised in 2012
7 (Attached as Pages). Mr. O'Connell addressed the following items, known as
8 emphasis areas that would need to be addressed over the next six to eight
9 months.

- 10
11 • ***Albemarle County Service Authority's (ACSA) Rules and***
12 ***Regulations*** – Mr. O'Connell stated this was the largest emphasis
13 area to which the Board would see amendments over the next six
14 months. He explained the amendments would be related to areas that
15 needed "fine tuning."
- 16 • ***New Water Audit*** – Mr. O'Connell noted the Water Audit had been
17 added to the Plan. He stated staff was finding themselves asking more
18 questions than finding answers, due to data issues. Mr. O'Connell
19 noted that a large portion of the data required would need to come
20 from the Rivanna Water & Sewer Authority, which did not have the
21 necessary meters in place to be able to supply the data. He felt the
22 audit would be positive and raise questions that would need to be
23 answered as well as items to be changed, particularly additional
24 metering. Mr. O'Connell stated that staff would conduct a "desktop"
25 audit utilizing the best data the ACSA had and would focus mainly on
26 Scottsville, due to the small area and the largest discrepancy. He
27 noted that staff would need to correct the model in order to determine
28 where more data was needed and to expand into other areas
29 throughout the entire system to obtain details. Mr. O'Connell stated
30 this was a very important project that, in reality, would be long term to
31 fit with additional meters throughout RWSA's system.

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- 1 • ***Comprehensive Hydraulic Modeling Program*** - Mr. O'Connell
2 stated that staff had made huge strides in the program. He noted that
3 staff was in the process of calibrating the hydraulic model. Mr.
4 O'Connell stated as a result of the program, the ACSA was beginning
5 to identify items that could be "fine-tuned" or expanded. He stated the
6 program also related to the water audit and described the ACSA's
7 system and would allow staff to run different scenarios. He stated the
8 program was being conducted system-wide (City, RWSA and ACSA)
9 and was a work in progress, much like the Geographic Information
10 System.

- 11 • ***Capital Improvement Project Reports*** – Mr. O'Connell stated these
12 reports provided an update on a number of projects that were part of
13 the Strategic Plan. He noted that a few upcoming projects would be
14 conducted as part of the Sanitary Sewer Evaluation Studies, which
15 were ahead of schedule by six months.

16 Mr. O'Connell stated another project within the Strategic Plan was
17 the SCADA project. He explained that additional work was being
18 conducted and that the Board would see items related to this project
19 on the December agenda, with the project out to bid by January 1,
20 2012. Mr. O'Connell noted the project was a multi-year project to be
21 completed in three phases.

- 22 • ***Comprehensive Multi-directional Water System Flushing Program***
23 – Mr. O'Connell stated that most of the flushing being conducted was
24 related to water quality issues. He noted that although the program
25 was not system-wide (City, RWSA, ACSA), the ACSA was starting to
26 identify where the problem areas were in the system. Mr. O'Connell
27 stated over the next several days, several flushing events would take
28 place which the program would expand upon.
- 29 • ***The Fats, Oils and Grease Program (FOG)*** – Mr. O'Connell noted
30 that grease in the lines was a major contributor to sewer overflows. He
31 stated the ACSA needed to increase awareness, within the community,

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1 that pouring grease down the drain causes sewer backups. Mr.
2 O'Connell noted not only did this create a problem for a homeowner or
3 business, but also a major problem within the ACSA's sewer system.
4 He explained that staff had reviewed sewer overflow history for the last
5 several years and the majority of occurrences were contributed to
6 grease.

- 7 • ***Meter Testing Program*** – Mr. O'Connell stated the ACSA was two-
8 thirds of the way through the program. He stated that he was not
9 certain whether staff would be in a position to provide the Board with a
10 report at the next month's meeting, but that staff would provide an
11 interim report on irrigation meters which was scheduled to be on the
12 agenda. He noted the program was another large project underway
13 that would be finished soon.

14 Mr. O'Connell stated there were almost 90 items on the Strategic Planning
15 list. He stated this was one of the best Plans he had seen and that staff was
16 working on items for completion. Mr. O'Connell stated that he did not believe any
17 of the items would require increased budgeting for next year.

18 Mr. Lynn noted that if the ACSA, RWSA and the City could achieve a
19 system-wide Flushing Program there would be a line item for water usage. Mr.
20 O'Connell noted that the Meter Replacement Project is also a large and
21 expensive project.

22 Mr. Colbaugh asked if the reason the Meter Replacement Project would
23 be so expensive was due to a large replacement of meters. Mr. O'Connell
24 replied there were two sets of meters, one set which were ACSA meters, both
25 commercial and residential, that were part of the replacement project the ACSA
26 would be evaluating. He stated the other set would be the metering of the
27 RWSA's water system. Mr. O'Connell noted that the water leaving several of the
28 treatment plants was not metered. Mr. Gorham noted there were two out of the
29 five treatment plants that meter water leaving the plants. Mr. O'Connell added in
30 those three treatment plants that do not meter water leaving the plant, some
31 meters used to determine billing are not calibrated; therefore, the readings are

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1 not as accurate in determining how much water is leaving the plant. Mr.
2 O'Connell also stated, without metering of the RWSA's water system, it is difficult
3 to accurately determine the amount of water that is going to the City and the
4 ACSA, and the amount of water that is going from the City to the University of
5 Virginia. He stated that if the ACSA was going to determine what those accurate
6 numbers were, meters needed to be put in place both from a billing standpoint
7 and also to understand how the system worked. Mr. O'Connell stated that all the
8 expenses would be paid by RWSA, through a cost share. He stated the ACSA's
9 Meter Replacement Program would be paid for out of the current budget. Mr.
10 O'Connell noted that some meters to be replaced were particularly residential.
11 He stated that the project would be completed before the next year's budget
12 planning process.

13 Mr. Roberts stated that according to the Capital Improvement Program,
14 there were 37 projects with 15 of those currently under construction. He stated
15 the CIP was very aggressive and kept the ACSA's system up to date.

16 Mr. O'Connell noted that one of his observations was that sometimes the
17 smaller projects were as time intensive as some of the larger projects. He stated
18 the ACSA was completing projects where 50, 60 or 70 easements were required,
19 and that staff was spending more time to obtain those easements by working
20 with property owners and holding community meetings. Mr. O'Connell stated
21 that although these projects were not the most expensive, they were the most
22 time consuming.

23 Mr. Roberts asked if the Board had any more questions or comments
24 regarding the Strategic Plan.

25 Mr. Carter stated that he thought the Plan was excellent.
26

27 9. Amendment to Section 10 of the ACSA Rules and Regulations 28 **(Recording Time: 10:37:07 a.m.)**

29 Mr. O'Connell asked if the Board had any questions regarding the
30 proposed amendment (Attached as Pages ____).

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1 Mr. Colbaugh stated he had an issue with the proposed amendment and
2 felt this was the wrong direction to proceed and the Albemarle County Service
3 Authority (ACSA) should meter all users.

4 Mr. Peter Gorham, Director of Engineering, explained that recently
5 construction drawings were submitted for a dense commercial development titled
6 Stonefield, formally known as Albemarle Place. He stated that within those
7 drawings, the developer was proposing to master meter entire blocks of dense
8 multi-unit buildings that would pose a series of issues for the ACSA in operating
9 the system. Mr. Gorham added that those same issues would also pose a
10 problem for the property owner.

11 Mr. Gorham stated that staff had reviewed Section 10 (Meters) in the
12 ACSA's Rules and Regulations and found there were no specific guidelines or
13 requirements for master metering entire blocks of multi-unit buildings. He stated
14 the ACSA did allow multi-family dwellings to be grouped by building and master
15 metered. Mr. Gorham stated that some commercial buildings did have two or
16 three units that could be individually metered or master metered as an entire
17 building. He stated the point ACSA was trying to make was to state our
18 preference to individually meter each commercial unit and each residential unit,
19 with the understanding that there may be cases in which it would be more
20 efficient to master meter, but certainly not allow master metering of whole blocks.

21 Mr. Gorham stated that originally, during a preliminary meeting with the
22 developer, one meter was to be installed for the entire site. He stated that
23 installing one meter would have been a "nightmare" of private lines running
24 throughout a narrow corridor, not just for water and sewer, but all other utilities,
25 which was a concern of the County of Albemarle from the original submittal
26 several years ago. He stated that a special meeting was held with all the utilities
27 and VDOT to discuss the narrow corridors, with the conclusion that water and
28 sewer lines would be installed in the road with duct banks for the telephone,
29 cable and electric. Mr. Gorham stated that master metering several buildings
30 would have created another issue of how to fit all those utilities within that area
31 along with private water lines serving several buildings. He stated this also

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1 would have created a series of issues that the ACSA was trying to address with
2 the proposed amendment. Mr. Gorham felt that the amendment was a step in
3 the right direction and would state what the ACSA's preference was and what
4 exceptions the ACSA could not make.

5 Mr. O'Connell stated that a change in policy was also needed in order to
6 be absolutely clear what the ACSA's preference is with developers, which was an
7 issue for this particular development.

8 Mr. Bowling stated the proposed amendment was designed to "plug" a
9 loop hole. He stated the ACSA had the authority to make certain preferences as
10 long as they were rules and regulations that were governed. Mr. Bowling stated
11 that in this particular case, the rule and regulation was to govern a situation
12 which arose, and would probably arise again in the future, and would allow the
13 Engineering Department maximum flexibility.

14 Mr. Carter asked what decision was made for the Stonefield development.
15 Mr. Gorham replied that comments made in response to the developer's
16 submittal laid out a whole list of reasons why the ACSA did not want to master
17 meter by blocks and that the ACSA would be willing to master meter individual
18 buildings with the suggestion to separately meter any restaurants. He stated that
19 the ACSA would not require the developer to do more than master meter
20 individual buildings where the meter could adequately be sized for the different
21 spaces.

22 Mr. O'Connell added that the developers for Stonefield would continue the
23 site plan process with those recommendations and the engineers were currently
24 working on the design.

25 Mr. Carter asked if the design included a separate meter for restaurants.
26 Mr. Gorham replied no, the ACSA did not get that specific, because the
27 developer only had a general plan of what spaces were going to be occupied
28 with what types of businesses. He stated the developers were still lining up
29 tenants, which would be an on-going process. Mr. Gorham stated the process
30 would be the same for another commercial dense development like Stonefield,
31 basically there could be a building shell with several units laid out and they may

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1 get a tenant who wants just one unit or they may get a tenant who wants to
2 combine two or three units, and there had to be some flexibility.

3 Mr. Thomas asked, in a sense, why the ACSA would care how water was
4 being used in and amongst the development. He stated that if the landlord
5 wished to charge all the tenants a percentage of the overall cost, on a monthly
6 basis or prorated by square footage, why would it make a difference to the ACSA
7 whether we, in a sense, were selling water through a single meter to the whole
8 development or through multiple meters to different tenants within that
9 development. Mr. Gorham replied that some of the reasons given for the ACSA's
10 objection to master metering a whole block of buildings, one of which he had
11 already mentioned, was there would not be enough room, within the corridor, to
12 basically parallel private water lines with public water and sewer mains, gas
13 mains, and electric cable.

14 Mr. Thomas asked if not having enough room to install private water lines
15 was a developer issue and or an ACSA issue. Mr. Gorham replied that one
16 example given to the developer, where the plans showed private lines to be
17 installed under a single level parking area, which in the future could become a
18 parking garage, was for instance: if you have a master meter that serves six
19 buildings and each building has multiple units, maybe three or four restaurants,
20 and the ACSA discovers, by reading the meter, a leak behind that meter, what
21 process would the ACSA conduct to locate that leak. He stated the ACSA would
22 have to methodically shut down each building to locate the leak, because it was
23 not guaranteed the leak would be visible or come to the surface, particularly if it
24 is under a parking garage with a concrete slab as a base.

25 Mr. Thomas stated that it would then be a situation where it would not be
26 the ACSA's problem, but everyone would assume it was and we would receive
27 calls. Ms. Breeden stated that it would be a matter of efficiencies in operation.
28 Mr. Mike Lynn, Operations Manager, stated this would also create an issue with
29 Miss Utility. He explained that the ACSA would be required to install water mains
30 for fire protection and, for an example, if at 2:00 a.m. there was water bubbling
31 up in the street, the ACSA would have to determine if it was a water main or a

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1 customer service line, Miss Utility would notify the other utilities, but at 2:00 a.m.
2 who would be available to verify where private lines were located.

3 Mr. Gorham added that there also could be a problem with some customer
4 classifications, but that most of these buildings would be commercial, and we did
5 have commercial other and commercial office classifications that could be
6 combined.

7 Mr. Bowling asked, for clarification purposes, if the proposed amendment
8 would allow a single meter for a mixed use building while having a separate
9 meter for each commercial and residential unit or a commercial/residential unit.
10 Mr. Gorham replied no, that he did not want the proposed amendment to provide
11 an impression that a mixed used building could have a single meter. He stated
12 the ACSA has seen commercial units on ground level, with residential units
13 above, and that the rates were different so a separate meter would be required
14 for the commercial units and the residential units.

15 Mr. Colbaugh stated that he agreed with the first sentence of the proposed
16 amendment which states, "As a general policy the Authority requires that each
17 commercial establishment and residential unit have an individual meter." He
18 stated this was an issue that came to light during discussions on the Drought
19 Management Plan where the ACSA had a real problem identifying who was in
20 violation or how much water was being used by either a commercial or residential
21 unit. Mr. Colbaugh stated what the ACSA hoped to establish one day was to
22 individually meter, somehow, every residential and commercial user. He noted
23 that this would also allow the ACSA to apply restrictions.

24 Mr. Colbaugh stated that another issue would be backflow protection. He
25 stated the ACSA went through a series of concerns about installing backflow
26 prevention devices on all commercial units. Mr. Colbaugh asked, if there was a
27 building that did not need a backflow prevention device, was it still a requirement
28 to install a backflow prevention device on a series of buildings. Mr. Gorham
29 replied that prior to making that change in the ACSA's cross-connection and
30 backflow prevention policy, there were several instances the ACSA dealt with
31 and amended the policy to memorialize and require that all classifications have

Albemarle County Service Authority Board of Directors

1 backflow prevention devices installed, which was also a State regulation. He
2 stated in a case where there were mixed commercial units in a single building, a
3 single backflow prevention device installed behind the meter would protect the
4 ACSA, but not the other individual units within the building. Mr. Gorham stated
5 the ACSA made sure developers, as well as the County of Albemarle, were
6 aware that backflow prevention devices needed to be installed internally.

7 Mr. Colbaugh asked if the ACSA considered requiring private metering of
8 each individual unit so, during a drought, the ACSA would have the ability to
9 determine who was using more water. Mr. Gorham replied that he and Ms.
10 Breeden had discussed the possibility, and there were some apartment
11 complexes that had installed individual meters due to the Drought of 2002. He
12 noted this had also been done in some commercial buildings as well, where the
13 ACSA had a meter for the entire building, with each unit metered separately
14 behind that master meter in order to proportionately split the bill. Mr. Colbaugh
15 stated there was not a policy that prohibited individual metering of units behind
16 the master meter, and asked if the ACSA could make that a requirement. Mr.
17 Gorham replied no, because it was on private property.

18 Mr. Thomas referred to the language of the last sentence of the proposed
19 amendment that read "Buildings configured as mixed use..." He stated the first
20 half of the sentence seemed to suggest that the ACSA would allow a building,
21 with multiple commercial and residential units, to serve those multiple units with a
22 single meter, and the second half of the sentence stated that a separate meter
23 would be required. Mr. Thomas asked how that would work in a case where you
24 have a master meter that is permitted, with the ACSA requiring a commercial and
25 residential meter be installed on the backside of that master meter. Mr. Gorham
26 replied that he had struggled with the language in the proposed amendment due
27 to a few instances where there were mixed use buildings that were commercial
28 on the ground floor and residential on the second and third stories. He stated,
29 that by stating "a multi-unit building could be served with a master meter", starts
30 with the assumption of all commercial or all residential, but realizing there is
31 mixed used buildings on our system. Mr. Gorham stated that the intent was to

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1 state that a group of commercial units would have a separate meter and a group
2 of residential units would have a separate meter, this would basically still be
3 master metering multiple units.

4 Mr. Thomas stated then it might be more accurate to state ... "buildings
5 configured as mixed use with multiple commercial and residential units, which
6 might otherwise be allowed to serve multiple units with a single meter, shall
7 instead require a separate meter for commercial and residential..." He stated
8 this would make it clear that this was an exception to a more general rule. Mr.
9 Gorham stated that he was open to suggestions to clarify the language. Mr.
10 Bowling stated that Mr. Thomas' suggested language clarified the policy.

11 Mr. Colbaugh noted that the general rule states ... "the Authority requires
12 that each commercial establishment and residential unit have an individual
13 meter." Mr. Thomas stated that his understanding was that it was not the general
14 rule, that there was a rule in place that allowed multiple unit buildings to be
15 served by a single meter, and that there now was a provision under which that
16 could occur. He stated the proposed amendment provided a "caveat" to that
17 rule, except where multiple units were mixed residential and commercial and in
18 that case each block must be served by a meter.

19 Mr. Gorham replied correct, that currently there were shopping centers
20 that had smaller commercial units on either side of a larger block that were
21 separately metered, such as a grocery store, with a smaller commercial unit that
22 could be a variety of classifications and metered at 1 ½ to 2 inch to serve several
23 units. He stated that a building constructed with a certain number of units laid
24 out was not guaranteed to stay that way, which was something the ACSA had
25 seen in many instances.

26 The Chairman asked if the Board had any further questions or discussion
27 on the proposed amendment. He stated that before the Board was a Resolution
28 to be modified and asked that Mr. Thomas please read into record the
29 modification of language to be inserted.

30 Mr. Thomas stated that his suggestion would be to change the last
31 sentence of the second paragraph in 10-01. General to read ... "Buildings

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1 configured as mixed use with multiple commercial and residential units, which
2 might otherwise be allowed to be served with a single meter, shall instead require
3 a separate meter for both the commercial and residential units.”

4 ***Mr. Carter moved to approve the Resolution as amended, seconded***
5 ***by Mr. Thomas. The Chairman asked for a roll-call vote: Mr. Thomas, aye;***
6 ***Mr. Colbaugh, aye; Mr. Roberts, aye; Mr. Carter, aye; Mr. Kittrell, aye. Dr.***
7 ***Palmer was absent during the roll-call vote.***

8
9 10. **Items Not on the Agenda (Recording Time: 10:56:22 a.m.)**

10 ***a. Holiday Schedule*** – Mr. O’Connell explained that each year the Board
11 considers adding a half-day to the Thanksgiving Holiday. He noted that
12 the Board has done so for the last five years.

13 Mr. Roberts asked if this recommendation was parallel with County
14 and State holidays. Mr. O’Connell replied yes, but apparently the
15 recommendation is brought before the Board each year. Mr. O’Connell
16 requested that the Board approve a half-day each year permanently.

17 ***Mr. Carter moved to approve, permanently, an additional half-day***
18 ***holiday for the Thanksgiving Holiday, seconded by Mr. Thomas. All***
19 ***members voted aye.***

20 ***b. Rivanna Water & Sewer Authority Capital Improvement Plan*** – Mr.
21 O’Connell stated that staff had started to review the Rivanna Water &
22 Sewer Authority’s (RWSA) Capital Improvement Plan (CIP) estimated
23 at \$200 million. He noted that three-fourths of the cost would be for
24 wastewater projects, with the largest project being the Moore’s Creek
25 Wastewater Treatment Plant, Interceptors and Pump Station. Mr.
26 O’Connell stated that wastewater projects would drive a large increase
27 in sewer rates in FY 2013 for both the City of Charlottesville (City) and
28 Albemarle County Service Authority (ACSA), as much as 40% over the
29 next five years. He stated the analysis on water projects would
30 decrease City and ACSA rates by 2% to 7% over a five year period.
31 Mr. O’Connell stated RWSA would present their CIP at their December

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Board meeting. He stated afterwards, the ACSA would then build those increases into ACSA retail rates. Mr. O'Connell stated the ACSA would have a large rate increase for wastewater next year to meet RWSA CIP budget items, without any operational consideration included. He stated the large increase, which had been discussed by the Board for years, would affect rates as of July 1, 2013. Mr. O'Connell noted that these were all projects except for the Rivanna Pump Station that were under construction either half way or further along.

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

Mrs. Herr read a Resolution to enter into Executive Session pursuant to Virginia Code Section §2.2-3711 A (6) and A (7) to consider a cost allocation agreement between the City of Charlottesville and the Albemarle County Service Authority; and pursuant to Virginia Code §2.2-3711 A (6) and A (7) to consult with legal counsel regarding the cost allocation of the Rivanna Pump Station; and pursuant to Virginia Code §2.2-3711 A (1) to discuss a personnel matter concerning the performance review of the Executive Director (Attached as Page ____).

Mr. Thomas moved to enter into Executive Session, seconded by Dr. Palmer. The Chairman asked for a roll-call vote: Mr. Thomas, aye; Mr. Colbaugh, aye; Mr. Roberts, aye; Mr. Carter, aye; Dr. Palmer, aye; Mr. Kittrell, aye.

Mr. Thomas was absent during the vote.

The Board of Directors came back into regular session. Mr. O'Connell read into record a Resolution stating that only matters so previously stated and exempted from open discussion in regular session were discussed in Executive Session (Attached as Page ____).

Dr. Palmer moved to approve the Resolution as presented to the Board, seconded by Mr. Colbaugh. The Chairman asked for a roll-call vote:

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1 ***Mr. Kittrell, aye; Dr. Palmer, aye; Mr. Carter, aye; Mr. Roberts, aye; Mr.***
2 ***Colbaugh, aye; Mr. Thomas, aye.***

3

4 12. Adjourn (Recording Time: 12:19:32 p.m.)

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

7

8

9

Gary B. O'Connell, Secretary-Treasurer

Albemarle County Service Authority Board of Directors

The Board of Directors of the Albemarle County Service Authority (ACSA) met in a special session on December 1, 2011, at 8:15 a.m. at the Administration and Operations Center at 168 Spotnap Road in Charlottesville, Virginia.

Members Present: Mr. Roberts, Chairman, Dr. Palmer, Vice-Chairman; Messrs. Carter, Colbaugh, Kittrell, Thomas

Members Absent: None

Staff Present: Messrs. Bowling, Gorham, Henley, M. Lynn, O'Connell, Ms. Breeden, Mrs. Walker

Staff Absent: Mrs. Thraves

Public Present: Mr. Sean Tubbs, Charlottesville Tomorrow

1. Call to Order

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

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

Mrs. Walker read a Resolution to enter into Executive Session pursuant to Virginia Code Section 2.2-3711 A (6) and A (7) to consider a cost allocation agreement between the City of Charlottesville and the Albemarle County Service Authority (Attached as Page ____).

Mr. Colbaugh moved to enter into Executive Session, seconded by Dr. Palmer. The Chairman asked for a roll-call vote: Mr. Kittrell, aye; Dr. Palmer, aye; Mr. Carter, aye; Mr. Roberts, aye; Mr. Colbaugh, aye; Mr. Thomas, aye.

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

Mr. Colbaugh moved to approve the Resolution as presented to the Board, seconded by Dr. Palmer. The Chairman asked for a roll-call vote: Dr. Palmer, aye; Mr. Carter, aye; Mr. Roberts, aye; Mr. Colbaugh, aye.

Albemarle County Service Authority Board of Directors

1 Mr. Kittrell and Mr. Thomas were absent during the vote.

2

3 3. Items Not on the Agenda

4 Mr. Colbaugh asked if there was a need to meet prior to the next
5 scheduled Board meeting on December 15, 2011. Mr. O'Connell stated that the
6 Board, if they wished, could call a special meeting prior to the regularly
7 scheduled meeting.

8

9 4. Adjourn

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

12

13


14

Gary B. O'Connell, Secretary-Treasurer

12/9/2011

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

AGENDA TITLE: Consent Agenda – Financial Reports STAFF CONTACT(S)/PREPARER: Lisa L. Breeden, Finance Director 	AGENDA DATE: December 15, 2011 ACTION: <input type="checkbox"/> INFORMATION: <input checked="" type="checkbox"/> CONSENT AGENDA: ACTION: <input type="checkbox"/> INFORMATION: <input checked="" type="checkbox"/> ATTACHMENTS: <input checked="" type="radio"/> YES <input type="radio"/> NO
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BACKGROUND: Water and sewer information and check registers for the month of November are attached for your review.

DISCUSSION:

- Water usage for the month of October was down 4.83% as compared to October. Fiscal-year-to-date water usage is down (6.48%) as compared to this time last fiscal year.
- RWSA's invoice of \$.975 million for the month of November will be paid on December 12, 2011.
- Prepaid water and sewer connections fees total \$3.393 million at month end.
- More than \$.762 million was spent on capital projects in the month of October.

BUDGET IMPACT: Information Only

RECOMMENDATIONS: None

BOARD ACTION REQUESTED: None

ATTACHMENTS:

1. Water and Sewer Reports and Comparisons for the month of November
2. Check Registers for the month of November

Single-Family Residential Water Usage

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

	FY 2010											
	July	August	September	October	November	December	January	February	March	April	May	June
Level 1 (0 - 3,000 gallons)	36,829,050	36,535,650	36,931,200	36,680,100	36,272,350	36,404,975	36,216,950	35,888,250	34,062,033	36,181,900	37,289,175	37,393,400
Level 2 (3,001 - 6,000 gallons)	15,144,700	15,217,100	15,934,000	15,184,750	13,814,000	13,740,550	14,787,150	14,074,625	11,830,458	13,292,975	16,019,600	16,211,400
Level 3 (6,001 - 9,000 gallons)	4,549,000	4,691,700	5,075,333	4,300,300	3,253,600	2,883,100	3,494,300	3,137,100	2,657,100	2,750,700	4,425,700	4,921,500
Level 4 (over 9,000 gallons)	4,718,300	6,410,000	7,169,200	4,663,500	2,469,500	1,266,000	2,058,300	1,830,400	2,704,799	1,554,000	3,808,000	5,086,400
Total	61,241,050	62,854,450	65,109,733	60,828,650	55,809,450	54,294,625	56,556,700	54,930,375	51,254,391	53,779,575	61,542,475	63,612,700

	FY 2011											
	July	August	September	October	November	December	January	February	March	April	May	June
Level 1 (0 - 3,000 gallons)	37,881,200	37,433,167	37,842,425	37,365,300	37,286,933	36,884,033	36,848,600	36,205,500	36,258,700	36,780,400	37,437,400	38,189,114
Level 2 (3,001 - 6,000 gallons)	18,128,200	16,778,100	17,250,908	15,802,225	15,245,892	13,956,133	14,305,050	12,740,750	12,644,900	13,070,975	14,835,650	16,777,550
Level 3 (6,001 - 9,000 gallons)	7,000,300	4,965,750	6,109,700	5,261,700	4,127,600	3,029,367	3,106,067	2,433,200	2,322,975	2,463,800	3,310,800	5,213,800
Level 4 (over 9,000 gallons)	12,273,600	12,070,100	10,477,200	9,466,600	4,427,099	1,579,499	1,465,900	1,499,100	1,339,300	1,363,500	1,962,000	4,411,200
Total	75,283,300	71,247,117	71,680,233	67,895,825	61,087,524	55,449,032	55,725,617	52,878,550	52,565,875	53,678,675	57,545,850	64,591,664

	FY 2012											
	July	August	September	October	November	December	January	February	March	April	May	June
Level 1 (0 - 3,000 gallons)	37,484,882	38,111,175	37,679,500	37,045,633	37,377,934							
Level 2 (3,001 - 6,000 gallons)	15,296,200	17,075,333	15,124,242	13,534,675	13,911,933							
Level 3 (6,001 - 9,000 gallons)	4,562,200	6,047,767	4,272,367	3,297,900	3,073,900							
Level 4 (over 9,000 gallons)	5,076,580	10,393,901	6,773,666	3,259,566	2,426,901							
Total	62,419,862	71,628,176	63,849,774	57,137,774	56,790,668	0	0	0	0	0	0	0

System-Wide Irrigation Water Usage

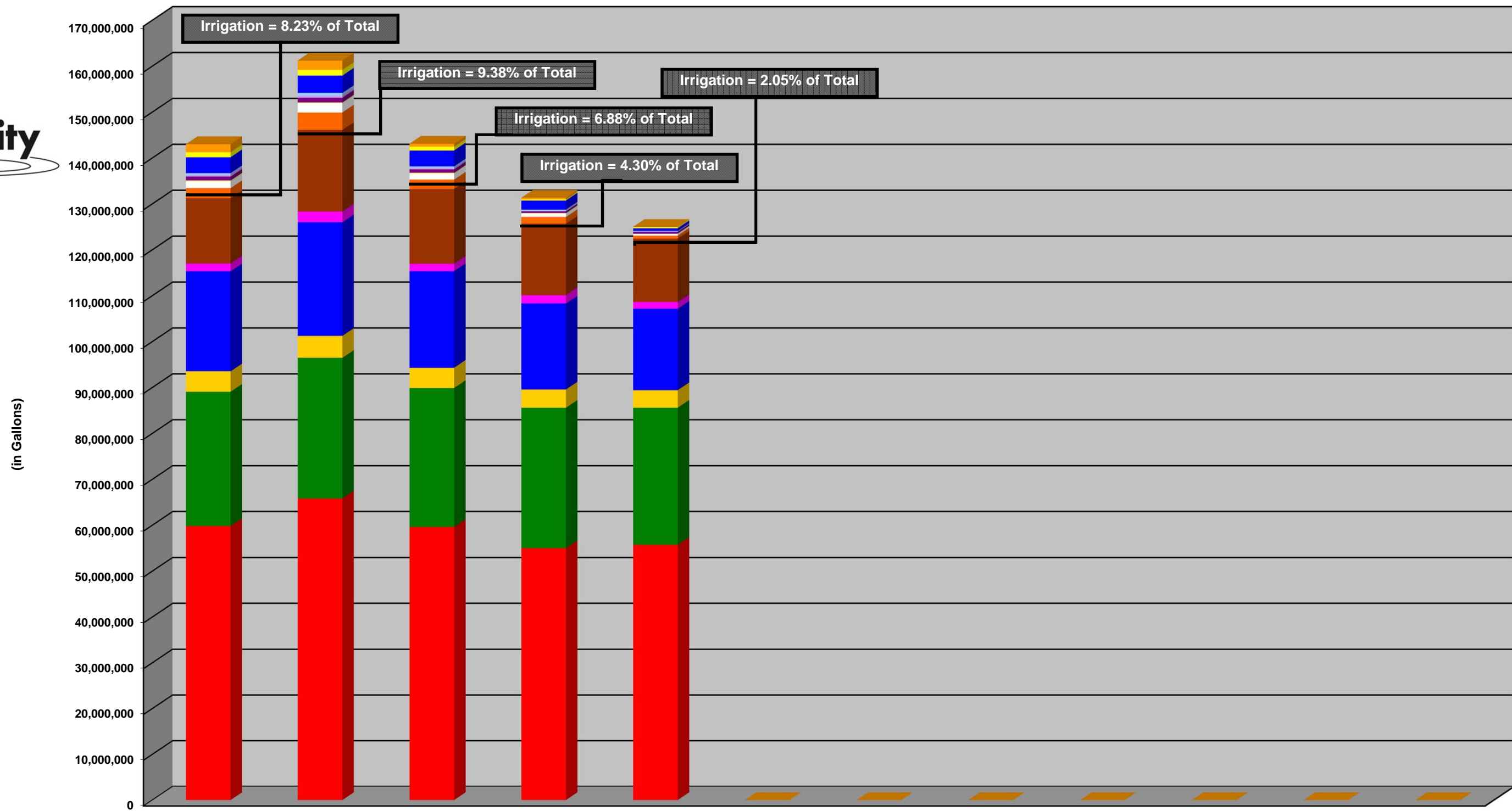
(All usage measured through exclusion, irrigation, and auxiliary meters)

FY 2012	July	August	September	October	November	December	January	February	March	April	May	June
Level 1 (0 - 3,000 gallons)	205,162	229,805	207,291	168,919	103,919							
Level 2 (3,001 - 6,000 gallons)	716,877	841,844	674,677	535,690	317,314							
Level 3 (6,001 - 9,000 gallons)	866,457	1,099,248	796,114	607,110	339,990							
Level 4 (over 9,000 gallons)	9,996,904	12,949,404	8,169,119	4,339,981	1,803,076							
Total	11,785,400	15,120,300	9,847,200	5,651,700	2,564,300	0	0	0	0	0	0	0



Monthly Water Consumption

Fiscal Year 2012



	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June
■ Institutional - Irrigation & Auxiliary	1,761,000	2,052,700	680,700	337,900	58,100	0	0	0	0	0	0	0
■ Institutional - Irrigation through Exclusion	1,085,200	1,217,200	770,600	258,200	237,500	0	0	0	0	0	0	0
■ Comm. (Other) - Irrigation & Auxiliary	3,474,900	3,801,700	3,490,500	1,985,200	605,800	0	0	0	0	0	0	0
■ Comm. (Other) - Irrigation through Exclusion	410,300	609,100	353,100	270,400	150,500	0	0	0	0	0	0	0
■ Offices - Irrigation & Auxiliary	353,200	405,600	294,300	95,800	13,100	0	0	0	0	0	0	0
■ Offices - Irrigation through Exclusion	847,500	1,061,000	754,100	402,600	398,000	0	0	0	0	0	0	0
■ MFR - Irrigation & Auxiliary	288,000	166,000	236,300	139,200	17,100	0	0	0	0	0	0	0
■ MFR - Irrigation through Exclusion	12,700	8,800	5,100	3,800	1,600	0	0	0	0	0	0	0
■ SFR - Irrigation & Auxiliary	1,341,500	1,972,000	1,225,100	699,600	411,500	0	0	0	0	0	0	0
■ SFR - Irrigation through Exclusion	2,211,100	3,826,200	2,037,400	1,459,000	671,100	0	0	0	0	0	0	0
■ Institutional - Domestic Consumption	14,209,900	17,778,000	16,295,100	15,550,400	13,827,100	0	0	0	0	0	0	0
■ Industrial	1,716,800	2,335,400	1,597,200	1,848,100	1,431,400	0	0	0	0	0	0	0
■ Comm. (Other) - Domestic Consumption	21,786,000	24,742,200	21,050,400	18,711,900	17,746,700	0	0	0	0	0	0	0
■ Offices - Domestic Consumption	4,424,900	4,772,200	4,412,900	3,971,200	3,801,100	0	0	0	0	0	0	0
■ MFR - Domestic Consumption	29,259,650	30,632,400	30,298,425	30,607,225	29,898,450	0	0	0	0	0	0	0
■ SFR - Domestic Consumption	59,820,182	65,829,976	59,590,774	54,979,174	55,708,068	0	0	0	0	0	0	0

Types of Irrigation Meters:

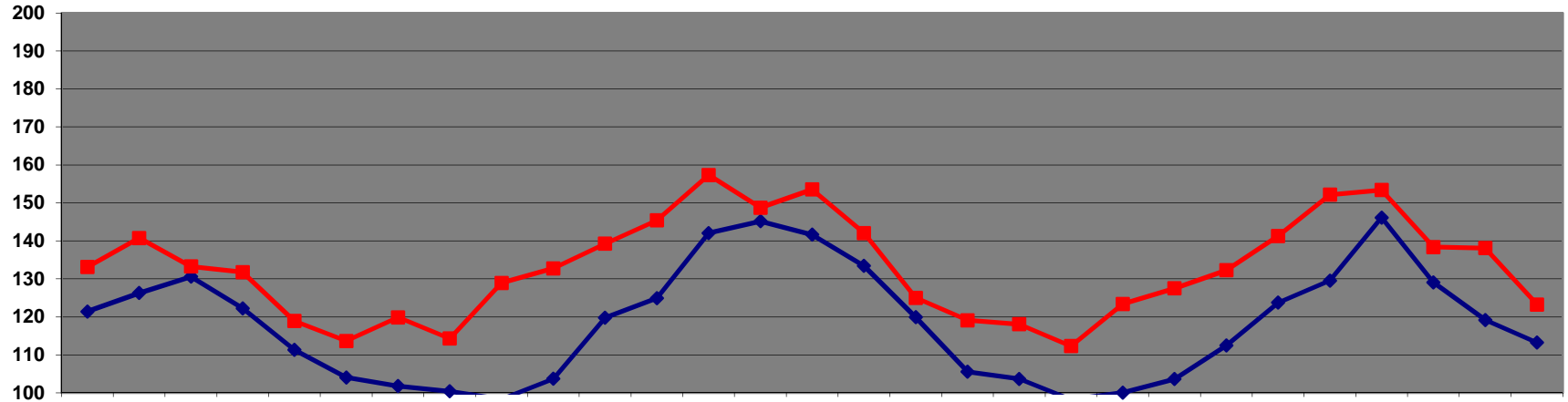
Irrigation: Water meter dedicated to the service of an irrigation system only.

Auxiliary: Water meter dedicated to the service of an irrigation system when the property's non-irrigation needs are supplied by a primary meter.

Exclusion:
Grandfathered, pre-auxiliary, customer owned water meter used to exclude sewer charges for water supplied to the irrigation system.

FY 2010, 2011, and 2012 Urban Water Comparison RWSA Flows & ACSA Customer Usage

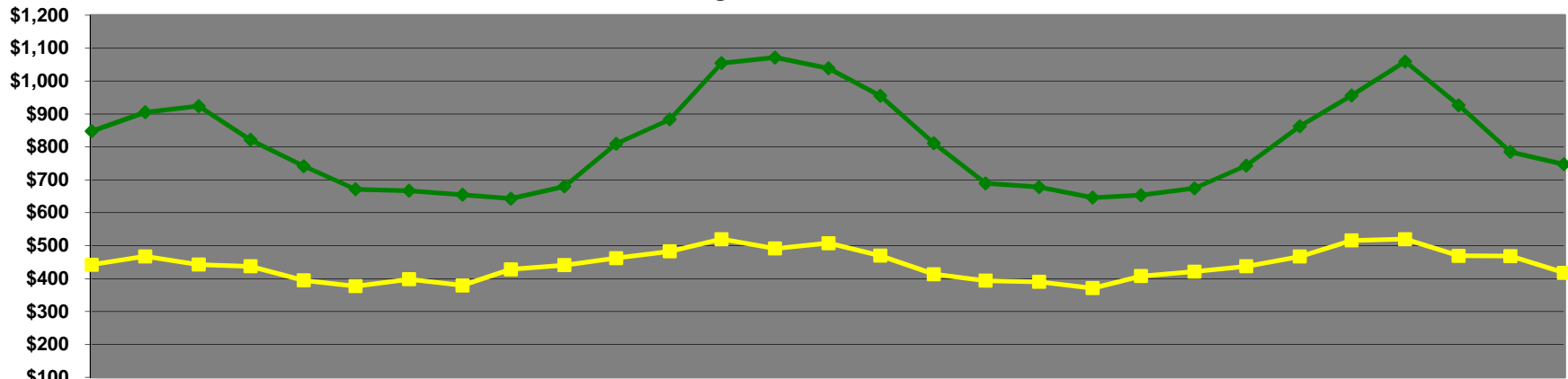
Flows & Usage (in Millions of Gallons)



	Jul-09	Aug-09	Sep-09	Oct-09	Nov-09	Dec-09	Jan-10	Feb-10	Mar-10	Apr-10	May-10	Jun-10	Jul-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10	Jan-11	Feb-11	Mar-11	Apr-11	May-11	Jun-11	Jul-11	Aug-11	Sep-11	Oct-11	Nov-11
ACSA Usage	121	126	131	122	111	104	102	100	98	104	120	125	142	145	142	133	120	106	104	98	100	104	112	124	130	146	129	119	113
RWSA Flows	133	141	133	132	119	114	120	114	129	133	139	145	157	149	154	142	125	119	118	112	123	127	132	141	152	153	138	138	123
Variance	10%	11%	2%	8%	7%	9%	18%	14%	31%	28%	16%	16%	11%	2%	8%	6%	4%	13%	14%	14%	23%	23%	18%	14%	17%	5%	7%	16%	9%

FY 2010, 2011, and 2012 Urban Water Comparison RWSA Billed Water Charges & ACSA Billed Water Revenues

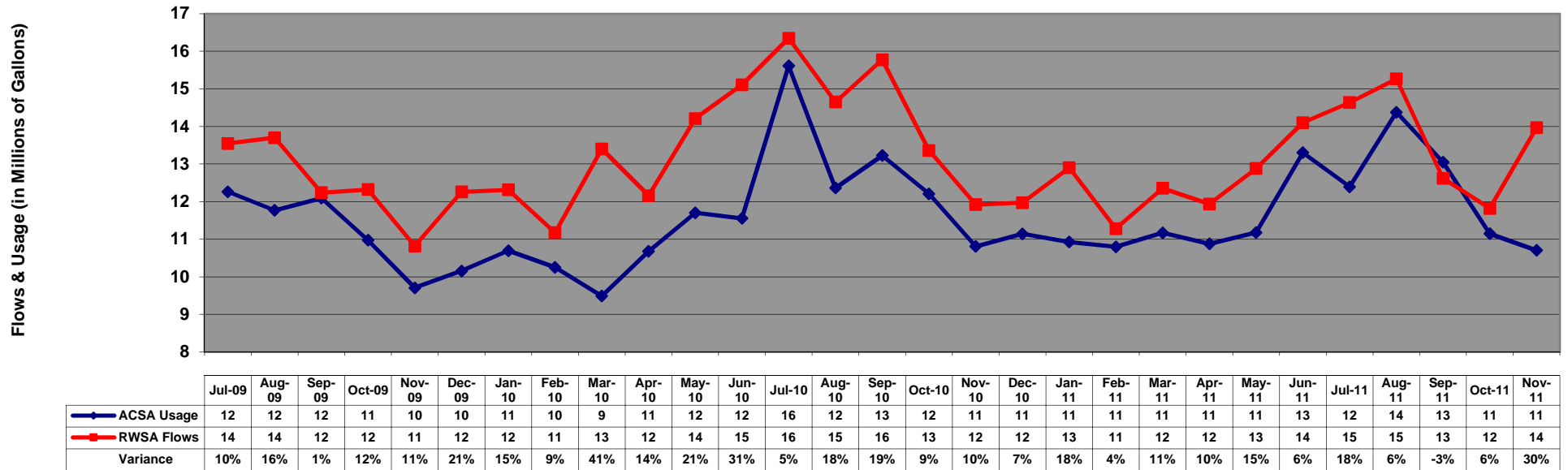
Charges and Revenues (in Thousands of Dollars)



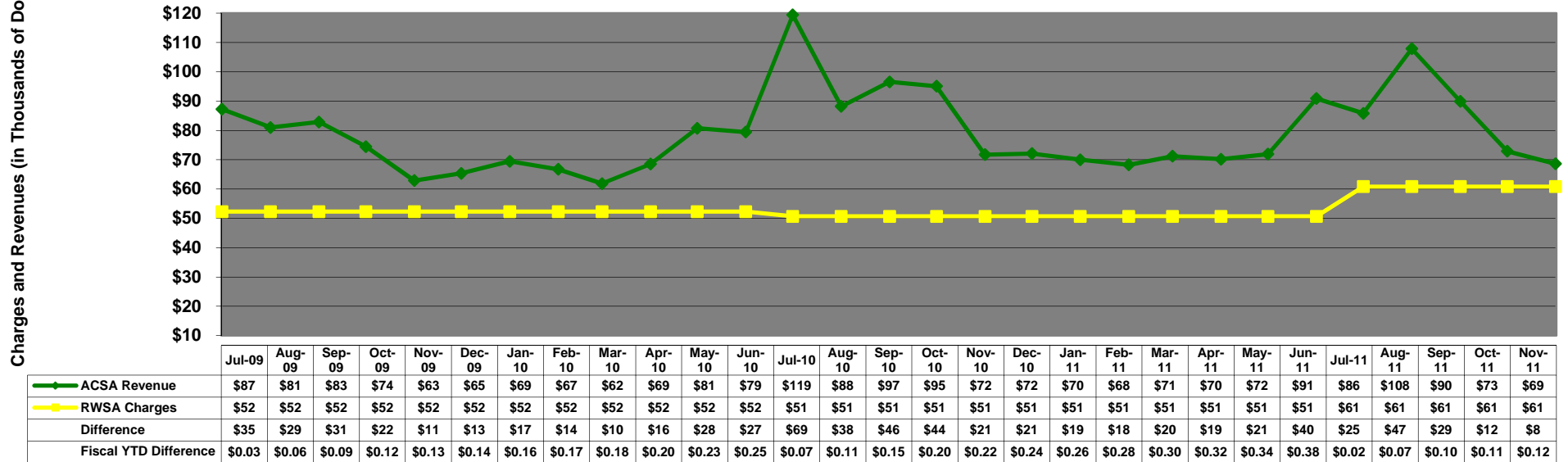
	Jul-09	Aug-09	Sep-09	Oct-09	Nov-09	Dec-09	Jan-10	Feb-10	Mar-10	Apr-10	May-10	Jun-10	Jul-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10	Jan-11	Feb-11	Mar-11	Apr-11	May-11	Jun-11	Jul-11	Aug-11	Sep-11	Oct-11	Nov-11
ACSA Revenue	\$847	\$905	\$924	\$821	\$741	\$671	\$667	\$655	\$643	\$680	\$809	\$883	\$1,055	\$1,071	\$1,039	\$955	\$811	\$689	\$678	\$646	\$653	\$674	\$743	\$863	\$956	\$1,059	\$927	\$785	\$747
RWSA Charges	\$442	\$467	\$442	\$438	\$395	\$377	\$398	\$379	\$428	\$441	\$462	\$483	\$520	\$492	\$507	\$470	\$413	\$394	\$390	\$371	\$408	\$421	\$437	\$467	\$516	\$520	\$469	\$468	\$418
Difference	\$405	\$438	\$482	\$384	\$347	\$294	\$269	\$275	\$215	\$239	\$347	\$401	\$535	\$580	\$531	\$485	\$398	\$296	\$288	\$275	\$245	\$253	\$306	\$396	\$440	\$539	\$458	\$317	\$330
Fiscal YTD Difference	\$0.41	\$0.84	\$1.33	\$1.71	\$2.06	\$2.35	\$2.62	\$2.89	\$3.11	\$3.35	\$3.70	\$4.10	\$0.53	\$1.11	\$1.65	\$2.13	\$2.53	\$2.82	\$3.11	\$3.39	\$3.63	\$3.88	\$4.19	\$4.59	\$0.44	\$0.98	\$1.44	\$1.75	\$2.08

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

FY 2010, 2011, and 2012 Crozet Water Comparison RWSA Flows & ACSA Customer Usage



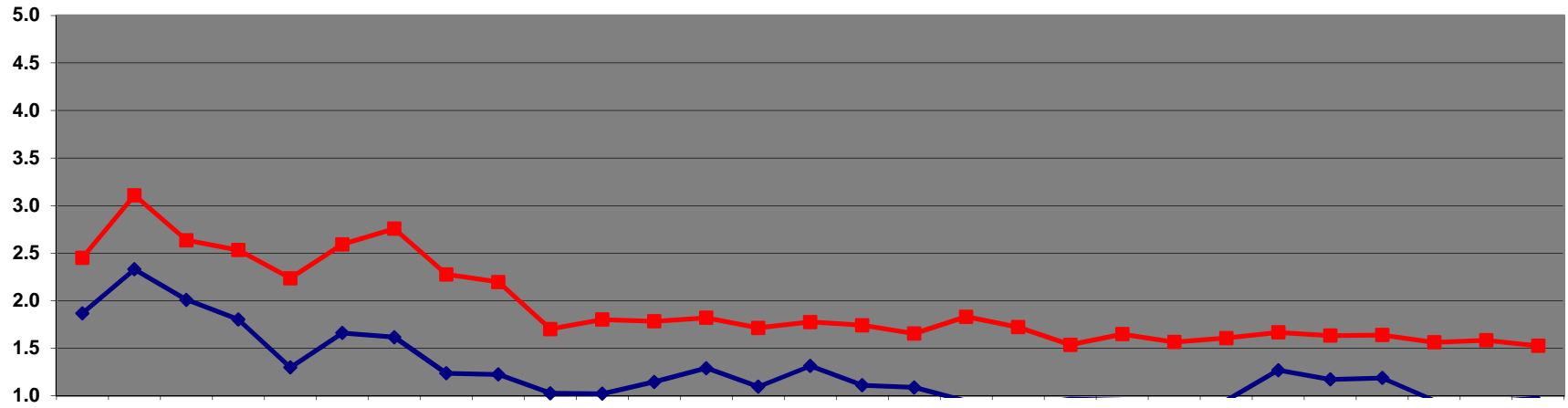
FY 2010, 2011, and 2012 Crozet Water Comparison RWSA Billed Water Charges & ACSA Billed Water Revenues



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

FY 2010, 2011, and 2012 Scottsville Water Comparison RWSA Flows & ACSA Customer Usage

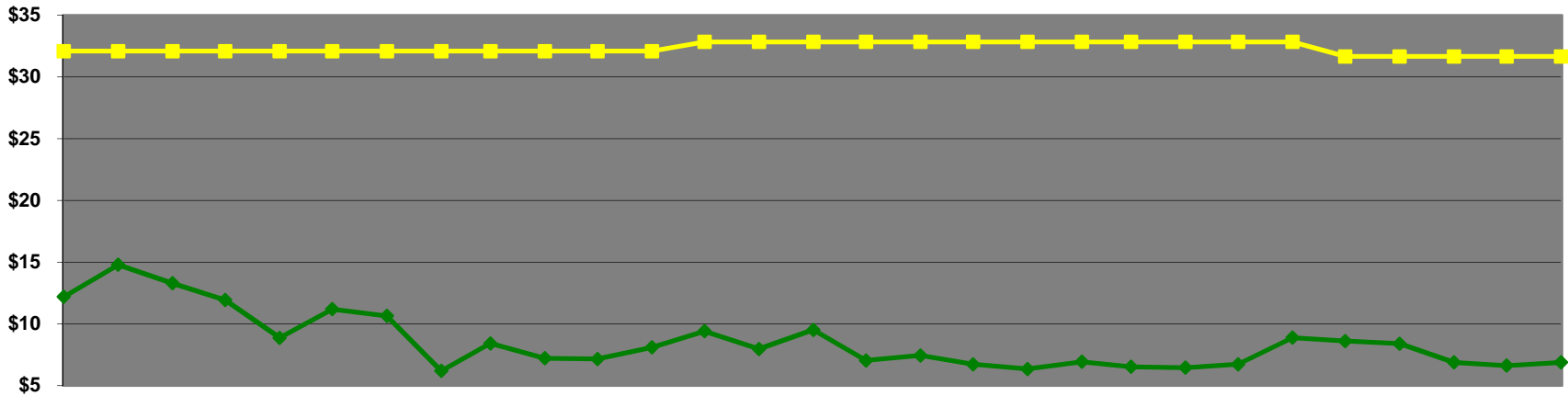
Flows & Usage (in Millions of Gallons)



	Jul-09	Aug-09	Sep-09	Oct-09	Nov-09	Dec-09	Jan-10	Feb-10	Mar-10	Apr-10	May-10	Jun-10	Jul-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10	Jan-11	Feb-11	Mar-11	Apr-11	May-11	Jun-11	Jul-11	Aug-11	Sep-11	Oct-11	Nov-11
ACSA Usage	1.9	2.3	2.0	1.8	1.3	1.7	1.6	1.2	1.2	1.0	1.0	1.1	1.3	1.1	1.3	1.1	1.1	0.9	0.9	1.0	1.0	0.9	1.0	1.3	1.2	1.2	1.0	0.9	1.0
RWSA Flows	2.5	3.1	2.6	2.5	2.2	2.6	2.8	2.3	2.2	1.7	1.8	1.8	1.8	1.7	1.8	1.7	1.7	1.8	1.7	1.5	1.6	1.6	1.6	1.7	1.6	1.6	1.6	1.6	1.5
Variance	31%	33%	31%	41%	72%	56%	71%	84%	79%	66%	76%	55%	41%	57%	35%	57%	52%	94%	94%	59%	73%	69%	69%	31%	39%	38%	64%	70%	56%

FY 2010, 2011, and 2012 Scottsville Water Comparison RWSA Billed Water Charges & ACSA Billed Water Revenues

Charges and Revenues (in Thousands of Dollars)

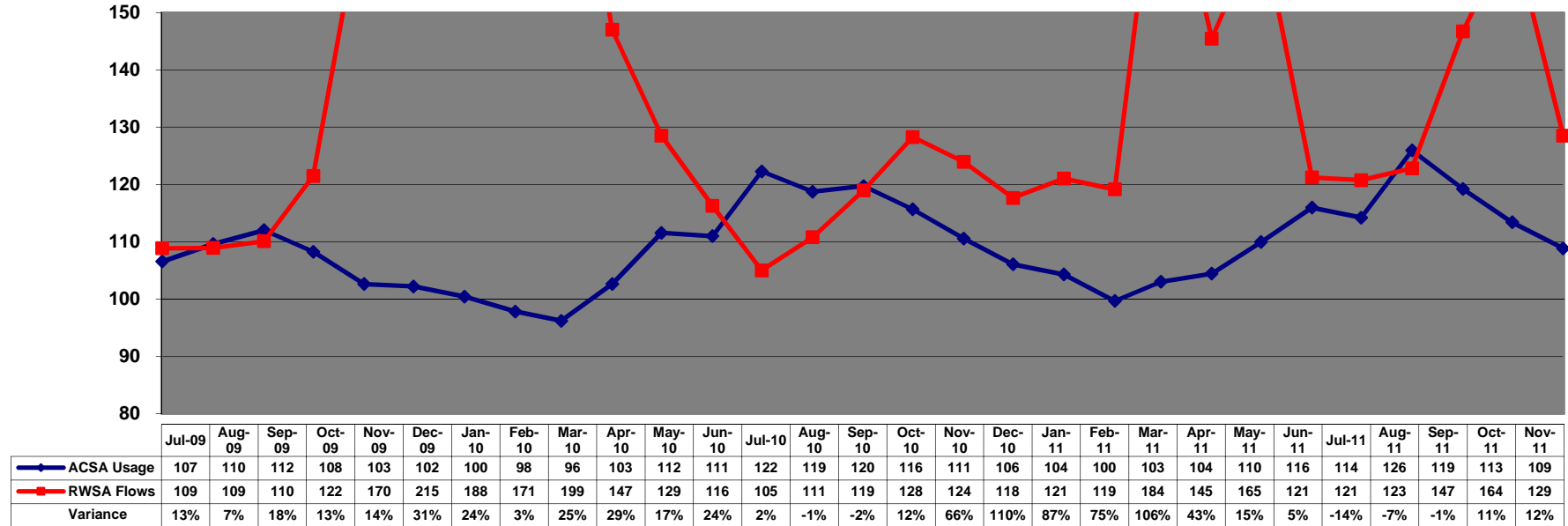


	Jul-09	Aug-09	Sep-09	Oct-09	Nov-09	Dec-09	Jan-10	Feb-10	Mar-10	Apr-10	May-10	Jun-10	Jul-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10	Jan-11	Feb-11	Mar-11	Apr-11	May-11	Jun-11	Jul-11	Aug-11	Sep-11	Oct-11	Nov-11
ACSA Revenue	\$12	\$15	\$13	\$12	\$9	\$11	\$11	\$6	\$8	\$7	\$7	\$8	\$9	\$8	\$10	\$7	\$7	\$7	\$6	\$7	\$7	\$6	\$7	\$9	\$9	\$8	\$7	\$7	\$7
RWSA Charges	\$32	\$32	\$32	\$32	\$32	\$32	\$32	\$32	\$32	\$32	\$32	\$32	\$33	\$33	\$33	\$33	\$33	\$33	\$33	\$33	\$33	\$33	\$33	\$33	\$32	\$32	\$32	\$32	\$32
Difference	-\$20	-\$17	-\$19	-\$20	-\$23	-\$21	-\$21	-\$26	-\$24	-\$25	-\$25	-\$24	-\$23	-\$25	-\$23	-\$26	-\$25	-\$26	-\$26	-\$26	-\$26	-\$26	-\$26	-\$24	-\$23	-\$23	-\$25	-\$25	-\$25
Fiscal YTD Difference	-\$0.02	-\$0.04	-\$0.06	-\$0.08	-\$0.10	-\$0.12	-\$0.14	-\$0.17	-\$0.19	-\$0.22	-\$0.24	-\$0.26	-\$0.02	-\$0.05	-\$0.07	-\$0.10	-\$0.12	-\$0.15	-\$0.18	-\$0.20	-\$0.23	-\$0.25	-\$0.28	-\$0.30	-\$0.02	-\$0.05	-\$0.07	-\$0.10	-\$0.12

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

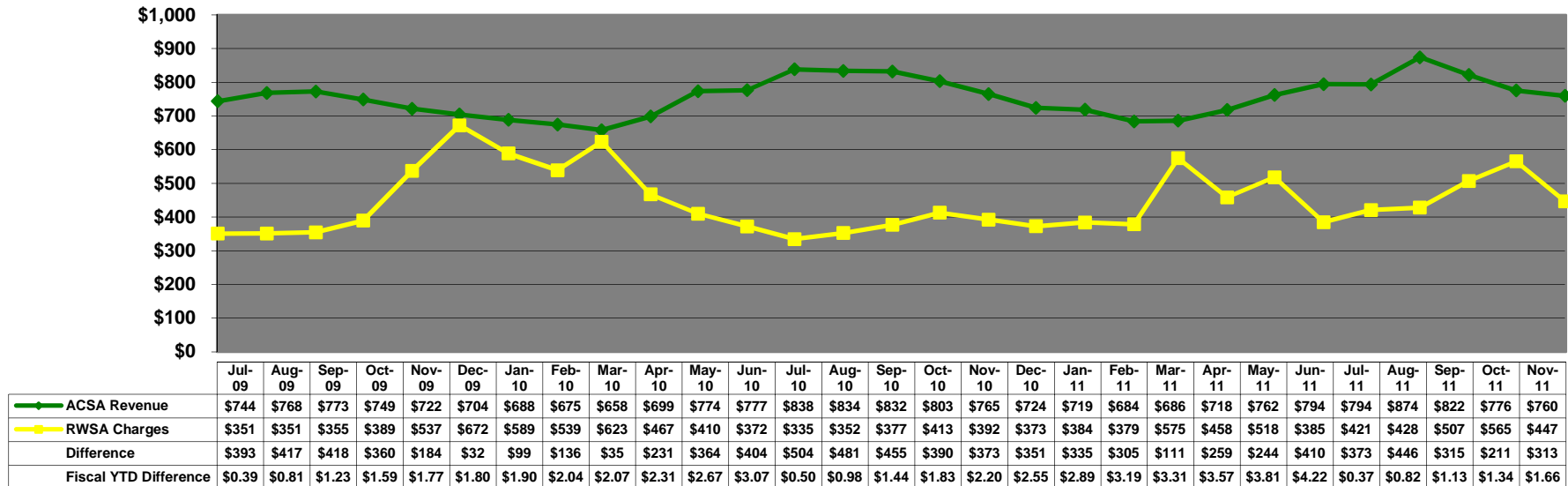
FY 2010, 2011, and 2012 Urban (including Glenmore) & Crozet Sewer Comparison ACSA Customer Usage & RWSA Flows

Usage & Flows (in Millions of Gallons)



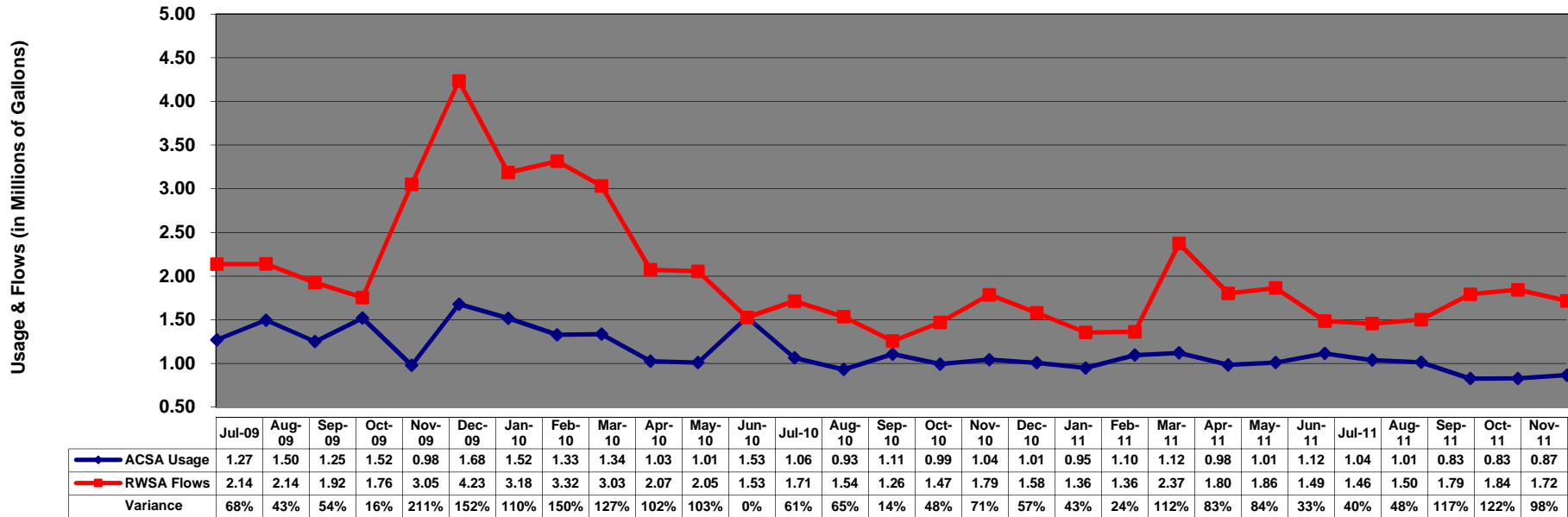
FY 2010, 2011, and 2012 Urban (including Glenmore) & Crozet Sewer Comparison ACSA Billed Sewer Usage & RWSA Billed Sewer Charges

Charges & Revenues (in Thousands of Dollars)

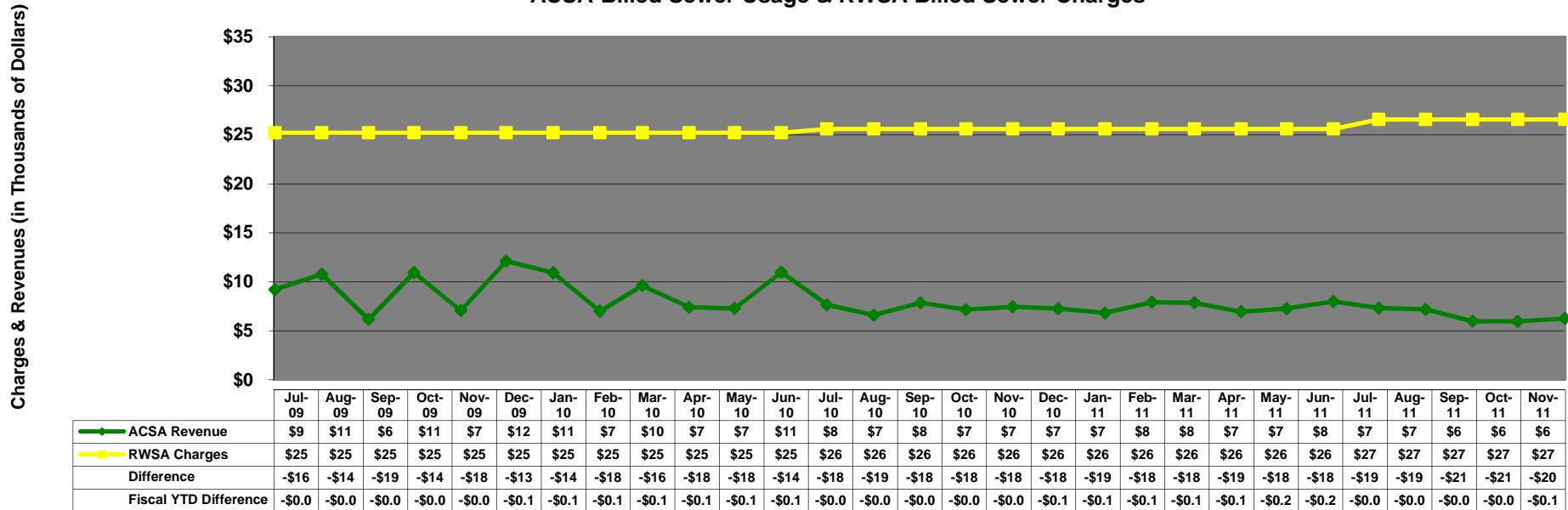


Note: Fiscal YTD Difference (ONLY) in Millions of Dollars

FY 2010, 2011, and 2012 Scottsville Sewer Comparison ACSA Customer Usage & RWSA Flows



FY 2010, 2011, and 2012 Scottsville Sewer Comparison ACSA Billed Sewer Usage & RWSA Billed Sewer Charges



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

Albemarle County Service Authority
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Date:

Payment / Vendor

Information	Check	Ck Date	Prity	Invoice	Session	Reference	Amount
Checking Account:	100-100-020						
CINCIN / Cincinnati Insurance Company	28459	11/15/2011	1	PAYT111111	003747		238.82
						CINCIN Subtotal :	238.82
TREAS4 / Treasurer of Virginia	28460	11/15/2011	1	PAYT111111	003747		327.32
						TREAS4 Subtotal :	327.32
VATAXA / Virginia Department of Taxation	28461	11/15/2011	1	PAYT111111	003747		21.17
						VATAXA Subtotal :	21.17
	Total For Check Account:			100-100-020			<u>587.31</u>
Checking Account:	201-200-084						
/ ** ALIGNMENT **	41268	11/15/2011	S	ALIGNMENT		ALIGNMENT	0.00
						Subtotal :	0.00
ACSA / Albemarle County Service Authorit	41269	11/15/2011	1	PAYT111411	003748	PETTY CASH	241.69
						ACSA Subtotal :	241.69
ADCOCK / William Adcock	41270	11/15/2011	1	PAYT110111	003748	TOILET REB	100.00
						ADCOCK Subtotal :	100.00
ADVAN1 / Advance Auto Parts	41271	11/15/2011	1	OCT2011	003748	ON ACCOUNT	577.76
						ADVAN1 Subtotal :	577.76
ADVAN4 / Advance Safety Equipment Co.	41272	11/15/2011	1	31148	003748		180.08
						ADVAN4 Subtotal :	180.08
ADVANO / Advantage Office Systems	41273	11/15/2011	1	30580	003748	PO#8549	1157.00
						ADVANO Subtotal :	1157.00

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Payment / Vendor
Information

Payment / Vendor Information	Check	Ck Date	Prity	Invoice	Session	Reference	Amount
Employee	41274	11/15/2011	1	CAFE110111	003748	CHILD CARE	228.33
						Subtotal :	228.33
Employee	41275	11/15/2011	1	CAFE110211	003748	CHILD CARE	135.00
						Subtotal :	135.00
ALLIED / Allied Concrete Company	41276	11/15/2011	1	000636260	003748		11.95
						ALLIED Subtotal :	11.95
APPALA / Appalachian Power	41277	11/15/2011	1	MONAC1011	003748	0226837950	28.73
APPALA / Appalachian Power	41277	11/15/2011	1	RT7951011	003748	0229422570	24.92
APPALA / Appalachian Power	41277	11/15/2011	1	SCOTTS1011	003748	0206600370	50.02
						APPALA Subtotal :	103.67
APPRAI / Appraisal Group, Inc.	41278	11/15/2011	1	26025	003748	PO#8555	3200.00
						APPRAI Subtotal :	3200.00
ARBOR / ArborLife Professional	41279	11/15/2011	1	10812	003748		175.00
						ARBOR Subtotal :	175.00
BANK / Bank of America	41280	11/15/2011	1	OCT2011	003748	CORP. ACCT	3754.60
						BANK Subtotal :	3754.60
Employee	41281	11/15/2011	1	CAFE102811	003748	MED. REIMB	7.00
Employee	41281	11/15/2011	1	CAFE110111	003748	MED. REIMB	87.01
						Subtotal :	94.01
BATTLE / Battlefield Motors, LLC	41282	11/15/2011	1	94427	003748		73.22
BATTLE / Battlefield Motors, LLC	41282	11/15/2011	1	94609	003748		2.60
						BATTLE Subtotal :	75.82
Employee	41283	11/15/2011	1	CAFE110411	003748	MED&CHILD	273.60
						Subtotal :	273.60

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Employee	41284	11/15/2011	1	CAFE110711	003748	MED. REIMB	30.00
Employee	41284	11/15/2011	1	CAFE111111	003748	CHILD CARE	700.00
Subtotal :							730.00
BETTER / Better Living, Inc.	41285	11/15/2011	1	00094026-1	003748	ALBO4555	23.29
BETTER / Better Living, Inc.	41285	11/15/2011	1	00094099-1	003748	ALBO4555	198.00
BETTER Subtotal :							221.29
BFI / Allied Waste Services	41286	11/15/2011	1	000474420	003748	A-2010536	156.27
BFI Subtotal :							156.27
BLAKE / Elizabeth Blake	41287	11/15/2011	1	PAYT110411	003748	TOILET REB	200.00
BLAKE Subtotal :							200.00
CAPITA / Capital Tristate	41288	11/15/2011	1	11333315-2	003748		10.08
CAPITA / Capital Tristate	41288	11/15/2011	1	S011316767	003748		1.43
CAPITA / Capital Tristate	41288	11/15/2011	1	S011333315	003748		23.52
CAPITA Subtotal :							35.03
CAROLI / Carolina Meter & Supply	41289	11/15/2011	1	5808	003748	PO#8446	7562.50
CAROLI Subtotal :							7562.50
CEILIN / The Ceiling & Floor Shop, Inc.	41290	11/15/2011	1	0173737-IN	003748		57.25
CEILIN Subtotal :							57.25
CHARL2 / Charlottesville Wrecker	41291	11/15/2011	1	5247	003748		40.00
CHARL2 Subtotal :							40.00
CHARL4 / Charlottesville Truck Repair, Inc	41292	11/15/2011	1	067451	003748		51.26
CHARL4 / Charlottesville Truck Repair, Inc	41292	11/15/2011	1	067491	003748		16.00
CHARL4 / Charlottesville Truck Repair, Inc	41292	11/15/2011	1	067497	003748		16.00
CHARL4 / Charlottesville Truck Repair, Inc	41292	11/15/2011	1	067498	003748		1.00

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CHARL4 / Charlottesville Truck Repair, Inc	41292	11/15/2011	1	067537	003748		16.00
CHARL4 / Charlottesville Truck Repair, Inc	41292	11/15/2011	1	067552	003748		1.00
CHARL4 Subtotal :							101.26
CHARL9 / Central Virginia Rental	41293	11/15/2011	1	79779-4	003748		29.22
CHARL9 / Central Virginia Rental	41293	11/15/2011	1	80522-4	003748		72.50
CHARL9 Subtotal :							101.72
CHARLR / Charlottesville Regional Chamber	41294	11/15/2011	1	24	003748		20.00
CHARLR Subtotal :							20.00
CHIMNE / Chimney Cricket	41295	11/15/2011	1	296188	003748		90.00
CHIMNE Subtotal :							90.00
CITY1 / City of Charlottesville	41296	11/15/2011	1	AMB1111	003748	A-1045904	12.59
CITY1 / City of Charlottesville	41296	11/15/2011	1	AVON1111	003748	A-1048121	16.47
CITY1 Subtotal :							29.06
COSNE1 / Cosner Brothers Body Shop, Inc.	41297	11/15/2011	1	INV110311	003748		128.54
COSNE1 Subtotal :							128.54
CROZE1 / Crozet Hardware Co., Inc.	41298	11/15/2011	1	OCT2011	003748	ON ACCOUNT	18.47
CROZE1 Subtotal :							18.47
DAILY / The Daily Progress	41299	11/15/2011	1	OCT2011	003748	A-3309559	994.55
DAILY Subtotal :							994.55
DATAPR / DataPrint, LLC	41300	11/15/2011	1	34836	003748		792.66
DATAPR Subtotal :							792.66
DATAW / Data West Corporation	41301	11/15/2011	1	29397	003748		525.00

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DATAW Subtotal :							525.00
Employee	41302	11/15/2011	1	CAFE111111	003748	MED. REIMB	150.10
Subtotal :							150.10
DEWBER / Dewberry & Davis, Inc.	41303	11/15/2011	1	832203	003748	SPO#8551	1571.75
DEWBER Subtotal :							1571.75
DOMIN3 / Dominion Virginia Power	41304	11/15/2011	1	BLDGOCT11	003748	9995400000	2618.51
DOMIN3 / Dominion Virginia Power	41304	11/15/2011	1	PETERDEC11	003748	3827498456	156.75
DOMIN3 / Dominion Virginia Power	41304	11/15/2011	1	RT810OCT11	003748	2396032506	34.11
DOMIN3 / Dominion Virginia Power	41304	11/15/2011	1	SANDEDEC11	003748	9115297500	43.95
DOMIN3 / Dominion Virginia Power	41304	11/15/2011	1	TREMOCT11	003748	5925565003	252.64
DOMIN3 / Dominion Virginia Power	41304	11/15/2011	1	WHSENOV11	003748	0005480009	412.74
DOMIN3 Subtotal :							3518.70
DRAPER / Draper Aden Associates	41305	11/15/2011	1	2011090392	003748	SPO#8552	1073.11
DRAPER Subtotal :							1073.11
EMERYT / Emery Taylor, D.D.S.	41306	11/15/2011	1	CAFE110711	003748		228.60
EMERYT Subtotal :							228.60
FASTEN / Fastenal	41307	11/15/2011	1	VACHA72161	003748		12.60
FASTEN Subtotal :							12.60
FEDEX / FedEx	41308	11/15/2011	1	7-67216067	003748	2968-57254	32.72
FEDEX Subtotal :							32.72
FERGUS / Ferguson Enterprises, Inc.	41309	11/15/2011	1	1818557	003748		863.76
FERGUS / Ferguson Enterprises, Inc.	41309	11/15/2011	1	1827627	003748	PO#8539	231.48
FERGUS / Ferguson Enterprises, Inc.	41309	11/15/2011	1	1827627-1	003748	PO#8539	3046.02

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Information	Check	Ck Date	Prity	Invoice	Session	Reference	Amount
FERGUS / Ferguson Enterprises, Inc.	41309	11/15/2011	1	1828298	003748		18.28
FERGUS / Ferguson Enterprises, Inc.	41309	11/15/2011	1	1829312	003748		19.28
FERGUS / Ferguson Enterprises, Inc.	41309	11/15/2011	1	1829373	003748		71.20
FERGUS / Ferguson Enterprises, Inc.	41309	11/15/2011	1	1829374	003748		9.80
FERGUS / Ferguson Enterprises, Inc.	41309	11/15/2011	1	1830623	003748		23.48
FERGUS / Ferguson Enterprises, Inc.	41309	11/15/2011	1	1830935	003748		8.84
FERGUS / Ferguson Enterprises, Inc.	41309	11/15/2011	1	1831321	003748		5.55
FERGUS / Ferguson Enterprises, Inc.	41309	11/15/2011	1	1832143	003748		146.96
FERGUS Subtotal :							4444.65
FISHER / Fisher Auto Parts, Inc.	41310	11/15/2011	1	OCT2011	003748	A-10280	75.36
FISHER Subtotal :							75.36
GENUIN / Genuine Parts Company - Richmond	41311	11/15/2011	1	OCT2011	003748	A-29600438	131.71
GENUIN Subtotal :							131.71
GORHAM / Peter C. Gorham	41312	11/15/2011	1	EXPREP1011	003748	TRAVEL EXP	191.27
GORHAM Subtotal :							191.27
HDSUPP / HD Supply Waterworks, Ltd.	41313	11/15/2011	1	3930707	003748	PO#8557	35400.00
HDSUPP Subtotal :							35400.00
Employee	41314	11/15/2011	1	CAFE110911	003748	MED. REIMB	192.00
Subtotal :							192.00
Employee	41315	11/15/2011	1	CAFE110311	003748	MED. REIMB	237.00
Subtotal :							237.00
IKON / IKON Office Solutions, Inc.	41316	11/15/2011	1	1031716797	003748	PO#8516	10351.00
IKON Subtotal :							10351.00

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INTRAS / Intrastate Pest Control Co., Inc.	41317	11/15/2011	1	584366	003748		48.00
INTRAS Subtotal :							48.00
IRSINC / IRS, Inc.	41318	11/15/2011	1	40835-684	003748	PO#8531	5008.34
IRSINC Subtotal :							5008.34
JAMES / James River Solutions	41319	11/15/2011	1	S040273-IN	003748		1240.90
JAMES / James River Solutions	41319	11/15/2011	1	S040274-IN	003748		511.10
JAMES / James River Solutions	41319	11/15/2011	1	S040838-IN	003748		947.38
JAMES / James River Solutions	41319	11/15/2011	1	S040839-IN	003748		693.63
JAMES Subtotal :							3393.01
JIFFY2 / Jiffy Lube #3347/29 Lube, Inc.	41320	11/15/2011	1	1727163	003748	A-76206	67.47
JIFFY2 Subtotal :							67.47
JOHNDE / John Deere Financial	41321	11/15/2011	1	SEPT2011	003748	2812290185	11.05
JOHNDE Subtotal :							11.05
JOHNS7 / Brian Johnson	41322	11/15/2011	1	PAYT110711	003748	TOILET REB	200.00
JOHNS7 Subtotal :							200.00
Employee	41323	11/15/2011	1	CAFE111411	003748	MED&CHILD	484.81
Subtotal :							484.81
KUHN / Laura Kuhn	41324	11/15/2011	1	PAYT110911	003748	TOILET REB	300.00
KUHN Subtotal :							300.00
LINCO / Linco, Inc.	41325	11/15/2011	1	MISCSEW#1	003748	PO#8554	88788.16
LINCO Subtotal :							88788.16
LUCKST / Luck Stone Corporation	41326	11/15/2011	1	999669	003748		171.74

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LUCKST Subtotal :							171.74
Employee	41327	11/15/2011	1	CAFE110411	003748	CHILD CARE	400.00
Subtotal :							400.00
MAILIN / Mailing Services of Virginia	41328	11/15/2011	1	1109210	003748		398.78
MAILIN / Mailing Services of Virginia	41328	11/15/2011	1	1110044	003748		383.38
MAILIN / Mailing Services of Virginia	41328	11/15/2011	1	1110045	003748		299.68
MAILIN / Mailing Services of Virginia	41328	11/15/2011	1	1110109	003748		299.40
MAILIN / Mailing Services of Virginia	41328	11/15/2011	1	1110110	003748		324.40
MAILIN Subtotal :							1705.64
MARTI2 / Martin Hardware, Inc.	41329	11/15/2011	1	074726	003748		22.64
MARTI2 Subtotal :							22.64
MCKEOW / Patricia McKeown	41330	11/15/2011	1	PAYT110711	003748	TOILET REB	100.00
MCKEOW Subtotal :							100.00
MEADOW / Meadowbrook Hardware	41331	11/15/2011	1	OCT2011	003748		160.73
MEADOW Subtotal :							160.73
MOOREW / William Moore	41332	11/15/2011	1	PAYT110111	003748	TOILET REB	100.00
MOOREW Subtotal :							100.00
PORTIC / Portico Publications, LTD	41333	11/15/2011	1	1200675	003748		390.00
PORTIC Subtotal :							390.00
RAWLI1 / Steve Rawlings	41334	11/15/2011	1	PAYT110711	003748	TOILET REB	100.00
RAWLI1 Subtotal :							100.00
REXEL / Rexel Inc.	41335	11/15/2011	1	S101730300	003748		1.02

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					REXEL Subtotal :		1.02
RHDONN / Dex One	41336	11/15/2011	1	NOV2011	003748	300118889	52.00
					RHDONN Subtotal :		52.00
RHONDE / Carolyn Rhondean	41337	11/15/2011	1	PAYT102511	003748	RAIN BARRE	60.00
					RHONDE Subtotal :		60.00
RIVAN1 / Rivanna Solid Waste Authority	41338	11/15/2011	1	OCT2011	003748	ACCT. 70	400.90
					RIVAN1 Subtotal :		400.90
RIVAN2 / Rivanna Water & Sewer Authority	41339	11/15/2011	1	RMDSHARE#6	003748		17951.96
					RIVAN2 Subtotal :		17951.96
RUDYSC / Rudy's Dry Cleaners	41340	11/15/2011	1	PAYT102611	003748	TABLECLOTH	46.80
					RUDYSC Subtotal :		46.80
SIS / S.I.S Paint, Inc.	41341	11/15/2011	1	29623	003748		795.60
					SIS Subtotal :		795.60
SOUTH2 / Southern Graphics & Supply Co.	41342	11/15/2011	1	27337	003748		60.80
					SOUTH2 Subtotal :		60.80
SPECIA / Specialty Fasteners of Ch'ville	41343	11/15/2011	1	166111	003748		57.86
					SPECIA Subtotal :		57.86
SPRINT / CenturyLink	41344	11/15/2011	1	CROZET1111	003748	309582689	37.25
SPRINT / CenturyLink	41344	11/15/2011	1	GEORG1011	003748	309374717	39.62
SPRINT / CenturyLink	41344	11/15/2011	1	MILLC1111	003748	310360951	44.73
SPRINT / CenturyLink	41344	11/15/2011	1	REDH1111	003748	309751316	47.48
					SPRINT Subtotal :		169.08
Employee	41345	11/15/2011	1	CAFE110211	003748	MED. REIMB	45.00
Employee	41345	11/15/2011	1	CAFE110811	003748	MED. REIMB	57.00

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					Subtotal :		102.00
STJOHN / St. John, Bowling, Lawrence &	41346	11/15/2011	1	11020	003748		7767.50
					STJOHN Subtotal :		7767.50
SUPPLY / The Supply Room Companies, Inc.	41347	11/15/2011	1	1632458-0	003748		49.37
					SUPPLY Subtotal :		49.37
Employee	41348	11/15/2011	1	CAFE110311	003748	MED. REIMB	499.92
					Subtotal :		499.92
TRACTO / Tractor Supply	41349	11/15/2011	1	OCT2011	003748	6035301201	263.40
					TRACTO Subtotal :		263.40
TRUCK2 / Truck Enterprises, Inc.	41350	11/15/2011	1	AW47082	003748		629.60
					TRUCK2 Subtotal :		629.60
TRUNZO / Karen Trunzo	41351	11/15/2011	1	PAYT110111	003748	RAIN BARRE	30.00
					TRUNZO Subtotal :		30.00
UNIFIR / UniFirst Corporation	41352	11/15/2011	1	2020666578	003748		360.38
UNIFIR / UniFirst Corporation	41352	11/15/2011	1	2020667449	003748		360.38
					UNIFIR Subtotal :		720.76
USPOST / U. S. Postmaster	41353	11/15/2011	1	PAYT110411	003748	PERMIT 205	9000.00
					USPOST Subtotal :		9000.00
USPS / Reserve Account	41354	11/15/2011	1	PAYT110411	003748	A-38311585	1500.00
					USPS Subtotal :		1500.00
VATRAN / Treasurer of Virginia	41355	11/15/2011	1	PAYT111411	003748	PERMIT	100.00
					VATRAN Subtotal :		100.00
VERIZO / Verizon Wireless	41356	11/15/2011	1	6650239622	003748	622280277	1390.89

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VERIZO Subtotal :							1390.89
VOICEL / VoiceLink Communications	41357	11/15/2011	1	53981	003748		230.25
VOICEL Subtotal :							230.25
VONDRA / Stephen Vondra	41358	11/15/2011	1	PAYT110911	003748	RAIN BARRE	30.00
VONDRA Subtotal :							30.00
Employee	41359	11/15/2011	1	CAFE110311	003748	CHILD CARE	70.00
Subtotal :							70.00
WHITMA / Whitman, Requardt & Associates, L	41360	11/15/2011	1	20-46480-1	003748		999.00
WHITMA / Whitman, Requardt & Associates, L	41360	11/15/2011	1	23-46480-3	003748	SPO#8484	2298.57
WHITMA / Whitman, Requardt & Associates, L	41360	11/15/2011	1	8-46480-6	003748	SPO#8508	3937.20
WHITMA Subtotal :							7234.77
WILLIA / S. L. Williamson Company, Inc.	41361	11/15/2011	1	00047265	003748		66.30
WILLIA / S. L. Williamson Company, Inc.	41361	11/15/2011	1	00047319	003748		191.75
WILLIA / S. L. Williamson Company, Inc.	41361	11/15/2011	1	00047352	003748	PO#8562	13432.00
WILLIA Subtotal :							13690.05
Employee	41362	11/15/2011	1	CAFE102711	003748	CAFE102711	7.00
Employee	41362	11/15/2011	1	CAFE110211	003748	MED. REIMB	20.98
Subtotal :							27.98
Employee	41363	11/15/2011	1	CAFE110711	003748	MED. REIMB	170.02
Employee	41363	11/15/2011	1	EXPREP1111	003748	TRAVEL EXP	173.38
Subtotal :							343.40
Total For Check Account:				201-200-084			244450.18

Check Register Total :

245037.49

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RIVAN2/Rivanna Water & Sewer Authority		11/10/2011		Bulk Water & Sewer Transfer			1,152,540.08
				Check Register & Wire Total:			<u>1,397,577.57</u>

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Information	Check	Ck Date	Prity	Invoice	Session	Reference	Amount
Checking Account:	100-100-018						
BLUERC / Blue Ridge Cafe & Catering Co.	41364	11/18/2011	M	EO8575	003749	PO#8567	659.49
BLUERC Subtotal :							659.49
SEALTI / Seal-tite Basement	41365	11/22/2011	M	REQ8568	003764	DEPOSIT	1000.00
SEALTI Subtotal :							1000.00
Total For Check Account:				100-100-018			1659.49
Checking Account:	100-100-020						
ACAC / ACAC Fitness & Wellness	28462	11/30/2011	1	PAYT112811	003760	A-RESP117	330.00
ACAC Subtotal :							330.00
COUNT1 / County of Albemarle	28463	11/30/2011	1	HPRE113011	003760	HEALTH PRE	138.75
COUNT1 Subtotal :							138.75
HBESKI / Herbert L. Beskin, Trustee	28464	11/30/2011	1	PAYT112811	003760		1125.00
HBESKI Subtotal :							1125.00
THELIN / The Lincoln National Life Insuran	28465	11/30/2011	1	LTST1211	003760	A-739640	80.16
THELIN Subtotal :							80.16
TREAS4 / Treasurer of Virginia	28466	11/30/2011	1	PAYT112811	003760		327.32
TREAS4 Subtotal :							327.32
UNITE5 / United Way Thomas Jefferson Area	28467	11/30/2011	1	PAYT112811	003760	PLEDGES	70.00
UNITE5 Subtotal :							70.00
Total For Check Account:				100-100-020			2071.23

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Checking Account:	201-200-084						
/ ** ALIGNMENT **	41366	11/30/2011	S	ALIGNMENT		ALIGNMENT	0.00
						Subtotal :	0.00
AIRECO / Aireco Supply, Inc.	41367	11/30/2011	1	3188713-00		*V 11/29/11	76.72
						AIRECO Subtotal :	0.00
ALBEMA / Albemarle Lock & Safe Company, In	41368	11/30/2011	1	25838		*V 11/29/11	5.90
						ALBEMA Subtotal :	0.00
Employee	41369	11/30/2011	1	CAFE112111		*V 11/29/11	200.00
						Subtotal :	0.00
APPALA / Appalachian Power	41370	11/30/2011	1	MONAC1111		*V 11/29/11	44.66
APPALA / Appalachian Power	41370	11/30/2011	1	RT7951111		*V 11/29/11	30.23
APPALA / Appalachian Power	41370	11/30/2011	1	SCOTTS1111		*V 11/29/11	65.05
						APPALA Subtotal :	0.00
AQUA / Aqua Air Laboratories, Inc.	41371	11/30/2011	1	A07940		*V 11/29/11	280.00
						AQUA Subtotal :	0.00
ATLAN1 / Atlantic Utility Solutions, Inc.	41372	11/30/2011	1	201460		*V 11/29/11	18759.65
						ATLAN1 Subtotal :	0.00
ATLANT / Atlantic Machinery, Inc.	41373	11/30/2011	1	59974		*V 11/29/11	1937.48
						ATLANT Subtotal :	0.00
ATT / AT & T	41374	11/30/2011	1	OCT2011		*V 11/29/11	496.90
						ATT Subtotal :	0.00
AUTOM1 / Automation Service	41375	11/30/2011	1	382378-01		*V 11/29/11	1008.01
						AUTOM1 Subtotal :	0.00

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BATTLE / Battlefield Motors, LLC	41376	11/30/2011	1	127351	003761		62.11
				BATTLE Subtotal :			62.11
BEICOR / UltraBac Software	41377	11/30/2011	1	10012-200	003761		755.00
				BEICOR Subtotal :			755.00
Employee	41378	11/30/2011	1	CAFE112911	003761	CHILD CARE	700.00
				Subtotal :			700.00
BETTER / Better Living, Inc.	41379	11/30/2011	1	00098977-1	003761		48.70
				BETTER Subtotal :			48.70
BLUERC / Blue Ridge Cafe & Catering Co.	41380	11/30/2011	1	EO8575#2	003761	PO#8567	659.49
				BLUERC Subtotal :			659.49
CAPITA / Capital Tristate	41381	11/30/2011	1	01140517-2	003761		38.45
CAPITA / Capital Tristate	41381	11/30/2011	1	S011405170	003761		3.87
				CAPITA Subtotal :			42.32
CENTR2 / Central Battery Specialist	41382	11/30/2011	1	20483	003761		161.94
				CENTR2 Subtotal :			161.94
CHARL4 / Charlottesville Truck Repair, Inc	41383	11/30/2011	1	067622	003761		32.00
CHARL4 / Charlottesville Truck Repair, Inc	41383	11/30/2011	1	067653	003761		16.00
CHARL4 / Charlottesville Truck Repair, Inc	41383	11/30/2011	1	067666	003761		16.00
CHARL4 / Charlottesville Truck Repair, Inc	41383	11/30/2011	1	067668	003761		51.00
				CHARL4 Subtotal :			115.00
CITY1 / City of Charlottesville	41384	11/30/2011	1	PETER1111	003761	A-1023050	19.06
CITY1 / City of Charlottesville	41384	11/30/2011	1	SHOP1111	003761	A-1020814	64.59
				CITY1 Subtotal :			83.65

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CLEARC / Clear Communication &	41385	11/30/2011	1	90266	003761	PO#8463	5773.50
CLEARC Subtotal :							5773.50
COSNE1 / Cosner Brothers Body Shop, Inc.	41386	11/30/2011	1	INV110711	003761		673.84
COSNE1 Subtotal :							673.84
COUNT1 / County of Albemarle	41387	11/30/2011	1	113011DPRE	003761	DENTAL PRE	2736.90
COUNT1 / County of Albemarle	41387	11/30/2011	1	113011HPRE	003761	HEALTH PRE	8529.28
COUNT1 / County of Albemarle	41387	11/30/2011	1	HOSP113011	003761	HOSPITALIZ	41189.41
COUNT1 Subtotal :							52455.59
CROZE3 / Crozet Gazette	41388	11/30/2011	1	RENEW11-12	003761	SUBSCRIPT	25.00
CROZE3 Subtotal :							25.00
DOMIN3 / Dominion Virginia Power	41389	11/30/2011	1	171OCT11	003761	1819503747	67.04
DOMIN3 / Dominion Virginia Power	41389	11/30/2011	1	AMBNV11	003761	1450713233	211.49
DOMIN3 / Dominion Virginia Power	41389	11/30/2011	1	BARRDEC11	003761	3816467504	1739.21
DOMIN3 / Dominion Virginia Power	41389	11/30/2011	1	CSHOPOCT11	003761	4589780156	162.02
DOMIN3 / Dominion Virginia Power	41389	11/30/2011	1	FAULCNOV11	003761	9722152502	9.50
DOMIN3 / Dominion Virginia Power	41389	11/30/2011	1	GEORGOCT11	003761	9694377509	113.98
DOMIN3 / Dominion Virginia Power	41389	11/30/2011	1	HOLIDNOV11	003761	3459448092	11.68
DOMIN3 / Dominion Virginia Power	41389	11/30/2011	1	LEGODEC11	003761	0893976829	68.70
DOMIN3 / Dominion Virginia Power	41389	11/30/2011	1	OAKFNOV11	003761	3694115001	109.08
DOMIN3 / Dominion Virginia Power	41389	11/30/2011	1	OLDFDEC11	003761	9634630009	143.45
DOMIN3 / Dominion Virginia Power	41389	11/30/2011	1	ROLLOCT11	003761	2624300006	13.77
DOMIN3 / Dominion Virginia Power	41389	11/30/2011	1	ROOKWNOV11	003761	5666293393	7.35
DOMIN3 / Dominion Virginia Power	41389	11/30/2011	1	RT250NOV11	003761	0771930005	109.85
DOMIN3 / Dominion Virginia Power	41389	11/30/2011	1	RT742DEC11	003761	9534967501	125.42

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Information	Check	Ck Date	Prity	Invoice	Session	Reference	Amount
DOMIN3 / Dominion Virginia Power	41389	11/30/2011	1	SUMMIDEC11	003761	4823452430	39.40
DOMIN3 / Dominion Virginia Power	41389	11/30/2011	1	WINTENOV11	003761	0945818763	38.32
DOMIN3 / Dominion Virginia Power	41389	11/30/2011	1	WOODOCT11	003761	0093014934	86.75
DOMIN3 Subtotal :							3057.01
DRAPER / Draper Aden Associates	41390	11/30/2011	1	R201108046	003761	PO#8527	4303.40
DRAPER Subtotal :							4303.40
FASTEN / Fastenal	41391	11/30/2011	1	VACHA72506	003761		50.00
FASTEN Subtotal :							50.00
FERGUS / Ferguson Enterprises, Inc.	41392	11/30/2011	1	1833101	003761		49.39
FERGUS Subtotal :							49.39
Employee	41393	11/30/2011	1	CAFE112811	003761	MED. REIMB	71.78
Subtotal :							71.78
GUARDA / Guardian Auto Glass	41394	11/30/2011	1	I564005012	003761		210.00
GUARDA Subtotal :							210.00
HAMNE1 / Karl Hamner	41395	11/30/2011	1	PAYT111511	003761	TOILET REB	100.00
HAMNE1 Subtotal :							100.00
HDSUPP / HD Supply Waterworks, Ltd.	41396	11/30/2011	1	3997736	003761	PO#8557	1063.00
HDSUPP Subtotal :							1063.00
HEWLET / Hewlett-Packard Company	41397	11/30/2011	1	0050205486	003761	PO#8519	797.00
HEWLET / Hewlett-Packard Company	41397	11/30/2011	1	0050205487	003761	PO#8520	728.00
HEWLET Subtotal :							1525.00

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JAMES / James River Solutions	41398	11/30/2011	1	S041480-IN	003761		1082.70
JAMES / James River Solutions	41398	11/30/2011	1	S041481-IN	003761		1602.00
JAMES / James River Solutions	41398	11/30/2011	1	S042477-IN	003761		1546.58
JAMES / James River Solutions	41398	11/30/2011	1	S042478-IN	003761		1274.85
JAMES Subtotal :							5506.13
JAWIND / J & A Window Washing &	41399	11/30/2011	1	INV110711	003761	PO#8542	20072.00
JAWIND Subtotal :							20072.00
LOWES / Lowe's Companies, Inc.	41400	11/30/2011	1	OCT2011	003761	9900033064	4426.06
LOWES Subtotal :							4426.06
LUCKST / Luck Stone Corporation	41401	11/30/2011	1	1001130	003761		290.93
LUCKST / Luck Stone Corporation	41401	11/30/2011	1	1003869	003761		149.56
LUCKST Subtotal :							440.49
Employee	41402	11/30/2011	1	CAFE111511	003761	MED&CHILD	226.86
Subtotal :							226.86
MAILIN / Mailing Services of Virginia	41403	11/30/2011	1	1110174	003761		384.18
MAILIN / Mailing Services of Virginia	41403	11/30/2011	1	1110175	003761		398.98
MAILIN / Mailing Services of Virginia	41403	11/30/2011	1	1111044	003761		298.80
MAILIN / Mailing Services of Virginia	41403	11/30/2011	1	1111076	003761		299.70
MAILIN Subtotal :							1381.66
MARTI2 / Martin Hardware, Inc.	41404	11/30/2011	1	075172	003761		16.13
MARTI2 / Martin Hardware, Inc.	41404	11/30/2011	1	075472	003761		17.08
MARTI2 Subtotal :							33.21

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MARTI3 / Martin Marietta Materials	41405	11/30/2011	1	9873889	003761		83.89
MARTI3 / Martin Marietta Materials	41405	11/30/2011	1	9873890	003761		106.36
MARTI3 / Martin Marietta Materials	41405	11/30/2011	1	9891284	003761		127.97
MARTI3 Subtotal :							318.22
MILLER / Miller's Office Products	41406	11/30/2011	1	553013	003761		148.50
MILLER Subtotal :							148.50
MINNES / Minnesota Life Insurance Company	41407	11/30/2011	1	PAYT112811	003761	LIFE INS.	472.46
MINNES Subtotal :							472.46
MLSMIT / M. Lee Smith Publishers LLC	41408	11/30/2011	1	14988973	003761		306.95
MLSMIT Subtotal :							306.95
OCONNE / Gary O'Connell	41409	11/30/2011	1	EXPREP1111	003761	TRAVEL EXP	282.40
OCONNE / Gary O'Connell	41409	11/30/2011	1	EXPREPNOV	003761	TRAVEL EXP	78.41
OCONNE Subtotal :							360.81
RAGSDA / Shane T. Ragsdale DBA/	41410	11/30/2011	1	008	003761	SPO#8444	2000.00
RAGSDA Subtotal :							2000.00
RAPPAH / Rappahannock Electric Cooperative	41411	11/30/2011	1	BRIAR1011	003761	7397720000	55.13
RAPPAH / Rappahannock Electric Cooperative	41411	11/30/2011	1	NRIVAN1011	003761	6397772000	103.92
RAPPAH Subtotal :							159.05
RAYCAR / Ray Carr Tires, Inc.	41412	11/30/2011	1	02-28573	003761		47.46
RAYCAR Subtotal :							47.46
REXEL / Rexel Inc.	41413	11/30/2011	1	S101854759	003761		7.76
REXEL Subtotal :							7.76

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RICHMO / Richmond Times-Dispatch	41414	11/30/2011	1	OCT2011	003761	PO#8560	1451.00
RICHMO Subtotal :							1451.00
RIVAN2 / Rivanna Water & Sewer Authority	41415	11/30/2011	1	08234	003761		1131.10
RIVAN2 Subtotal :							1131.10
ROYSEL / Roys Electric Motor Service, Inc.	41416	11/30/2011	1	97626	003761	PO#8569	1070.00
ROYSEL Subtotal :							1070.00
SAFEWA / Safeware, Inc.	41417	11/30/2011	1	3270973	003761		56.37
SAFEWA Subtotal :							56.37
SKRYBA / Stephen Skrybailo	41418	11/30/2011	1	PAYT111011	003761	RAIN BARRE	30.00
SKRYBA Subtotal :							30.00
SOUTH3 / Southern States	41419	11/30/2011	1	OCT-NOV11	003761	A-027170	116.91
SOUTH3 Subtotal :							116.91
SPECIA / Specialty Fasteners of Ch'ville	41420	11/30/2011	1	166253	003761		18.45
SPECIA / Specialty Fasteners of Ch'ville	41420	11/30/2011	1	166445	003761		12.31
SPECIA Subtotal :							30.76
SPRINT / CenturyLink	41421	11/30/2011	1	CHILL1111	003761	309552912	78.00
SPRINT / CenturyLink	41421	11/30/2011	1	DSL1111	003761	309584936	629.06
SPRINT / CenturyLink	41421	11/30/2011	1	EDNAM1111	003761	309696323	117.00
SPRINT / CenturyLink	41421	11/30/2011	1	MAIN1111	003761	310434122	689.85
SPRINT / CenturyLink	41421	11/30/2011	1	MOS1211	003761	309580249	40.92
SPRINT / CenturyLink	41421	11/30/2011	1	OLDF1111	003761	310322470	46.67
SPRINT / CenturyLink	41421	11/30/2011	1	SAND1211	003761	310148395	38.50
SPRINT Subtotal :							1640.00
THELIN / The Lincoln National Life Insuran	41422	11/30/2011	1	STLT1211	003761	A-739640	626.84

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THELIN Subtotal :							626.84
TOKAYS / Tokay Software, Inc.	41423	11/30/2011	1	C43410241	003761	PO#8559	1250.00
TOKAYS Subtotal :							1250.00
TREAS3 / Treasurer of Virginia · VRS	41424	11/30/2011	1	LIFE1111	003761	LIFE INS.	720.52
TREAS3 / Treasurer of Virginia · VRS	41424	11/30/2011	1	RETIRE1111	003761	RETIREMENT	32286.68
TREAS3 Subtotal :							33007.20
TTRUCK / Truck Parts East	41425	11/30/2011	1	120751	003761		29.80
TTRUCK Subtotal :							29.80
UNIFIR / UniFirst Corporation	41426	11/30/2011	1	2020668308	003761		360.38
UNIFIR / UniFirst Corporation	41426	11/30/2011	1	2020669164	003761		360.38
UNIFIR Subtotal :							720.76
UNITE2 / United Rentals, Inc.	41427	11/30/2011	1	100261244	003761		25.00
UNITE2 / United Rentals, Inc.	41427	11/30/2011	1	95833079-1	003761		2.13
UNITE2 Subtotal :							27.13
USABLU / USABlueBook	41428	11/30/2011	1	536747	003761	PO#8565	2209.60
USABLU / USABlueBook	41428	11/30/2011	1	536876	003761	PO#8565	2209.60
USABLU Subtotal :							4419.20
UVAHE2 / University of Virginia	41429	11/30/2011	1	CAF112111	003761		104.00
UVAHE2 / University of Virginia	41429	11/30/2011	1	CAFE112111	003761		20.00
UVAHE2 Subtotal :							124.00
VAUTIL / Virginia Utility Protection Servi	41430	11/30/2011	1	10110005	003761		1084.65
VAUTIL Subtotal :							1084.65
Employee	41431	11/30/2011	1	CAFE111711	003761	MED. REIMB	30.00
Subtotal :							30.00

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Employee	41432	11/30/2011	1	CAFE111411	003761	CHILD CARE	37.00
						Subtotal :	37.00
WATERE / Water Environment Federation	41433	11/30/2011	1	RENEW12-13	003761	M-1827695	113.00
						WATERE Subtotal :	113.00
WAYNEO / Wayne Oxygen &	41434	11/30/2011	1	275360	003761		38.00
WAYNEO / Wayne Oxygen &	41434	11/30/2011	1	275407	003761		38.00
						WAYNEO Subtotal :	76.00
WEBROW / W. E. Brown, Inc.	41435	11/30/2011	1	J9593	003761	PO#8534	6890.00
						WEBROW Subtotal :	6890.00
WILLIA / S. L. Williamson Company, Inc.	41436	11/30/2011	1	00047470	003761		647.40
WILLIA / S. L. Williamson Company, Inc.	41436	11/30/2011	1	00047492	003761		453.05
						WILLIA Subtotal :	1100.45
AIRECO / Aireco Supply, Inc.	41437	11/30/2011	1	3188713-00	003761		76.72
						AIRECO Subtotal :	76.72
ALBEMA / Albemarle Lock & Safe Company, In	41438	11/30/2011	1	25838	003761		5.90
						ALBEMA Subtotal :	5.90
Employee	41439	11/30/2011	1	CAFE112111	003761	CHILD CARE	200.00
						Subtotal :	200.00
APPALA / Appalachian Power	41440	11/30/2011	1	MONAC1111	003761	0226837950	44.66
APPALA / Appalachian Power	41440	11/30/2011	1	RT7951111	003761	0229422570	30.23
APPALA / Appalachian Power	41440	11/30/2011	1	SCOTTS1111	003761	0206600370	65.05
						APPALA Subtotal :	139.94
AQUA / Aqua Air Laboratories, Inc.	41441	11/30/2011	1	A07940	003761		280.00

Payment / Vendor Information

Information	Check	Ck Date	Prity	Invoice	Session	Reference	Amount
					AQUA Subtotal :		280.00
ATLAN1 / Atlantic Utility Solutions, Inc.	41442	11/30/2011	1	201460	003761	PO#8564	18759.65
					ATLAN1 Subtotal :		18759.65
ATLANT / Atlantic Machinery, Inc.	41443	11/30/2011	1	59974	003761	PO#8504	1937.48
					ATLANT Subtotal :		1937.48
ATT / AT & T	41444	11/30/2011	1	OCT2011	003761	0301258016	496.90
					ATT Subtotal :		496.90
AUTOM1 / Automation Service	41445	11/30/2011	1	382378-01	003761	PO#8550	1008.01
					AUTOM1 Subtotal :		1008.01
Total For Check Account:				201-200-084			185860.11
Check Register Total :							189590.83

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

AGENDA TITLE: FY 2012 Capital Improvement Program (CIP) STAFF CONTACT(S)/PREPARER: Peter C. Gorham, P.E., Director of Engineering	AGENDA DATE: December 15, 2011 CONSENT AGENDA: ACTION: ■ INFORMATION: ■ ATTACHMENTS: YES
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BACKGROUND: Monthly CIP Memo summarizing changes to the CIP Schedule, status report on active CIP Projects, list of Active Private Development Projects and revised CIP Schedule.

DISCUSSION:

- Schedule changes for two CIP Projects
- Addition of a new project to the schedule
- Questions about current status of active CIP Projects

BUDGET IMPACT: None.

RECOMMENDATIONS: None.

BOARD ACTION REQUESTED: Approval of the Consent Agenda.

ATTACHMENTS:

- List of CIP schedule changes
- Monthly CIP Report
- List of Active Private Development Projects
- Revised CIP Schedule

Albemarle County Service Authority (ACSA)

CIP Schedule Revisions

November 2011

1. The study phase of the Biscuit Run Drainage Basin SSES Project has been extended to January 2012.
2. The construction phase of the PVCC Sewer Relocation Project has been added to the schedule and extends through March 2012.
3. The Confederate Street Water Main Replacement Project has been added to the schedule.

Albemarle County Service Authority (ACSA)
Capital Improvement Project Report
December 2011

- a) **Facility Improvements-Maintenance Shop/Main Office (Account Code 302-000):** The contractor has begun work at the Maintenance Building. The ACSA is obtaining quotes for the locksmith work.

The Contractor is finishing up work on the fire alarm pull stations. The locksmith has completed the hardware changes to the doors.

The work on the fire alarm pull-stations has been completed. The conduit across the parking lot has been completed for the fire alarm system.

The contractor is running wire between the Main Office and the Maintenance Shop. ACSA personnel are extending electrical power to the doors with card readers. The anticipated completion date for the fire and security system upgrades is September 30, 2010. Cost estimates for remaining work in the CIP project have been prepared. A Board authorization is proposed for this project.

Power feeds have been extended to all doors with card readers. The power connection has been completed between the Maintenance Shop and the Main Office. The contractor is scheduling the final connection of power to the warning panels and card readers. A Board authorization was dropped from last month's Consent Agenda. Cost estimates for the remaining work of this project are still being prepared.

The fire alarm system has been placed in service. Access cards are currently being programmed into the security software. Once the cards have been programmed, they will be distributed and the security system will be placed online. Cost estimates have been developed for the remaining work under this project. A Board authorization is proposed for this project.

We have opted to use the security access cards as identification cards. The cards that will accept the ID imprint have been ordered and will be programmed when they are received. The card printer used to imprint the ID information on the cards has been ordered and is expected to be delivered within a couple of weeks.

The security cards have been received and will be programmed to operate the secure doors. Delivery of the card printer has been delayed, due to an error of the supplier.

We have received the card printer and all photos have been taken for the ID/security cards. The IT Department is proceeding with programming the secure access cards and we anticipate distribution of the cards the week of February 14, 2011.

The security and fire alarm system are operational and all personnel access ID cards have been distributed. Water conserving fixtures have been installed in all the bathrooms. Only the waterless urinals remain to be installed.

ACSA staff is waiting on the close-out documents for the fire/security system contract.

We have received the closeout documents for the fire/security system contract and they are under review. All water saving plumbing fixtures have been installed in the restrooms. Maintenance is preparing a bid document for the automatic pump fuel measurement system.

ACSA staff has received quotes from the fire/security system contractor for different options to add an external strobe light. This will assist police responders in identifying the location of a security breach when they arrive onsite.

Materials have been ordered for additional work on the security system. An external visual strobe light will be placed on the Maintenance Building and a visual warning light will be installed next to the keypad in the Maintenance Building.

The additional work on the security system has been completed. Requests for Quotes (RFQ's) have been developed to send out for prices on painting, fueling station improvements and the electronic gate. ACSA staff is also exploring the installation of an oil/water separator to protect storm water runoff from the fuel station area.

10/12/11: We received two responses on the RFQ for painting and one response on the RFQ for the electronic gate. These are under review by the Finance Department. An RFQ for the refueling station improvements is on hold pending a determination of the design needs for compliance with our EMS Program. We anticipate using one of our term contract consultants for the design of the fueling station improvements, depending upon environmental requirements.

11/9/11: The winning quote for repainting our buildings was awarded the contract and the work is approximately 90% complete. Maintenance staff is meeting with the sole responder on the electronic gate RFQ to review all the requirements for completing the work.

12/7/11: The painting work has been completed. A contract for the installation of the electronic gate has been signed and work should begin soon. ACSA staff prepared a rough scope for the fueling station improvements and the development of a vehicle washing area to fulfill some of the significant aspects of our EMS Program. The scope was distributed to our term contract consultants asking them to provide examples of similar projects they've designed.

- b) Key West Water Main Replacement (Account Code 309-000):** The parts have been obtained for inserting the valves. Test holes are scheduled to begin the week of October 11, 2010. Once test holes are completed, notification of work letters will be delivered to our customers.

Four new valves have been installed in the Key West Subdivision that will aid in isolating smaller areas of the neighborhood in the event of a main break. This completes the work scheduled for this fiscal year.

A Scope of Services for the design of the replacement water system has been provided to our term contract consultant to prepare a proposal for consideration.

Our term contract consultant has provided us with a design proposal for this project. A Board authorization is proposed for this project.

A kick-off meeting was held with our consultant on July 27, 2011 to discuss various aspects of the water main design. Letters have been sent to our customers to inform them that surveying crews will be in the area beginning the week of August 22, 2011. The ACSA Maintenance Department is verifying the condition of some existing water service laterals that have no record of being upgraded during the previous CIP project.

Surveying is underway in the subdivision. ACSA staff performed a fire flow test in the subdivision to provide our consultant with data to aid in the design of the replacement water mains.

10/12/11: ACSA staff attended the Key West Annual Meeting on October 9, 2011 to give the residents of the subdivision an overview of the upcoming water main replacement project and answer any questions. We anticipate the initial surveying work will be complete by the end of October.

11/9/11: The initial surveying in the neighborhood has been completed and the data is under review by our consultant. A tentative route is being selected for the interconnection with Dunlora so that the surveying can

begin on that portion of the design project. Additional fire flow tests have been conducted to help analyze the fire flow available to insure that fire protection requirements are met within the design of the water main replacement.

12/7/11: The preliminary design of the neighborhood water main replacement is underway. Options will be explored to create a bi-directional feed through Key West so that the redundant water supply could benefit the Pantops Area in addition to the Key West Subdivision. A route has been selected for the interconnection with Dunlora to create a redundant feed to this current dead end in our system and surveying of this route has begun.

- c) **Shoppers World Water Main Relocation (Account Code 310-000):** A kick-off meeting was held on February 22, 2011. ACSA's Maintenance Department has completed a test dig of the existing water main behind the shopping center. The field survey is scheduled for the week of March 14, 2011.

The field surveying has been completed. The consultant is working on the 50% design documents.

Comments on the 50% design documents have been returned to the consultant. A conference call was conducted with Federal Realty (shopping center property owner) and ACSA. There are plans for the Whole Foods Store to be vacant from July 1st through November 15th this year, allowing space for construction to proceed during business hours. A Board authorization is proposed for this project.

Comments on the 90% design documents have been returned to the consultant. Our consultant has prepared a proposal for Bid and Construction Phase Services. A Board authorization is proposed for this project.

The 100% design documents have been approved and the project is ready to bid. The initial proposed bid date has been pushed back, pending receipt of the executed easement from the property owner.

We have obtained the easement from the owner of the shopping center and the project was advertised for bids on August 7, 2011. Bids will be opened at 2:00 pm on August 26, 2011. This project will be discussed as an Agenda item.

A total of eight bids were received on August 26, 2011 and Commonwealth Excavating, Inc. (CEI) was the apparent low bidder. Our consultant recommended award of the contract to CEI and a Notice of

Award along with the Standard Form of Agreement have been sent to CEI for execution. They are in the process of preparing the bonds and certificate of insurance for our review. A Board authorization is proposed for this project.

10/12/11: The new water main has been installed, tested and placed in service. The water main under the building was abandoned on October 12, 2011 and filled with flowable grout. Minor work remains to be completed to improve an existing hydrant and finish punch list items.

11/9/11: All minor work and punch list items have been completed and ACSA staff is awaiting project close-out documents. A revised plat has been provided to our attorney to prepare a revised deed of easement for the relocation of a meter upgrade to the former Whole Foods space.

12/7/11: All work has been completed and the final payment to the Contractor has been processed. The revised deed of easement has been delivered to the owner of the shopping center and we are awaiting execution of the document. The as-built plan is currently under review.

d) St. George Avenue/Buck Road Water Main Replacement (Account Code 311-000): A kick-off meeting is scheduled for February 11, 2010.

The kick-off meeting was held and ACSA staff increased the scope of the design to eliminate additional transite water mains and complete the loop of new 8-inch diameter water mains between Crozet Avenue and Buck Road. We also eliminated a 2-inch diameter main on St. George Road. A Board authorization is proposed for this project.

A letter of agreement for the additional scope of design work was sent to the consultant. Field surveying is underway.

A pre-alignment meeting was held with our consultant to review the completed surveying and street layout on June 4, 2010.

An alignment meeting was held with our consultant on June 30, 2010 to discuss design issues.

The 50% design documents have been received and they are under review.

Comments on the 50% design documents have been returned to the consultant. A public meeting is scheduled for September 30, 2010 at 7:00 p.m. in the Crozet Elementary School cafeteria.

A public meeting was held on September 30, 2010 and one member of the public attended. We anticipate receipt of the 90% design documents by October 15, 2010.

The 90% design documents have been received and are currently under review. The consultant is identifying the number of plats required, due to the mix of different rights-of-way along the road. When the number of plats has been verified, we will ask for Board authorization to appropriate the funds for the additional design work of preparing the easement plats.

Geotechnical investigations are being conducted along the route of the proposed water main. We anticipate receiving the geotechnical report around mid-January 2011.

Comments on the 90% design documents have been returned to the consultant.

Comments on the 100% design documents have been returned to the consultant. The consultant is working on a final count for the number of easements required. We anticipate bringing an authorization for easement plat preparation to the Board at the March meeting.

A Scope of Services has been prepared and sent to our consultant for easement acquisition services. The consultant is exploring ways to combine easements to reduce the number of plats to be prepared.

The consultant has consolidated the required 73 easements to be shown on 20 easement plat sheets to reduce the cost of plat preparation. We have received the 100% design documents and they are under review.

The surveyor has begun preparing easement plats. We anticipate bringing an authorization for easement preparation and easement acquisition services to the Board at the June meeting.

Our consultant has submitted a proposal for easement acquisition services for this project and provided us with the number of easements to be prepared. A Board authorization is proposed for this project.

Twelve plats have been created and revised, two of which have been forwarded to Mr. Jim Bowling's office for deed preparation. These first two plats represent nine deeds of easement.

All plats have been completed and have been forwarded to Mr. Jim Bowling's office for deed preparation. Seventy-one deeds will be required for this project. As deeds are prepared they will be forwarded to the consultant for easement acquisition.

Eight completed deeds of easement have been forwarded to our consultant for easement acquisition.

10/12/11: All deeds have been drafted and some are under review before being forwarded to our consultant for easement acquisition. Letters of compensation for easements will be sent to all property owners simultaneously when all deeds have been approved.

11/9/11: All deeds have been provided to the consultant to begin the easement acquisition work.

12/7/11: Our consultant has begun the process of easement acquisition and we have obtained one easement to date.

e) Ashcroft Water Improvements (Account Code 312-000): The kick-off meeting will be held on January 13, 2010.

The consultant has made arrangements for a temporary water tank to allow the draining of the upper Ashcroft Storage Tank for inspection. The repair of the damaged tank panel will be coordinated with the draining of the tank for inspection.

The tentative schedule for the tank inspection and the repair of the damaged tank panel has been set for the week of April 5, 2010.

In coordination with the tank inspection and repair of the damaged tank panel, a physical mixing system will also be installed in the tank. The design criteria for the mixing system is currently being developed. The schedule for draining the tank has been pushed back to allow time for the design and manufacture of the mixing system. A pre-application meeting was held with the County to determine site plan requirements for the new 10,000 gallon replacement tank.

We anticipate receipt of the 50% design documents the week of May 10, 2010. Our consultant is studying the necessary upgrades to the Ashcroft Pump Station #1 to incorporate this design into the project.

The 50% design documents were received and reviewed. Comments were returned to the consultant. A proposal is being developed by the consultant to address the additional design scope warranted by the severe termite damage to the Ashcroft Pump Station #1.

Test digs were completed in the vicinity of the existing Ashcroft Pump Station #1 to locate the inlet and discharge mains. Due to severe termite damage at Ashcroft Pump Station #1, the consultant has been directed to

design a replacement pump station. A meeting with RWSA personnel is being scheduled to review the location of the new pump station on the Pantops Tank site.

RWSA staff has agreed to allow ACSA to construct a new Ashcroft Pump Station #1 adjacent to the existing station (to be demolished) on their Pantops Tank site. Survey letters have been sent to customers to begin verifying which homes have pressure reducing valves (PRVs) to ensure homes in the areas where pressure will increase are protected.

The tank mixing system design is complete. Approximately 50% of the property owners responded to our survey concerning PRV's on their private water service lines. Field work will be conducted to verify the existence of PRV's in the targeted area.

Shop drawings for the mixing system are being finalized for submission and approval. Field survey of individual properties has begun to establish existence of household PRV's.

Shop drawings for the tank mixing system have been received, reviewed and comments returned to the consultant for revision. We anticipate bringing a proposal for the additional design work required for the replacement of Ashcroft Pump Station #1 to the Board at their December meeting.

The manufacturer of the tank mixing system is working on finalizing the shop drawing. ACSA staff will meet with our consultant to discuss the scope and additional design proposal cost for the new Ashcroft Pump Station #1.

The shop drawings for the mixing system have been completed and approved. ACSA staff is working with our consultant to set a production schedule and delivery date for the mixing system to coincide with the tank inspection in early spring. The consultant is preparing a revised design proposal for the new Ashcroft Pump Station for the February Board meeting.

Due to the need to completely replace the Ashcroft Pump Station #1, it will again be established as a separate project from the Ashcroft Water Improvements. A meeting has been scheduled with our consultant for February 11, 2011 to discuss finalizing the design documents and move the Ashcroft Water Improvements Project to the bidding phase. The tank mixing system has begun production with a tentative delivery date during the week of April 11, 2011.

The components of the tank mixing system have been received. Our consultant is working to finalize the plans for replacement of the horizontal storage tank and upgrades to the PRV assemblies.

The Ashcroft Upper Tank is currently off-line and has been inspected by our consultant. Mid-Atlantic Construction will be replacing the damaged tank panel and making any needed spot repairs the week of April 11, 2011. They will also be installing the tank mixing system during this time period. ACSA staff anticipates putting the tank back in service on April 22, 2011, after disinfection and bacteriological testing is completed.

We have received the draft report of the Ashcroft Upper Tank inspection and it is under review. Mid-Atlantic has replaced the damaged tank panel and made spot repairs throughout the inside of the tank. A mixing system was installed in the tank while it was out of service.

A public meeting will be scheduled near the end of July 2011. We anticipate receiving the 90% design documents in early to mid-August.

The 90% design documents have been received from our consultant and are currently under review. A public meeting with the neighborhood has been scheduled for July 27, 2011 at 7:00 p.m. in the subdivision's clubhouse.

A public meeting was held with members of the neighborhood on July 27, 2011, which was well attended and well received. A Fact Sheet is being prepared for mailing to the whole subdivision to provide information about the project for those customers who were unable to attend the meeting.

A Fact Sheet describing the project, including a list of answers provided to questions at the public meeting were mailed to all our customers in Ashcroft. Graphic displays handed out at the public meeting have been posted on the ACSA website. ACSA review of the 90% design documents is nearly complete.

10/12/11: Comments on the 90% design documents have been returned to the consultant and they are currently working on the revisions.

12/7/11: The 90% design documents were submitted to the Virginia Department of Health (VDH) Office of Drinking Water, and the consultant has received their comments to incorporate into the final design documents.

- f) **Ashcroft Pump Station #1 (Account Code 312-000):** The 50% design documents have been received from our consultant and are under review.

A standby generator has been added to the scope of the design for the replacement pump station. ACSA review of the 50% design documents is nearly complete.

11/9/11: Comments on the 50% design documents have been returned to the consultant.

12/7/11: Our consultant is working on completing the 90% design documents.

g) West Leigh Water Replacement Phase 2 (Williston & Emerson Drives)
(Account Code 315-000): The mussel survey report has been received and no Spiny Mussels were found below the dam. The design will proceed with a stream crossing below the dam.

Comments on the 50% design documents have been returned to the consultant. We anticipate delivery of the 90% design documents in April.

The 90% design documents are expected to be submitted by April 24, 2009.

The 90% design documents have been received and are under review.

Comments on the 90% design documents have been returned to the consultant.

ACSA staff met with the property owner below the dam to review the alignment of the water main across his property. The proposed alignment will be staked out for him. The consultant is working on the 100% design documents.

The property owner below the dam is reviewing the revised alignment through his property. The consultant will provide us with the number of plats required for this project.

Additional topographic survey is required to accommodate the requested alignment change by the property owner below the dam.

Comments have been returned to the consultant on the 100% design documents. Two easement plats will be required for this project. A Board authorization is proposed for this project.

Our consultant is working on completing the design revisions below the dam.

The draft easement plats have been received and are under review. ACSA staff will meet with the two property owners below the dam to show them the final alignment.

Our consultant is working on final revisions to the plats and water main design below the dam. The joint permit has been sent to VMRC and they have relayed it to the U.S. Army Corps of Engineers (USACE).

We were unable to relocate the stream, and after conferring with the property owners below the dam it was decided additional fortification of the stream bank to combat erosion was necessary. Our consultant is working on the final design below the dam and revising the easement plats.

We anticipate receiving the 100% design documents by the end of December 2010.

Delivery of the 100% design documents is anticipated before the end of January. The VMRC has issued the joint permit for the work below the dam. It will have to be modified to account for additional design of stream bank protection. The consultant is preparing a proposal for the additional design work and permit modification.

The consultant has submitted a proposal for the additional design work below the dam and the modification of the VMRC permit. A Board authorization is proposed for this project.

The modified Nationwide Permit has been submitted to the VMRC. The deeds of easement for the two properties, requiring easements, have been received and ACSA will be making offers to the property owners soon. A Board authorization is proposed for this project.

ACSA staff is in the process of acquiring the necessary easements for constructing the project. The E&S Control Plan is currently under review by the County. The modification of the Nationwide Permit has been approved.

The revised E&S Control Plan has been submitted to the County. Negotiations for obtaining the two easements necessary for the work are on-going.

The E&S Control Plan has been approved by the County. A final offer has been made for one of the two easements needed for construction. A final offer for the second easement will be made soon. This project will be discussed as an Agenda item.

ACSA staff has made final offers to the two property owners where easements are required and one of the easements has been obtained.

All easements have been acquired. A bid schedule will be developed in the future in coordination with the other CIP projects proposed for FY 2012.

10/12/11: The project will be advertised for bids on October 23, 2011 with a pre-bid meeting scheduled for November 2, 2011. Bids will be opened on November 16, 2011. A scope was provided to our consultant for Bid and Construction Phase Services and we have received their proposal for these services. A Board authorization is proposed for this project.

11/9/11: The bid opening date has been shifted to November 17, 2011 to avoid a conflict with two bid openings being held by VDOT and to allow our consultant time to complete all addenda to the Contract Documents.

12/7/11: A total of 9 bids were received on November 17, 2011 and Commonwealth Excavating, Inc. (CEI) was the apparent low bidder. A Board authorization is proposed for this project.

- h) Berwick Road Water Main Replacement (Account Code 320-000):** A proposal for the design has been received from our consultant and reviewed. A Board authorization request is proposed for this project.

The design kick-off meeting was held with our consultant on July 22, 2009. Field surveying is currently underway.

ACSA staff and our consultant met with the U.Va. Foundation and Boar's Head Inn personnel on September 8, 2009 to discuss the water main alignment and potential construction schedule.

ACSA Maintenance is working on test pits to determine location, size and material of existing mains at the connection point. Comments on the 50% design documents have been returned to our consultant. The UVA Foundation was given a complimentary copy of the 50% design plan for their review and comment.

Test pits have been completed and the information has been provided to our consultant. The 50% design plan was reviewed in person with the UVA Foundation personnel. The consultant is working on the 90% design documents.

ACSA is soliciting prices for hand auguring to complete geotechnical investigations with quotes due on December 15, 2009. The 90% design documents have been received and are under review.

Gooch Engineering will complete the geotechnical investigations as soon as U.Va. Foundation grants their consent. Comments on the 90% design documents have been returned to the consultant.

The geotechnical investigation has been completed. An alignment shift was made at the request of the U.Va. Foundation (UVAF) and we are awaiting confirmation of the design change, prior to preparing the plat. The consultant is working on the 100% design documents.

The geotechnical report was received from Gooch Engineering and it has been forwarded to our consultant.

ACSA staff is working with the UVAF and Boar's Head Inn to finalize the design for work around the entrance to the Inn.

The alignment in the vicinity of the Boar's Head Inn has been approved by UVAF and Boar's Head Inn management. The consultant is working on the plat and will complete the 100% design documents.

The 100% design documents have been received and reviewed. Comments have been returned to the consultant. A Board authorization request is proposed for this project.

The consultant is working on the 100% design document revisions and the final plat revisions.

The 100% design documents along with deeds of easement have been delivered to the UVAF for final approval.

ACSA staff has sent a follow-up letter to the UVAF requesting a response to our request for easements with a deadline of January 28, 2011.

We have acquired the necessary easements for construction of the project. This project will be constructed in FY 2012.

A scope was provided to our consultant for Bid and Construction Phase Services and we have received their proposal for these services. A Board authorization is proposed for this project.

The project was advertised for bids on August 28, 2011. A pre-bid meeting is scheduled for September 14, 2011 and bids will be opened on October 6, 2011.

10/12/11: A total of nine bids were received on October 6, 2011 and Linco, Inc. was the apparent low bidder. A Board authorization is proposed for this project.

11/9/11: A preconstruction conference is scheduled with the Contractor, the UVA Foundation and Boar's Head Inn for November 17, 2011. Construction is scheduled to begin on January 3, 2012.

12/7/11: A preconstruction conference was held on November 17, 2011 to discuss the details of the upcoming construction. ACSA staff has completed the review of the submittals from the Contractor.

- i) **Glenmore Tank Study (Account Code 324-000)**: The kick-off meeting was held on October 28, 2009. ACSA provided GIS information to the consultant and identified their points of contact with Albemarle County and RWSA.

The consultant is setting up the hydraulic model and the ACSA has provided fire flow test data. The design criteria for the tank siting evaluation have been reviewed by staff and comments have been returned to the consultant.

The consultant has identified some preliminary sites for the water storage tank.

We anticipate receiving the draft tank study the week of February 15, 2010.

The draft study has been received and reviewed. Comments on the draft study have been returned to our consultant.

The final draft report has been received and is currently under review.

Comments have been returned to the consultant on the final report so that it can be completed.

The final tank report is complete. This project will be discussed as an Agenda item.

The questions about funding of the tank through either previous or existing proffers, and/or a special rate district are being investigated.

The ACSA staff has developed a recommendation concerning the cost of designing and constructing the new tank. This project will be discussed as an Agenda item.

ACSA staff will be meeting during the week of December 13, 2010 to discuss the next steps for land acquisition and public outreach.

ACSA staff will be meeting with the East Rivanna Volunteer Fire Company Board in the near future to discuss purchasing a portion of their parcel to use as a tank site. ACSA staff has had preliminary discussions with County staff to determine their requirements for the project. Our consultant has been given a scope of services covering activities related to public outreach in order to prepare an estimate.

A meeting was held on January 18, 2011 with the East Rivanna Volunteer Fire Company (ERVFC) Board to discuss the project. The Board members seemed very receptive to the proposal, but several members seemed hesitant to sell any land. Our attorney has reviewed the deed for the property and confirmed the County of Albemarle would need to execute any land transaction in addition to the ERVFC. The proposal for public outreach services has been received from our consultant and it is currently under review.

A pre-application meeting is being scheduled with County staff to review the requirements for the proposed tank design. Mr. O'Connell met with members of the Village of Rivanna Advisory Council on April 11, 2011 to discuss the proposed tank project in general. ACSA staff is reviewing the takeaways from that meeting in planning the future public meeting approach.

A pre-application meeting was held on May 9, 2011 with County staff to identify the issues related to using the ERVFC site and the steps required to initiate the site development process.

The tank project will require a site plan amendment and the County must complete a review of the proposed project to determine if it is in compliance with the Comprehensive Plan. The Glenmore Tank Siting Study Final Report will need to be amended, due to an increase in the number of lots in the development area. Another meeting is being scheduled with the ERVFC to try and reach an agreement on purchasing property or obtaining an easement for the proposed tank.

The amendment of the Glenmore Tank Siting Study Final Report has been completed. The volume of the proposed tank was increased slightly. Another meeting has been scheduled with the ERVFC on August 9, 2011 at 7:30 p.m. to try and reach an agreement on purchasing property or a permanent easement for the proposed tank.

ACSA staff met with the ERVFC Board to discuss constructing a tank in the eastern corner of their property. Their Board was provided with a

conceptual layout for a ground storage tank with a pump station showing the amount of land required, either for purchase of a portion of their lot or obtaining a permanent easement. Estimates were provided for both means of land acquisition, including the easements required for the water mains. The ERVFC Board stated a willingness to move forward for the benefit to the community and will begin talking to the County to bring them into the process. ACSA staff will obtain an appraisal of both land acquisition options to provide a framework for further negotiation.

A full title report has been completed on the ERVFC property. Existing easements associated with the property were identified in the title report and ACSA staff is evaluating what impact, if any, they could have on using the property for a tank. ACSA staff has obtained prices for two appraisal options of the property. A meeting has been scheduled with a representative of Glenmore Associates on September 8, 2011 to discuss access and water easements to reach the property.

10/12/11: The appraisal of the ERVFC property is currently underway and we anticipate it will be completed at the end of October. The consultant is working to have photos and renderings created of the proposed tank once the leaves have fallen. We anticipate public meetings will be held after the first of the year.

11/9/11: Copies of the appraisal report have been provided to the County and the ERVFC for their review. Letters have been sent to specific property owners asking permission to enter their property in order to photograph the tank site from different perspectives to create a digital photo rendering of the proposed tank. The photos are tentatively scheduled for early December.

12/7/11: A visit to the proposed tank site was conducted with Digital Design and Imaging Service (DDIS) and it was decided that a balloon would be the most appropriate way to create a digital rendering of the future tank instead of a mast. This eliminates the need for any clearing on the site to install a mast. We have received permission from 4 of 6 property owners to enter their property to take the necessary photos for the digital rendering. The County of Albemarle Board of Supervisors will be discussing our request for permission to access their property at their meeting on December 7, 2011.

- j) **Hardware Street Water Extension and Scottsville Phase 2 Sewer (Account Code 326-000):** A kick-off meeting is scheduled at the site for September 14, 2009. The ACSA will discuss the addition of the Scottsville Phase 2 Sewer Project to the design scope.

The field surveying is nearing completion. We anticipate receiving the 50% design documents the week of October 12, 2009. We have received a design proposal cost estimate for the inclusion of Scottsville Phase 2 Sewer Project in this project. A Board authorization is proposed for this project.

The surveying for the sewer portion of the project has been completed. We anticipate receiving the 50% design documents by the end of November 2009.

The consultant has submitted a revised schedule based upon the addition of the Scottsville Sewer Phase 2 design and it is under review.

We anticipate receiving the 50% design documents the week of February 1, 2010.

Notices about the increase in connection fees were sent to potential water customers along Hardware Street with commitment letters included. The 50% design documents have been received and are under review. Comments on the 50% design documents have been returned to the consultant.

A public meeting has been scheduled for May 27, 2010 at 7:00 p.m. at the Victory Hall in Scottsville to present the project to the affected property owners. The consultant is working on the 90% design documents.

A public meeting was held on May 27, 2010 and one member of the public attended. The 90% design documents have been received and are under review. The consultant has determined the number of easement plats required. A Board authorization is proposed for this project.

Comments on the 90% design documents have been returned to the consultant. The consultant is working on the easement plats.

ACSA staff and the consultant met with VDOT on site to finalize the alignment relative to the roadside ditch. A better location for the pressure reducing vault has been identified.

Geotechnical investigations are underway along the route of the proposed water main. Five easement plats have been submitted for our review. The consultant is working on the 100% design documents.

We anticipate receipt of the 100% design documents by October 22, 2010.

We have received the 100% design documents and they are currently under review.

We anticipate receipt of the geotechnical report during the week of December 13, 2010. Six more easement plats have been submitted for our review for a total of 11 out of 14 plats required.

Comments on the 100% design documents have been returned to our consultant. All plats have been received with the final three under review before being forwarded to Mr. Bowling for deed preparation. A Board authorization request is proposed for this project.

All plats have been submitted to Mr. Bowling's office for deed preparation.

Deeds of easement and plats have been sent to the property owners, affected by the water main portion of the project, to begin the easement acquisition process. Our consultant has submitted a proposal for additional design services and plat preparation. A Board authorization is proposed for this project.

One deed of easement for the sewer portion of this project remains to be reviewed and distributed to the property owner. We have obtained one of the thirteen required easements for the project. This project will be discussed as an Agenda item.

We have obtained 3 of 15 required easements for the project. ACSA staff is making direct calls to property owners to push the easement acquisition process forward. Final revisions are being made to the 100% design documents.

We have obtained 6 of 15 required easements for the project. A Scope for Bid and Construction Phase Services has been provided to our consultant to prepare a proposal for our review. We have received approval for the E&S Control Plan and our consultant is preparing the VDOT Permit.

We have obtained 7 of 15 required easements for the project. We have received a proposal from our consultant for Bid and Construction Phase Services. A Board authorization is proposed for this project.

We have obtained 10 of the 15 required easements for the project. ACSA staff has been in contact with all but one of the property owners from whom easements are required.

We have obtained 11 of the 15 required easements for the project. Negotiations continue with two property owners that control 3 of the remaining 4 easements.

10/12/11: The two remaining property owners have concerns about potential damage to their wells during construction of the water main.

ACSA staff is working out appropriate testing of the existing wells before and after construction as part of our offer in negotiating for acquiring the easements.

11/9/11: Certified letters with our final offers have been mailed to the owners of the two properties where we still need easements. The deadline for a response has been set for November 18, 2011. The VDOT permit has been submitted.

12/7/11: Neither of the two remaining property owners where we still require easements responded by the November 18, 2011 deadline. ACSA staff is following up personally with each owner to determine if there are any outstanding issues that can be negotiated, or if we need to proceed with condemnation of the easements. The VDOT permit has been obtained and our consultant is preparing the submission package to DCR to obtain the VSMP permit.

k) Buckingham Circle Water Main Replacement (Account Code 330-000): The kickoff meeting for the design phase was held on October 6, 2009.

The wetland areas have been flagged and field surveying is underway. ACSA has provided GIS data to the consultant to aid in the design. The wetland delineation has been completed. We anticipate the field surveying to be completed the week of December 14, 2009.

The field surveying is complete and a meeting has been scheduled for January 15, 2010 to review the preliminary alignments for the proposed water and sewer mains.

ACSA staff met with the consultant to review preliminary alignments for both the water and sewer mains. Test holes will be necessary to verify locations and depths of utilities in some areas of the project. A Board authorization is proposed for this project.

The test hole work has begun. We anticipate receipt of the 50% design documents by early April 2010.

The 50% design documents have been received and they are under review.

A public meeting has been scheduled for May 26, 2010 at 7:00 p.m. at the Trinity Presbyterian Church to present the project to the residents of Buckingham Circle.

A public meeting was held on May 26, 2010 and 18 property owners attended. A Fact Sheet is being prepared to send out to the residents of

the subdivision. The consultant is working on the 90% design documents. The ACSA is obtaining estimates for geotechnical borings at the support locations for the aerial stream crossing.

A Fact Sheet and commitment letters have been sent to the residents of the subdivision. Estimates have been received for the geotechnical borings at the proposed stream crossing.

The geotechnical investigation at the stream crossing has been completed by CTI Consultants, Inc. We anticipate receiving the report within about a week.

We have received the 90% design documents and they are under review.

We have received only 5 of 48 commitment letters for the sewer portion of the project. We will update the Board at the November meeting with the final commitment count.

ACSA staff has met with the consultant to review a design change in the sewer portion of the project. We anticipate returning comments on the 90% design documents to the consultant during the week of November 15, 2010. We have received 7 of 48 commitment letters for the sewer portion of the project.

Comments on the 90% design documents for the water portion of the project have been returned to the consultant. We have received 8 of 48 commitment letters for the sewer portion of the project. A Board authorization request is proposed for this project. This project will be discussed as an Agenda item.

The consultant has begun work on modifying the Contract Documents for bidding just the water main replacement portion of the project. Work has begun on the easement plat that is required to replace the water main between Bellair Subdivision and Buckingham Circle. The consultant will continue work on completing the sewer system design.

The 100% design documents for both the water and sewer projects have been received and are under review. The plats required to proceed with the water main replacement project have been sent to Mr. Bowling's office for deed preparation. Our consultant has submitted a proposal for additional design services and plat preparation. A Board authorization is proposed for this project.

Comments on the 100% design documents have been returned to the consultant. Our consultant is preparing the application for the VSMP for submission to DCR. We have obtained one of the two easements

required for construction. A Board authorization is proposed for this project.

The E&S Control Plan has been submitted to the County for review and approval. The Joint Permit Application has been submitted to the VMRC for review and approval. Final revisions to the 100% design documents are underway, based upon concerns from RWSA staff about their raw water main running through the subdivision.

Comments on the 100% design documents have been returned to the consultant. RWSA and VDOT have approved the shift in the proposed water main location to protect the RWSA raw water main. Comments have been received from the County on the E&S Control Plan. Both easements required for construction have been obtained.

The revised 100% design documents have been received and are currently under review. Once they are approved, we will complete the permitting process to open the way to bid the project.

Comments on the 100% design documents have been returned to the consultant. The consultant is working on the final revisions and will begin preparing the various permits for submission to regulatory agencies.

The 100% design documents have been approved and have been sent to VDOT, the County and RWSA. We have received the Nationwide 12 permit for the project. The consultant is preparing the permit applications for VDOT, DCR and the County.

10/12/11: Final revisions to the E & S Control Plan will be submitted to the County before November 1, 2011. The permit application to VDOT will be submitted shortly and VDOT will withhold issuing their permit until the project is scheduled for bidding. A permit will not be required from DCR since the project has become just a water main replacement.

11/9/11: The final E&S Control Plan has been submitted to the County for approval. ACSA staff is waiting for VDOT to provide the amount of the permit fee so we can get the permit submitted for their approval. The RWSA has approved the 100% design documents related to the work near their raw water main.

12/7/11: The E&S Control Plan addressing the County's final comments will be submitted in mid-December. The VDOT permit has been submitted for review and the fee will be paid when we have set a date for advertising for bids.

I) **Brookway Drive Aerial Sewer Crossing Replacement (Account Code 340-000)**: A kick-off meeting with our consultant was held on September 28, 2010. We anticipate receipt of the preliminary design documents by November 1, 2010.

The preliminary structural design and general layout has been completed. A meeting will be scheduled with the consultant within the next two weeks to discuss the general concept. The consultant is preparing a draft permit application for the stream crossing.

A meeting was held with our consultant on November 18, 2010 to review some of the design concepts. We anticipate receipt of the design plans, specifications and permit applications during the week of December 13, 2010.

The 90% design documents were received, reviewed and comments have been returned to our consultant.

The 100% design documents will be submitted when our consultant has addressed comments from RWSA staff. Our consultant has prepared a proposal for Bid and Construction Phase Services for this project. A Board authorization is proposed for this project.

The 100% design documents have been submitted and are currently under review by RWSA and ACSA staff. This project will go before the VMRC on March 22, 2011.

We have received approval from VMRC. The project is scheduled to be advertised for bids on April 24, 2011. A pre-bid meeting is scheduled for May 11, 2011 and bids will be opened on May 26, 2011.

Two bids were received on May 26, 2011 and Linco, Inc. was the apparent low bidder. A Board authorization is proposed for this project.

A preconstruction conference with Linco, Inc. has been scheduled for July 18, 2011.

The Notice to Proceed has been set for August 15, 2011.

Mobilization has been scheduled for the week of September 5, 2011; however weather conditions will likely delay the start of the project.

10/12/11: The Contractor has completed the construction of one of the new concrete support piers for the sewer main.

11/9/11: The Contractor is currently constructing the second concrete support pier.

12/7/11: The second concrete support pier has been completed and the new pipeline crossing the stream has been constructed. Only the stabilization of the stream banks and restoration work remain to complete the project.

m) Oak Hill Sewer Phase 1 (Account Code 342-000): Comments on the 90% design documents have been provided to the consultant. Commitment letters will be sent to the potential customers of Phase 1. ACSA has obtained information on the requirements for a Community Development Block Grant (CDBG) for this project. This project will be discussed as an Agenda item. A joint permit application has been submitted to the Virginia Marine Resources Commission (VMRC). A meeting with Ron White and AHIP has been scheduled for December 11, 2008 regarding the Community Development Block Grant (CDBG). AHIP will conduct the salary survey in Oak Hill.

Salary surveys have been sent to the potential customers and 14 have been returned. A Public Meeting is scheduled for January 12, 2009 at 7:00 P.M. in Meeting Room A, County Office Building – 5th Street.

To date, we have not received the required 80% of potential qualifying residences responding to our salary survey. There are 17 residences that have not responded and we are working with AHIP to contact this remaining group.

The required level of 80% of the affected residences responding to the salary survey was not reached. The ACSA will not be seeking CDBG funds, at this time. Commitment letters will be sent to the property owners served by the proposed project.

Letters are being prepared to send to residents and property owners informing them of the decision to defer the project to FY 2011.

We will proceed with completing the final design documents. The 100% design documents are under review and we anticipate providing comments to our consultant by August 21, 2009.

Comments on the 100% design documents were provided to the consultant and the final revisions are under review.

ACSA is currently working on scheduling a meeting with the Albemarle County Director of Housing and AHIP for the week of November 16, 2009. The meeting will be used to verify income requirements, important mile

stone dates for the CDBG and develop the plan for conducting the income survey.

A meeting was held on December 1, 2009 with the Albemarle County Director of Housing and members of AHIP to verify the Low to Middle Income (LMI) limits and discuss any changes to the CDBG requirements. A revised income survey was sent to all residents and property owners potentially served by the project. A public information meeting is scheduled for December 14, 2009 from 7:00 p.m. to 9:00 p.m. at the 5th Street County Office Building in Room A. This project will be discussed as an Agenda Item.

Twelve residents of Oak Hill attended the Public Meeting and there were many good questions. Property owners and tenants, who had not responded by Christmas, were called by ACSA personnel the week of December 28, 2010. Repeat salary surveys were sent to 13 residents on January 12, 2010. User Agreement forms will be mailed to Oak Hill residents on January 18, 2010. A Board authorization request is proposed for this project. This project will be discussed as an Agenda item.

ACSA staff is working with Mr. Ron White of the Albemarle County Office of Housing to complete the CDBG application. An electronic copy of the application is required to be completed by February 19, 2010, with the complete application and all related attachments due to the Office of Housing by March 5, 2010. To date we have received 22 signed User Agreements. This project will be discussed as an Agenda item.

The draft application has been completed with the appropriate attachments. The second public meeting with the Board of Supervisors was held on March 10, 2010. To date we have received 44 signed User Agreements. This project will be discussed as an Agenda Item.

The CDBG application has been submitted to the Virginia Department of Housing and Community Development (VDHCD). To date we have received 44 signed User Agreements.

We have received 48 of the required 54 easement plats from our consultant and 41 have been received and approved.

The CDBG for this project has been awarded to the ACSA. A Contract Negotiation Meeting with a VDHCD representative has been scheduled for July 21, 2010. A Board authorization is proposed for this project.

Notices have been sent to the residents/property owners advising them of the CDBG award for the project. We have sent 35 of 53 plats to our attorney to begin drafting the deeds of easement required for the project.

Surveys have been sent to the residents/property owners asking for information on the location of their septic fields and 24 responses have been received. Surveying for the sewer lateral designs will begin August 16, 2010. A Project Management Team Meeting is scheduled for August 12, 2010 to approve a Project Management Plan required by VDHCD. A Project Management Workshop will be held in Staunton on August 16-18 and three ACSA staff will be attending. Our deadline for executing the contract with VDHCD is October 21, 2010.

We have received 28 deeds of easement from Mr. Bowling's office and, upon review, they will be sent to the property owners for execution. Surveying for the design of the sewer laterals is drawing to a close. Non-responding property owners will be asked to sign a Letter of Refusal, if they do not plan to participate in the project.

We have obtained 10 of 53 easements for the project. We have increased our total of signed User Agreements from 44 to 50 and have a verbal commitment from one other. Our community helper and staff are working to obtain User Agreements or Letters of Refusal from the remaining seven households.

All easement documents have now been distributed to the property owners in Oak Hill. We have obtained 16 of 53 easements for the project. We have received User Agreements or Letters of Refusal from 53 households. VDHCD staff is reviewing our User Agreements and Letters of Refusal, in order to match them to the properties served by the project, prior to executing the contract with the County.

We have obtained 18 of 53 easements for the project. We have received User Agreements or Letters of Refusal from 55 households. A project update letter is being sent to all the potential new customers advising them of the project status. The letter emphasizes our need to acquire all the easements before we can bid the project. The sewer lateral design has been received and is currently under review.

We have obtained 23 of 53 easements for the project. ACSA staff is preparing to utilize our neighborhood helpers in the effort to acquire the remaining easements. The contract between VDHCD and the County of Albemarle for the CDBG funds has been executed. Standard inserts required by the CDBG have been provided to our consultant for inclusion in the Project Manual.

We have obtained 33 of 53 easements for the project. Comments on the design of the private sewer laterals have been returned to our consultant.

We have obtained 34 of 53 easements for the project. Three people are working on obtaining the outstanding easements: two neighborhood volunteers and one ACSA staff member. A project status meeting of the Management Team is being scheduled for March 23, 2011. A Board authorization is proposed for this project.

A project status meeting was held on March 23, 2011 with the Project Management Team and projected schedules were discussed for easement acquisition and advertising for bids. There are ten easements left to obtain for the project. A Board authorization is proposed for this project. This project will be discussed as an Agenda item.

Seven easements remain to be obtained for construction of the project. A rendering of the project sign and its proposed location has been submitted to the County and VDOT for review and comments.

Two easements remain to be obtained for construction of the project. The E&S Control Plan has been submitted to the County for review and approval. We have received the VSMP from DCR.

The E&S Control Plan has been approved by the County. Our consultant is updating the VDOT Permit and fee for final submission. One easement remains to be obtained for construction and we have been unable to reach an agreement with the property owner. An appraisal of the easement value is being obtained in anticipation of the need to file a Certificate of Take.

The VDOT Permit has been approved for the project and the project was advertised for bids on August 7, 2011. Bids will be opened at 2:00 pm on September 1, 2011. When the appraisal report is received on the one remaining easement, ACSA staff will make a final offer to the property owner.

The final easement has been obtained for the project. A total of 12 bids were received on September 6, 2011 and A. G. Dillard, Inc. was the apparent low bidder. A Board authorization is proposed for this project.

10/12/11: The Standard Form of Agreement has been executed by the ACSA and the Contractor. A preconstruction conference was held on October 11, 2011 and the Notice to Proceed was set at October 17, 2011.

11/9/11: The shop drawings have been approved and clearing of the easements has begun.

12/7/11: Construction of the sewer mains has begun and approximately 20% of the mains have been constructed. Four

customers have been connected to the new sanitary sewer system to date. A property owner immediately adjacent to the Phase 1 Project has asked to be included, which would require the addition of a sewer main extension and a manhole. This additional sewer main would serve as the take-off point to extend sanitary sewer to some of the remaining properties in Oak Hill when Phase 2 is constructed. An easement exists for this extension, though it may require relocation. ACSA staff prepared a Scope of Services for the design of this extension and the consultant has prepared a proposal for this additional work. A Board authorization is proposed for this project.

- n) **Crozet Drainage Basin Phase 1 SSES (Account Code 348-000):** The kick-off meeting was held on August 31, 2009. Flow meters and rain gauges are scheduled to be installed on September 15, 2009. ACSA will utilize some of its flow meters to help quantify flows in some smaller sub-drainage basins.

Approximately 50% of the manholes have been inspected. ACSA Maintenance is assisting in locating some manholes the consultant was not able to find. Flow metering is on-going.

The flow meters are scheduled to be removed the week of November 9, 2009. Smoke testing has been completed. Night flow isolation and measurement has been completed. Two manholes remain to be inspected after they are raised by the ACSA Maintenance Department. The flow meters have been removed by the consultant and ACSA has provided them with the raw data from our flow meters. Three dyed water flooding tests are planned and there will be a few areas recommended for CCTV work.

The consultant is finalizing the manhole inspection report. Recommendations have been made to CCTV 11 sewer segments and this work will be undertaken by the ACSA Maintenance Department. We anticipate receipt of the final report in February 2010.

The ACSA Maintenance Department is in the process of completing the CCTV work for inclusion in the final report. The consultant has submitted a design proposal for corrective work to be added to the recently bid Meadow Creek Drainage Basin Rehabilitation Project. A Board authorization is proposed for this project.

Two segments of sewer main are left to be CCTV'd.

We anticipate receipt of the draft report by mid-April 2010.

The draft report has been received and reviewed. Comments on the draft report have been returned to the consultant.

The final report has been received and approved. Design work on the rehabilitation plans has begun. Property owners have been notified of damaged or defective cleanouts and service laterals.

The design of the rehabilitation, recommended by the report, has been completed. To date 19 of 44 defective clean-outs or service laterals have been corrected.

To date 35 of 44 private sewer defects have been repaired. Second notices have been sent to the remaining property owners to complete the repairs. The Crozet rehabilitation work has been added to the Meadow Creek Rehabilitation Contract.

To date 40 of 44 private sewer defects have been repaired. Thirty-three (33) rain stoppers, that had been stored in the Maintenance Shop, were installed by ACSA forces in areas recommended by the final report. Twelve (12) rain stoppers remain to be installed.

Of the four remaining lateral repairs, three of the property owners have been sent final notices to make the necessary corrections. Approximately 90% of the manholes in Crozet Phase 1 have been rehabilitated.

All the manhole rehabilitation work identified in the SSES Report has been completed in this drainage basin. Repairs remain to be made on two private sewer connections. Wet weather CCTV work has been performed by ACSA Maintenance staff in sub-basins where sump pumps are suspected, to determine if there is evidence of such inflow. No evidence of sump pumps discharging into the sewer system has been found to date.

We have been notified by the owners of the final two private sewer laterals, needing repair, that the work has been completed. A smoke test has been scheduled to verify the repairs. ACSA staff will be discussing a strategy for identifying sump pumps which may be connected to our sewer system.

All corrections and repairs to the private sewer laterals have been completed. ACSA staff has prepared a draft sump pump survey that is currently being reviewed.

The sump pump survey letter was mailed to customers in the drainage sub-basin identified in the SSES Report as a potential area where sump pumps may be installed in basements. Three negative responses have been received out of nineteen surveys mailed.

A formal request has been sent to the County of Albemarle asking for their assistance in identifying homes that may have sump pumps discharging groundwater into our sanitary sewer system. ACSA staff has installed flow meters in the Phase 1 Drainage Basin to evaluate the reduction of I&I from our rehabilitation efforts.

ACSA staff will visit 15 residences requesting permission to verify if a sump pump discharges into our sewer system. The final sewer main to be rehabilitated, by replacement, is 95% complete.

ACSA staff has inspected 6 of 16 residences that did not respond to our initial inquiry about sump pumps being present in their homes. To date one floor drain in a leaky basement has been identified as being connected to the public sanitary sewer system and the owner is taking steps to correct this. A minor punch list item remains to be completed before we can notify DEQ that the Crozet Phase 1 Rehabilitation Project has been completed.

ACSA staff has inspected 17 of 20 residences to identify the presence of sump pumps that could contribute to the I&I in the Crozet sanitary sewer collection system. One of the inspected properties will require further investigation.

10/12/11: The DEQ has been notified that the Crozet Phase 1 Rehabilitation Project has been completed. ACSA staff has inspected 18 of 20 residences to identify the presence of sump pumps that could contribute to the I&I in the Crozet sanitary sewer collection system. We have found two sources of inflow into the sanitary sewer system and one has been removed to date. Certified letters are being sent to the remaining two property owners who have been unresponsive to our request for an inspection.

11/9/11: ACSA staff has inspected 19 of 20 residences to identify the presence of sump pumps that could contribute to the I&I in the Crozet sanitary sewer collection system. All sources of inflow from private residences identified to date have been removed.

12/7/11: All inspections for sump pumps have been completed and all potential sources of I&I from private sump pumps or basement drains have been eliminated. This project is complete.

- o) Crozet Drainage Basin Phase 2 SSES (Account Code 348-000):** A kick-off meeting was held on August 31, 2010. The consultant is currently selecting sites for installation of flow meters. Manhole inspections are currently underway.

Approximately 246 of 654 manholes have been inspected. Flow meters have been installed and are collecting data.

Approximately 373 of 654 manholes (57%) have been inspected. The ACSA Maintenance Department has been given a list of manholes the consultant has had difficulty locating. The flow meters continue to collect sewer flow data.

Approximately 618 of 654 manholes (94%) have been inspected. The sewer flow meters are to be removed by the week of December 13, 2010.

All manhole inspections have been completed. Sewer flow meters have been removed and the flow data is being analyzed. Night flow isolation and measurement in basins too small to meter is complete. We are awaiting the consultant's recommendations for smoke testing.

Smoke testing is currently underway to determine sources of inflow and where CCTV work should be recommended.

Based upon smoke testing, manhole inspections, and night flow isolation and measurement, our consultant is not recommending any CCTV work. We anticipate receiving a draft report the first week of April 2011.

The draft report has been received and is currently under review. Letters have been sent to property owners that have been identified as having problems with their private sewer lateral connections.

Thirty-four (34) of seventy-five (75) private sewer lateral defects have been corrected. ACSA staff is working on a draft contract to piggy-back the City's Manhole Rehabilitation and Point Repair Contract to complete the recommended rehabilitations.

Thirty-eight (38) of seventy-five (75) private sewer lateral defects have been corrected. Second notices have been sent to homeowners with private lateral problems needing correction. The final report of the SSES has been received and is currently under review. Jim Bowling has approved an agreement and ACSA Supplemental Conditions utilizing the City's FY 2010 Manhole Rehabilitation and Point Repair Contract to complete the Crozet Drainage Basin Phase 2 rehabilitations.

Fifty-six (56) of seventy-five (75) private sewer lateral defects have been corrected. Minor edits are being made to the Crozet Phase 2 Drainage Basin SSES Report. Of the 654 manholes in the study area, 118 require some level of rehabilitation. Manhole rehabilitation includes coating, sealing of holes/cracks/pipe connections/joints, resealing frames, resetting frames, and replacing or resetting frames and covers. The private sewer

lateral defects range from simple replacement of cleanout caps to the repair/replacement of cleanouts and/or service laterals. In addition, five drains require disconnection from sewer laterals. It is recommended that 355 rain stoppers also be installed. No pipe line rehabilitation will be required. A copy of the final report will be made available to any Board members who would like to review it.

The DEQ has been notified that the Crozet Drainage Basin Phase 2 SSES has been completed in accordance with our Schedule of Compliance. ACSA staff will have until December 7, 2011 to submit to DEQ our plan and schedule for the completion of the design and construction of the rehabilitation/repairs identified in the SSES. The rehabilitation work identified in the SSES has been made a part of the FY 2012 Miscellaneous Sanitary Sewer Rehabilitation Project, which utilizes the cooperative contracting language of the City's FY 10 Manhole Rehabilitation and Point Repair Contract. This will allow us to complete the work in a timely manner. Fifty-seven (57) of seventy-five (75) private sewer lateral defects have been corrected. The third and final notices will be mailed soon to the remaining customers required to make repairs to their private sewer service laterals.

A Standard Form of Agreement has been executed with Linco, Inc. to complete sanitary sewer rehabilitation/repairs under the FY 2012 Miscellaneous Sanitary Sewer Rehabilitation Project. Work Order No. 1 has been issued to Linco for the manhole rehabilitation work identified in the Crozet Drainage Basin Phase 2 SSES. ACSA is awaiting submission of the proposed work schedule from Linco before submitting our schedule to DEQ for their review and approval. Sixty-four (64) of seventy-five (75) private sewer lateral defects have been corrected.

10/12/11: Our plan and schedule for the completion of the rehabilitation/repairs in the Crozet Phase 2 Rehabilitation Project has been submitted to the DEQ and we have received their approval. This project is now incorporated into the Schedule of Compliance of our Consent Order with a completion date of February 1, 2012 and is subject to enforcement under the Order. Seventy (70) of seventy-five (75) private sewer lateral defects have been corrected.

11/9/11: The rehabilitation/repairs in the Crozet Phase 2 Drainage Basin are approximately 90% complete. An external point repair was discovered by the ACSA CCTV crew and this work has been added to the Fiscal Year 2012 Miscellaneous Sanitary Sewer Rehabilitation Contract. Seventy-one (71) of seventy-five (75) private sewer lateral defects have been corrected.

12/7/11: The rehabilitation/repairs in the Crozet Phase 2 Drainage Basin are approximately 95% complete. Seventy-three (73) of seventy-five (75) private sewer lateral defects have been corrected.

- p) **Biscuit Run Drainage Basin SSES (Account Code 349-000):** A project kick-off meeting was held on March 24, 2011. Sewer flow meters have been installed and manhole inspections are underway.

Sewer flow meters continue to collect data. Approximately 171 of 568 manholes have been inspected.

Sewer flow meters continue to collect data. Approximately 300 of 568 manholes have been inspected.

The sewer flow meters have been removed and the data is being analyzed by our consultant. Approximately 14 manholes remain to be inspected that are inaccessible. ACSA Maintenance staff is assisting in making these remaining manholes accessible for inspection.

The night flow isolation and measurement, plus the smoke testing tasks have been completed in this drainage basin. ACSA Maintenance staff continues to work on making the remaining manholes accessible for inspection.

The consultant is working to establish a schedule for the necessary CCTV work. To date 7 of 17 private sewer lateral defects have been corrected.

10/12/11: The sub consultant has begun the CCTV work. Three manholes remain to be exposed and raised by the Maintenance Department to complete the manhole inspection portion of the SSES. Three other manholes that are buried will be raised as part of the rehabilitation phase and inspected by ACSA staff when they are accessible to determine if any rehabilitation work on them is required. To date 11 of 17 private sewer lateral defects have been corrected.

11/9/11: The draft report for the Biscuit Run SSES has been received and is currently under review. Second notices have been sent to the six remaining property owners that need to correct private sewer lateral defects.

12/7/11: Final notices have been sent to the six remaining property owners that need to correct private sewer lateral defects.

- q) **FY 2012 Miscellaneous Sanitary Sewer Rehabilitation (Account Code 350-000):** 10/12/11: ACSA staff is preparing Work Order No. 2 for the

CCTV inspection and measurement of sewer mains in Four Seasons and the Wakefield Road Area in preparation of relining.

11/9/11: Work Order No. 2 has been issued to the Contractor and we are awaiting the submission of his schedule for completing the work. Work Order No. 3 has been issued for the point repair work discovered in the Crozet Phase 2 Drainage Basin.

12/7/11: Work Order No. 2 for the CCTV inspection and measurement of sewer mains in the Four Seasons and Wakefield Road areas is expected to be completed the week of December 12, 2011. We are awaiting the Contractor's schedule for completing Work Order No. 3 that involves a point repair in the Crozet Phase 2 Drainage Basin.

- r) **North Fork Regional Pump Station (Account Code 356-000):** The consultant is preparing the final draft of the PER. A public meeting on the project is scheduled for December 3, 2008 at 7:00 p.m. in the Baker Butler Elementary School cafeteria. This project will be discussed as an Agenda item. The consultant has completed the final draft of the PER. A design proposal has been received from the consultant. This project will be discussed as an Agenda item.

A kick-off meeting for the design phase was held with the consultant on January 7, 2009. Meetings with the individual major developers are being scheduled to discuss project funding.

We have received the technical memorandum for the recommended force main alignment and staff concurs. The consultant will proceed with the force main design, with some additional surveying required. The consultant and ACSA have met with County staff in a pre-application meeting to discuss site plan submissions. Meetings have been held with each of the major developers affected by the project. This project will be discussed as an Agenda item.

Additional surveying for the selected force main alignment is underway. Property owners along the force main alignment are being contacted, so the consultant can establish the crossing location of Route 29. The site plan for the NFRPS will be submitted to the County the week of March 16, 2009.

The preliminary site plan for the regional pump station has been submitted to the County and distributed to the Site Review Committee members. The crossing point of Rt. 29 for the 16-inch diameter force main has been established.

The consultant and ACSA are working with the North Pointe developer to finalize the force main alignment on their property. The ACSA is working closely with the U.Va. Foundation to finalize the force main alignment along the frontage of their property, south of Lewis and Clark Drive. Letters have been delivered asking for permission to begin geotechnical investigations and we have received permission from 5 of 13 landowners. A letter of intent to purchase property for the Camelot Pump Station has been sent to HMC Holdings. The force main alignment has been finalized on the U.Va. Foundation property and geotechnical investigations have begun. The North Pointe developer and ACSA have agreed on an alignment of the force main through their property. A meeting has been scheduled with the County to discuss minor adjustments to some North Pointe structures to accommodate the force main.

Negotiations for purchase of the Camelot Pump Station parcel are underway. The final portions of the force main alignment are being confirmed. Final easement plats and subdivision plat are being finalized on the U.Va. Foundation property for presentation to them. The Nationwide Permit for work around the streams has been submitted to the State and the Army Corp of Engineers. We have received permission for geotechnical borings from 8 of 13 landowners.

The 60% design documents for the regional pump station have been submitted and are under review. We have agreed on a purchase price with HMC Holdings for the Camelot Pump Station lot and the site plan design is proceeding. A meeting with the U. Va. Foundation to present an offer for the purchase of the regional pump station lot and easements will be held on August 18, 2009. Easement plats are under review for portions of the NFRPS force main that have been finalized. A proposal for easement acquisition services has been received from our consultant and reviewed. A Board appropriation request is proposed for this project.

Comments on the 60% design documents for the Regional Pump Station have been provided to the consultant. Easement plats are under review for all portions of the project in preparation for easement acquisition. A map showing the special rate district with North and South Zones has been prepared. This project will be discussed as an Agenda item.

Eight deeds of easement have been prepared and are being reviewed prior to delivery to Land Acquisition Services, Inc. (LAS). Introductory letters will be sent to property owners prior to contact by LAS. Subdivision applications and plats have been submitted to the County for both pump station sites. We have 17 final plats for easement acquisition for inclusion in a resolution by the Board to allow for the use of ACSA's power of quick take, if necessary, to obtain the required easements. This project will be discussed as an Agenda item.

Letters have been sent to property owners introducing the appraiser. Easement appraisals have begun. All but two deeds of easement have been prepared and are being reviewed. The consultant has received comments from the County for the two pump station subdivision plats and they are being addressed. The purchase and sale agreement with HMC Holdings for the Camelot Pump Station lot has been executed by HMC Holdings, LLC. The force main alignment through the North Pointe property has been finalized. The consultant is preparing the 60% design submittal.

The site plan for the Camelot Pump Station (CPS) has been submitted to the County. The subdivision plats for the two pump station lots have been submitted to the County for final approval. We anticipate receiving the 60% design documents for the CPS on December 11, 2009, along with revised 60% design documents for the North Fork Regional Pump Station. LAS has contacted property owners to begin negotiating easement acquisition and the Appraisal Group has contacted property owners to schedule site visits. The 60% project cost estimate has been received from the consultant. This project will be discussed as an Agenda Item.

Comments have been received from the County in the site plan for the CPS and the consultant is addressing these for resubmission. The 60% design documents for the CPS and the revised 60% design documents for the NFRPS have been reviewed with the consultant. The 60% design plan for the NFRPS force main has also been reviewed and comments provided to the consultant. All plats have been finalized, except for the North Pointe property and three appraisals have been received. The CPS lot has been acquired from HMC Holdings, LLC. This project will be discussed as an Agenda item.

We have received 14 appraisals for easement acquisitions. The NFRPS force main Erosion and Sediment Control Permit has been submitted to the County. The plats for North Pointe have been finalized. This project will be discussed as an Agenda item.

Two easements have been acquired. We have received the 90% design documents and they are currently under review. This project will be discussed as an Agenda Item.

Comments on the 90% design documents have been returned to the consultant. Several easement negotiations are on-going and several deadlines have been set for acceptance of ACSA offers. We have received a request from our consultant related to additional tasks and associated fees for Design Phase Services. We have also received a

proposal for Bid Phase Services from our consultant. Board authorizations are proposed for this project.

The 100% design documents have been received and are currently under review. Easements have been obtained from 7 of 16 property owners. Some easement negotiations are still in progress.

Easements have been obtained from 10 of 16 property owners. Easement negotiations are on-going with some owners. The purchase of the NFRPS parcel from the UVA Foundation along with associated easements has been completed. A proposal has been received from our consultant for a mussel survey. A Board authorization is proposed for this project. This project will be discussed as an agenda item.

A review of the 100% design document comments is scheduled with the consultant for July 9, 2010. Easement negotiations remain on-going. A final offer letter was sent to Apex, LLC. A Board authorization is proposed for this project. This project will be discussed as an Agenda item.

Negotiations are on-going with Chiro, LLC and CWH Properties Limited Partnership (CWH). A Letter of Agreement between CWH and ACSA is being drafted. The final Erosion & Sediment Control (E&SC) Plan for the NFRPS force main has been submitted to the County. This project will be discussed as an Agenda Item.

The pump stations portion of the project is out for bid. A pre-bid conference was held on September 8, 2010. Bids will be opened on September 30, 2010. The NFRPS Force Main portion of the project will be put out to bid on September 19, 2010. Negotiations with Chiro, LLC and CWH are in the final stages. The final E&SC Plan for the NFRPS force main has been approved by the County. This project will be discussed as an Agenda item.

Eight bids were received on the Pump Station portion of the project (Phase 1). Bids on the Force Main/Gravity Sewer portion of the project (Phase 2) will be opened on October 26, 2010. A Board authorization is proposed for this project. This project will be discussed as an Agenda item.

The contract for the Pump Stations (Phase 1) portion of the project has been executed by the contractor and ACSA. The attorney for Chiro, LLC has proposed revisions to the deeds of easement affecting their property, which are being reviewed. Seven bids were received on the Force Main/Gravity Sewer (Phase 2) portion of the project. CWH has agreed to pay the difference in cost between the Alternate A Bid Items and the

Alternate B Bid Items of the lower bidder. A Board authorization is proposed for this project.

We have obtained the easements from Chiro, LLC. All easements have been acquired for the project, either by signature or filing certificates. The contract for the Force Main/Gravity Sewer portion of the project (Phase 2) has been executed by the contractor and the bonds have been approved by Jim Bowling. ACSA staff and WRA are scheduled to meet on December 13, 2010 to discuss coordination of inspection and project management of the two contracts. Preconstruction conferences have been scheduled for both contracts, for December 22, 2010. We anticipate the Notice to Proceed date for both contracts to be January 3, 2011. A Board authorization is proposed for this project.

A preconstruction conference was held for both contracts on December 22, 2010 and the Notice to Proceed (NTP) was set as January 3, 2011 for both contracts. A Certificate to Construct (CTC) has been received from DEQ for the Pump Stations contract (Phase I). Product and shop drawings submittals are in progress for both projects. Commonwealth Excavating, Inc. (CEI) has begun their stake-out and mobilization. English Construction plans to mobilize in two weeks. We have received the final Mussel Survey report and there is no evidence of the James Spiney Mussel in the vicinity of the proposed future river crossing by the 12-inch force main. Our consultant is preparing a design proposal for the 12-inch force main crossing and the permit modification.

A Certificate to Construct (CTC) has been received from DEQ for the Force Main/Gravity sewer portion of the project. CEI has begun work clearing and grading the North Pointe property in preparation for construction of the new force main. English Construction will begin mobilizing this month. We have received the design proposal for the 12-inch diameter force main river crossing and permit modification. A Board authorization is proposed for this project.

English Construction has set up their office trailers and notified Miss Utility for both stations. Clearing and grading at the pump station sites will commence soon. Some product and shop drawing submittals are still being reviewed. CEI is working on grading the Middle Commercial Area of the future North Pointe Project. They have been notified that some unsuitable material for fill must be removed from the North Pointe site. In addition, they neglected to complete a pre-earthwork survey of the existing grade along the force main. Their surveying sub-consultant is working with the original aerial photography to correct the situation. A physical survey of current undisturbed areas has been completed.

English Construction has begun grading the NFRPS site. Grading of the Middle Commercial Area (MCA) on the proposed North Pointe site is nearing completion. The force main has been installed in the MCA on the North Pointe property. This project will be discussed as an Agenda item.

English Construction (English) has been issued a change directive to lower the existing 6-inch diameter force main to allow grading of the pump station entrance. CEI is currently working on the National College gravity sewer which runs parallel to the NFRPS force main. They are also pre-drilling and blasting rock for portions of the force main through the North Pointe property. A revised volumetric survey to determine grading quantities has been submitted by CEI, so adjustments can be made to quantities paid thus far.

English has lowered and reconnected the existing 6-inch diameter force main to allow final grading of the pump station entrance. The consultant has provided English with a schematic design of the 12-inch diameter force main river crossing to solicit their comments and/or suggestions. Excavation and grading of the Regional Pump Station site continues. Product submittals for the Regional Pump Station are still in progress. CEI is installing the force main heading northward from 84 Lumber. Construction of the road bore crossings is imminent.

English Construction is nearly finished with excavation of the regional pump station site. Materials such as piping, valves and structures are beginning to arrive on the site. CEI continues to install the 16-inch diameter force main through the North Pointe property. The VMRC permit modification summary for the 12-inch force main river crossing is being developed for submission.

English Construction has set the twin wet well structures at the regional pump station site and are proceeding with backfill operations. CEI is currently constructing the gravity sewer through the Forest Lakes North Shopping Center site and working on the force main on North Pointe and Townsend Landscaping properties.

English has set the wet well for the Camelot Pump Station and has installed the water main to serve the regional pump station. They are also installing the 12-inch force main on the west side of Route 29 and the 2-inch water service pipe to the Camelot Pump Station. CEI continues to work on the gravity sewer portion of the project in Forest Lakes North and the force main along the east side of Route 29. The bore for the temporary gravity sewer main for the National College has been completed. The bore for the future 18-inch gravity sewer main across Lewis and Clark Drive is being installed.

10/12/11: English has installed the diversion structure and water service line for the Camelot Pump Station. They continue to work on the construction of the 12-inch diameter force main on the west side of Route 29. CEI has completed the steel casing bores under Lewis and Clark Drive for the temporary gravity main to serve the National College and the future 18-inch diameter gravity main that will serve development south of Lewis and Clark Drive. The gravity mains have also been installed in the casing pipes. Their subcontractor is currently installing the steel casing bore for the gravity sewer main under Proffit Road.

11/9/11: English is currently constructing the diversion structure at the Regional Pump Station and backfilling as the walls are completed. The 12-inch diameter force main for the Camelot Pump Station is complete except for the portion that crosses under Route 29. CEI has completed the steel casing bore under Proffit Road and is beginning the steel casing bores under Lewis and Clark Drive for the 16-inch diameter force main. The gravity sewer main on the south side of Proffit Road through the Forest Lakes North Commercial Area is approximately 95% complete. CEI is beginning to work on some pavement restoration.

12/7/11: English is currently backfilling around the diversion structure and wet wells at the Regional Pump station and installing a) the 18-inch diameter gravity sewer main north of Lewis and Clark Drive and b) the 30-inch diameter gravity sewer main from the Camelot Pump Station (CPS) to the eventual connection point with the existing 12-inch diameter sewer main that flows into the Camelot WWTP. English has also completed the footings for the CPS and will be pouring the floor slab soon. Commonwealth Escavating (CEI) has completed the steel casing bores under Lewis and Clark Drive. The 18-inch diameter gravity sewer main south of Proffit Road in the Forest Lakes Commercial Center has been completed and the pavement repair has been finished. The internal plumbing (and connections to the force main) of all the pigging stations along the 16-inch diameter force main have been completed except for one. In lieu of a Minor Site Plan amendment, an Erosion Control Plan amendment will be submitted to the County for the 12-inch diameter force main crossing the North Fork of the Rivanna River.

- s) **Meadow Creek Drainage Basin Sewer Rehabilitation (Account Code 357-000)**: A kick-off meeting was held with our design consultant on July 6, 2009. Notification letters for surveying work have been sent to customers.

Field surveying for the replacement portion of the project is underway. We anticipate receipt of the 50% design documents for the rehabilitation portion of the project on August 17, 2009.

Comments on the 50% design documents for the rehabilitation portion of the project have been provided to the consultant. We anticipate receipt of the 50% design documents for the replacement portion of the contract at the end of September.

Comments on the 90% design documents have been returned to the consultant. We have received the 50% design documents on the replacement portion of the project and they are under review. A proposal has been received for Bid and Construction Phase Services. A Board appropriation request is proposed for this project. In addition, a Board authorization to bid is being requested.

We anticipate receipt of the 100% design documents on the rehabilitation portion of the project by the end of November 2009. Comments on the 50% design documents for the replacement portion of the project have been returned to the consultant. A public meeting on the replacement portion of the project is scheduled for November 19, 2009 at 7:00 p.m. at the Jack Jouett Middle School.

The 100% rehabilitation design documents and the 90% replacement design documents have been received and are under review. Four people attended the public meeting for the replacement portion of the project. The rehabilitation contract is scheduled to be advertised for bid on January 3, 2010 with a bid opening date of February 4, 2010.

The rehabilitation portion of the project is currently out for Bids with a Pre-Bid meeting scheduled for January 20, 2010. Comments on the 90% design documents for the replacement portion of the project have been sent to the consultant.

A proposal has been received for Bid and Construction Phase Services for the Replacement portion of the project. Also a change order for additional surveying and plats for the Replacement portion of the project has been received from our consultant. Four bids were received on February 4, 2010 for the Rehabilitation portion of the project and Tri-State Utilities, Inc. was the apparent low bidder. Several Board authorizations are proposed for this project.

The executed Standard Form of Agreement for the Rehabilitation Contract has been received from the Contractor. The bonds have been received and are being reviewed. A pre-construction conference has been scheduled for March 23, 2010. The deeds of easement are being prepared for the replacement contract.

The pre-construction conference for the Rehabilitation Contract has been held and a Notice to Proceed date has been set of April 26, 2010. Product submittals for the Rehabilitation Contract have been received and are under review. Deeds of Easement for the Replacement Contract have been sent to the affected property owners.

Work on the Rehabilitation Contract of the project has begun in the Ivy Road Area. For the Replacement portion of the project we have obtained 9 of the 14 required easements.

The current Rehabilitation contract is proceeding with manhole rehabilitation and external point repairs. Relining of existing mains has not yet begun. Three sewer mains in the Georgetown Green Subdivision have been added to the Meadow Creek Rehabilitation Contract. Design of the replacement sewers in the Georgetown Green Subdivision has begun for inclusion in the Replacement Contract.

All the mains scheduled for re-lining have been televised and cleaned. Approximately 40% of the manhole rehabilitation work has been completed and approximately 90% of the point repairs have been finished. A Change Order for adding the rehabilitation work in Crozet has been submitted to the contractor. A Change Order has also been issued to the contractor to include "rain stoppers" in the contract.

Approximately 50% of the manhole rehabilitation work has been completed and only two point repairs remain. Re-lining of the sewer mains has begun in the Greenbrier Heights area. The rehabilitation work in the Crozet Phase 1 SSES Report has been added to this contract, along with the installation of "rain stopper" pans. Surveying for the replacement sewers in the Crozet area and Georgetown Green should be completed by August 20, 2010.

Approximately 60% of the manhole rehabilitation work has been completed and approximately 27% of the sewer mains have been re-lined. All point repairs have been completed. Rehabilitation of several manholes in Glenmore has been added to the contracts. Surveying for the replacement sewers in Crozet and Georgetown Green has been completed.

Approximately 75% of the manhole rehabilitation work has been completed and approximately 30% of the sewer mains have been relined. The 90% design documents, for the Replacement portion of the Meadow Creek Drainage Basin project, have been received and are under review.

Approximately 90% of the manhole rehabilitation work has been completed and approximately 70% of the sewer mains have been relined.

We expect to receive the final 100% design documents for the replacement portion of the project during the week of November 15, 2010. A tentative date of November 21, 2010 has been set for advertisement for bids, with a tentative bid opening date of December 22, 2010.

Approximately 95% of the manhole rehabilitation work has been completed and approximately 85% of the sewer mains have been relined. Manhole rehabilitation work in the Glenmore subdivision was added to the contract and has been completed. Additional manhole rehabilitation work in the Stonehenge subdivision and in the Scottsville area have been added to the contract. The Replacement portion of the project was advertised for bids on November 21, 2010. A pre-bid conference was held on December 1, 2010 and bids are scheduled to be opened on December 22, 2010.

Approximately 98% of the manhole rehabilitation work has been completed and approximately 90% of the sewer mains have been relined. The additional manhole rehabilitation work in Stonehenge has been completed. The manhole rehabilitation work in Scottsville has begun. Five bids were received on December 22, 2010 for the Meadow Creek Sewer Replacement Project. A Board authorization is proposed for this project.

Approximately 99% of the manhole rehabilitation work has been completed and approximately 95% of the sewer mains have been relined. The contract agreement for the Meadow Creek Sewer Replacement Project has been executed and a preconstruction conference has been scheduled for February 24, 2011.

All sewer mains have been relined. Some manhole rehabilitation work still remains to be completed. ACSA staff is reviewing the list of miscellaneous items left to finish the project. A Notice to Proceed date of March 14, 2011 has been set for the Meadow Creek Sewer Replacement Project.

Rehabilitation of manholes in the Greenbrier Heights subdivision has been added to the Rehabilitation Contract and that work has begun. The Meadow Creek Sewer Replacement Project has begun and approximately 23% of the new sewer mains have been constructed.

All work under the Rehabilitation Contract has been completed and we are awaiting submission of the closeout documents. Fielder's Choice, under the Replacement Contract, is currently working in the Squire Hill area. The deed of easement and plat has been sent to the Hollymead Homeowners Association (HOA) for relocation of the sewer next to Hollymead Lake, which will be added to the Replacement Contract.

Fielder's Choice is currently working on sewer main replacements and point repairs in the Fashion Square Mall area. Approximately 40% of the project has been completed.

The contractor is currently working on sewer main replacements in the Canterbury Hills area. Approximately 70% of the project has been completed. We have not yet received the executed deed of easement from the Hollymead Homeowners Association for the additional sewer main relocation next to the lake. The DEQ has been notified that the Meadow Creek Drainage Basin Rehabilitation portion of this project has been completed in accordance with our Schedule of Compliance.

The contractor is currently working in the Georgetown Road area and will shift to the University Heights area next. Approximately 75% of the project has been completed. The president of the Hollymead Homeowners Association has informed us that he has executed the deed of easement for the sewer main relocation next to the lake and we anticipate receiving the document in the next few days.

The contractor is currently working in the University Heights area. ACSA staff has met with the contractor to discuss the additional work next to Hollymead Lake and in the Townwood Subdivision that we would like to add to the contract.

10/12/11: The sewer rehabilitation work under the base contract has been completed with some restoration items needing to be completed. The additional work in Albemarle Square Shopping Center that was added to the contract has also been completed. A change order for additional work in the Townwood Subdivision has been issued to the Contractor and we have asked for a schedule of completion. We have obtained the easement for the sewer main relocation next to Hollymead Lake. ACSA staff is working to verify if this work will be added to the Meadow Creek Replacement Contract.

11/9/11: The rehabilitation work in the Townwood Subdivision that was added to the contract is approximately 50% complete with an expected completion date by the end of November. A change order has been issued to the Contractor for the relocation of the sewer main next to Hollymead Lake and ACSA staff is awaiting submission of the schedule for completing this work.

12/7/11: The rehabilitation work in the Townwood Subdivision has been completed with only some restoration items remaining. The DEQ has been notified that the Meadow Creek Drainage Basin Replacement portion of this project has been completed in

accordance with our Schedule of Compliance. The surveying for the relocation of the sewer main next to Hollymead Lake has been completed and we anticipate construction to begin the week of December 12, 2011. Notices have been sent to the affected property owners in Hollymead.

- t) **PVCC Sewer Relocation (Account Code 361-000):** 10/12/11: The surveying data and base map have been received from Roudabush, Gale & Associates (Roudabush). ACSA staff is beginning work on the design phase of this in-house project.

11/9/11: The draft design for the sewer main relocation has been completed and is currently being reviewed with the Engineering and Maintenance Departments.

12/7/11: An additional easement will be required for permanent access to this sewer main for future maintenance. The work will be completed under the FY 2012 Miscellaneous Sanitary Sewer Rehabilitation Contract. ACSA staff has created a cost estimate of the work based upon the unit prices of this contract, including the cost of the additional easement. A Board authorization is proposed for this project.

- u) **Confederate Street Water Main Replacement (Account Code 361-500):** 12/7/11: Surveying has begun for the easement plats required to do the work and it has been determined that an additional plat will be required to avoid removing some very large trees along the street. ACSA staff has prepared a cost estimate for the construction work, including the additional easement. A Board authorization is proposed for this project.

- v) **Glenmore Pump Station (Account Code 365-000):** A materials list is being prepared to obtain quotes.

ACSA staff is working with WRA to establish the final location of the bypass pumping connection so there will be no conflict with the proposed SCADA equipment.

- w) **Hollymead Water Main Replacement (Account Code 369-000):**
Materials have been ordered and VDOT is reviewing the permit for White Oak Lane.

Work by ACSA Maintenance Department is scheduled to begin on White Oak Lane the week of November 16, 2009. A deed has been prepared for a fire hydrant easement on White Oak Lane.

We have received the signed deed of easement for the fire hydrant location on White Oak Lane. The ACSA Maintenance Department has initiated installation of the new water main along White Oak Lane.

The water main location along White Oak Lane required redesign, due to a conflict with the existing 2-inch diameter PVC water main. Construction is on hold due to inclement weather.

The ACSA Maintenance Department has resumed construction along White Oak Lane.

ACSA staff is trying to arrange a meeting with a property owner on Golden Tree Place to establish the new hydrant location.

The water main has been completed and tested on White Oak Lane. The ACSA Maintenance Department is switching existing service connections to the new main. ACSA staff has met with the president of the Homeowners Association to confirm the location of a new hydrant and associated easement for the Golden Tree Place water main replacement.

All customers on White Oak Lane have been switched over to the new water main. The VDOT permit has been approved for Golden Tree Place and the Neighborhood Association has approved the deed of easement for the new fire hydrant location. We anticipate work to begin on Golden Tree Place the week of June 14, 2010.

Work has begun on Goldentree Place, however rock has been encountered, so progress is slow.

ACSA staff has begun working on the design for Sourwood Place, which will be the next street to construct. Still in rock on Goldentree Place with a little over 50% of the new main installed.

The water main installation on Goldentree Place has been completed and customers are being switched over to the new main. The design of the new water main on Sourwood Place is being finalized.

All the customers have been switched over to the new water main on Goldentree Place. The old water mains on White Oak Lane and Goldentree Place have been abandoned. Installation of the water main along Sourwood Place is scheduled to begin the week of October 18, 2010.

The installation of the new water main along Sourwood Place has begun.

The water main along Sourwood Place has been installed. Testing, disinfection and switching of customers remains to be done. ACSA Engineering and Maintenance staff are working on designs for the remaining streets.

Customers are being switched over to the new water main along Sourwood Place.

Two customers remain to be switched over on Sourwood Place. The design has been finalized for Easy Lane. A test hole is scheduled to verify existing pipe material for making the tap. Construction on Easy Lane should begin within a couple of weeks.

Base pavement is being placed on Sourwood Place to begin completing the trench repair. The existing water main along Easy Lane has been traced. A VDOT permit must be submitted for the work along Easy Lane.

Some base pavement installation remains on Sourwood Place. A VDOT permit has been obtained for the water main installation along Easy Lane. We anticipate construction will begin on Easy Lane the week of April 25, 2011.

The base paving has been completed on Sourwood Place. We anticipate work to begin on Easy Lane in the latter part of May.

Letters will be delivered to customers on Easy Lane the week of June 6, 2011. We anticipate construction to begin the week of June 13, 2011.

Construction of the new water main along Easy Lane began the week of July 11, 2011.

Approximately 90% of the new water main has been installed along Easy Lane.

The water main along Easy Lane has been completed and all customers have been switched over to the new main. Pavement repair remains to be completed as weather allows. ACSA staff is finalizing the design plan for the water main installation along Poe's Lane and a VDOT permit has been prepared for this work and will be submitted soon.

10/12/11: The base pavement has been completed on Easy Lane. The VDOT permit has been obtained for the work along Poe's Lane and notification letters have been delivered to our customers informing them of the impending work on their street. The water main installation is scheduled to begin the week of October 17, 2011.

11/9/11: The final pavement repair has been completed on Easy Lane. Approximately 75% of the water main along Poe's Lane has been installed. The design of the water main replacement along Raven's Place is underway.

12/7/11: The water main along Poe's Lane has been installed and is currently being tested. We anticipate customers will start to be switched over to the new main during the week of December 12, 2011. The existing utilities have been marked along Raven's Place and the design of the water main replacement in this street will be finalized shortly.

- x) **Water Tank Inspections (Account Code 374-000):** A kick-off meeting was held on December 2, 2010 and a tentative schedule was established. All four tanks will be inspected the week of January 10, 2011, beginning that Monday, depending on weather conditions. Maps have been prepared for the affected customers and notices will be mailed out approximately 10 days prior to the scheduled inspections.

Inspection of four water tanks began the week of January 10, 2011 and include Mosby Mountain, Avon Park, Ednam Forest and Scottsville. The only tank to be emptied is the Ednam Forest tank; the other tanks will be inspected by divers while the tanks are isolated from the rest of the system.

Inspections have been completed on the Mosby Mountain, Avon Park and Ednam Forest Tanks. The Ednam Forest Tank was cleaned while it was empty. Inspection of the Scottsville tank was postponed, due to a 5-inch layer of ice on the surface.

Our consultant is currently reviewing the reports from Tank Industry Consultants (TIC) on the Mosby Mountain and Avon Park Tanks. ACSA staff will check the Scottsville Tank for ice around mid-March to see if the inspection can be rescheduled.

Draft reports have been received on the inspections of the Ednam Forest Tank and Avon Park Tank, and they are currently under review. ACSA staff is working with our consultant to schedule the inspection of the Scottsville Tank.

The Scottsville Tank inspection has been rescheduled for May 23, 2011. Notices have been sent to the affected customers.

All water tank inspections have been completed. Comments on the draft reports for the Mosby Mountain and Ednam Tanks have been returned to

the consultant. We anticipate receiving the draft reports for the Avon Park and Scottsville Tanks by the end of June.

We are currently awaiting submission of the draft final report for all four water tanks that were inspected.

The draft report on the four water tanks that were inspected has been received and is currently under review.

y) **SCADA System (Account Code 377-000):** The kick-off meeting was held on January 13, 2010.

ACSA staff and the consultant have visited all monitoring sites to verify existing conditions. A Functional Requirements Workshop is scheduled for February 17, 2010 with the consultant and all ACSA staff who will use data from the SCADA System.

The Functional Requirements Workshop was held on February 17, 2010 with ACSA Staff to verify the system requirements. A draft technical memorandum for the Functionality Workshop and Communication Study is due the week of March 15, 2010.

We anticipate receiving the draft technical memorandum for the Functionality Workshop and Communication Study before the end of April 2010.

We have received the draft technical memorandum from the Functionality Workshop and the Communications Study. They are currently under review.

A workshop was held on June 7, 2010 with the consultant to review the technical memorandums from the Functionality Workshop and the Communications Study. The consultant will proceed with the desktop analysis of radio communication pathways. The draft PER is expected to be received in mid- July 2010.

The desktop analysis of radio communication pathways is underway. The results will determine whether or not a field test is necessary.

A workshop was held on July 19, 2010 to review the results of the desktop analysis of radio communication pathways. A field test is not required at this time. The draft PER is anticipated to be submitted by August 16, 2010.

The draft PER has been received and it is currently under review.

A workshop was held on September 30, 2010 with the consultant to review the draft PER. We anticipate receipt of the final report by October 15, 2010.

The final PER has been received and is currently under review. ACSA staff has scheduled a meeting for November 19, 2010 to discuss the final draft.

Final revisions are being made to the PER. Whitman, Requardt & Associates, LLP will make a presentation to the Board explaining SCADA systems. This project will be discussed as an Agenda item.

Final revisions have been made to the PER for the SCADA System Project. The consultant has prepared a proposal for the design of the SCADA system, which is currently under review. This project will be discussed as an Agenda item.

The consultant has submitted a design proposal for the Phase 1 portion of the project. A Board authorization is proposed for this project.

The consultant will begin site visits the week of March 14, 2011 to the locations to be monitored in Phase 1.

Two of the Phase 1 sites remain to be visited.

WRA has completed all site visits for the Phase 1 assets and will submit a list of questions, based upon their findings. Design of the system is in progress.

Answers to the questions submitted by the consultant were provided. We anticipate receiving the 70% design documents the week of June 13, 2011.

The 70% design documents have been received and they are currently under review.

A work session is scheduled for August 25, 2011 for ACSA staff and the consultant to review the 70% design documents.

Comments generated during the work session on the 70% design documents have been provided to the consultant and they are working on the next phase of the design.

10/12/11: We anticipate receiving the draft pre-qualification package for the general contractors who will be responsible for the control system

integration. We expect to receive the 100% design documents in the first week of November.

11/9/11: The draft pre-qualification package for general contractors has been received and is under review. A meeting has been scheduled for November 18, 2011 with ACSA staff and our consultant to review the comments on the pre-qualification package.

12/7/11: The final bidder pre-qualification package for general contractors has been completed. ACSA staff has developed a pre-qualification process (based upon RWSA's for the dam project) for adoption by the Board to modify our Purchasing Manual. This project will be discussed as an Agenda item.

- z) Large Meter/Random Test Program (Account Code 378-000):** The Maintenance Department has prepared all large meter installations for the testing program, except for six that will be down-sized or upgraded. The test program is scheduled to begin July 1, 2011.

Work began on the project June 21, 2011. Approximately 25% of the large meters have been tested with the majority falling within AWWA standards. A few of the older meters have been replaced and a few have been repaired/cleaned and retested.

Approximately 59% of the large water meters have been tested with reports provided to ACSA staff.

Approximately 95% of the large water meters have been tested. The list of random small meters to be tested has been created and they are being divided into batches of 300 meters. Notices have been mailed to the customers for the first batch testing, which should begin the week of September 12, 2011.

10/12/11: The seven large meters that remain to be tested require replacement of isolation valves by the Maintenance Department before they can be finished. Approximately 30% of the random small meters have been tested.

11/9/11: Three large meters remain to be tested as soon as the valve issues with them have been corrected. Approximately 60% of the random small meters have been tested.

12/7/11: Approximately 98% of the random small meters have been tested. Two large meters have issues within the vaults that must be addressed before they can be tested. One other large meter remains to be tested.

PCG/dmg

060806CIPMonthly120811

Albemarle County Service Authority (ACSA)
Active Private Development Projects
December 2011

- a. Albemarle Place Offsite Sanitary Sewer (Jack Jouett): Sanitary sewer extension to serve the Stonefield development (formerly Albemarle Place). Stonefield is located at the intersection of U.S. Route 29 and Hydraulic Road.
- b. Ashcroft Phase 2 Sections 6 & 7 (Rivanna): Water main extension to serve 14 residences. The project is located at the upper end of Summit Ridge Trail.
- c. **Belvedere Town Center (Rio): Water and sewer main extensions to serve 27 apartment and town house units, plus 25,000 square feet of non-residential space near the intersection of Free State Road and Belvedere Boulevard.**
- d. Briarwood Phases 1A-1,1B-1,4 & 8 (Rivanna): Water and sewer main extensions to serve 165 residential units. The RWSA has only issued a flow acceptance for 80 residential units until the North Fork Regional Pump Station and Camelot Pump Station have been placed in service. The project is located in between the existing Briarwood and Camelot subdivisions, across from the entrance to the National Ground Intelligence Center.
- e. Hyland Ridge Offsite Sewer (Rivanna): A sewer main extension to serve 97 single family detached homes on Pantops Mountain, adjacent to Ashcroft Subdivision.
- f. Hyland Ridge On-site Water & Sewer (Rivanna): Phase 1 of the subdivision featuring a water main connection from Fontana Subdivision to serve 21 lots (of 97).
- g. Kia Auto Dealership (Rivanna): Sewer main extension to serve an addition to the existing Kia Auto Dealership on Pantops.
- h. Moore's Creek Water and Sewer Extension Phase 2 (Samuel Miller): Water and sewer main extensions to serve the existing J.W. Sieg facility, as well as other nearby property within the Jurisdictional Area. These properties are located at the southwest corner of the intersection of I-64 and Rt. 29 South.
- i. Old Trail Village Block 2 (White Hall): Water extension to serve the Lodge at Old Trail, an assisted living facility and nursing care facility in the Village Center.
- j. Old Trail Village Block 23 (White Hall): Water and sewer main extensions to serve 13 townhouse units in the Village Center.

- k. Pavilions at Pantops Phases 1&2 (Rivanna): Water and sewer extensions to serve 265 townhouse units north of Rt. 250 East and west of Westminster Canterbury in the Pantops area.
- l. Pavilions at Pantops Phase 3 (Rivanna): Water and sewer main extensions to serve 81 townhouse units north of Route 250 East and Westminster Canterbury in the Pantops Area.
- m. Reserve at Belvedere (Rio): Water and sewer main extensions to serve 294 multi-family residential units off Belvedere Boulevard.
- n. **Rivanna Plaza (Rio): Water and sewer main extensions to serve three commercial buildings containing office space and a daycare center on Route 29 North in front of Keglers.**
- o. Treesdale Park (Rio): Water and sewer main extensions to serve 88 multi-family residential units and a community center fronting on Rio Road just south of Village Square subdivision.
- p. Whitehouse Commercial (Rivanna): New water mains and a relocated existing sanitary sewer to serve three two-story office buildings at the intersection of Rolkin Road and Olympia Drive.
- q. Wickham Pond Phase 2, Block 1 (White Hall): Water and sewer main extensions to serve 56 single family units south of Route 240 and west of the existing Wickham Pond Subdivision.

PCG/anw

Capital Improvement Program		Percent		2011	2012		2010	2010	2010	2010	2010	2010	2011	2011	2011	2011	2011	2011		2011	2011	2011	2011	2011	2011	2012	2012	2012	2012	2012	2012	
Proposed Project Schedule Worksheet: December 2011	Acct. #	Growth	PM	Forecast	Forecast		July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June		July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	
Facility Improvements - Maintenance Shop/Main Office	302-000	0%	JL	86,500																												
ACSA Facility Improvements - Building Renovations	304-000	0%	AM		112,000																											
Scottsville Streetscape Water Improvements	308-000	0%	JL	39,000	40,000																											
Key West Water Main Replacement	309-000	0%	AM	40,000	335,000																											
Shoppers World Water Main Relocation	310-000	0%	JL	24,905	126,500																											
St. George Avenue - Buck Road Water Main Replacement	311-000	0%	TG	125,000	540,000																											
Ashcroft Water Improvements	312-000	0%	TG	162,000	162,000																											
Ashcroft Pump Station #1	312-000	0%	TG	15,000	25,000																											
West Leigh Water Main Replacement Phase 2	315-000	0%	TG		560,000																											
Crozet Streetscape Water Extensions	318-000	100%	JL	53,500																												
Jarman's Gap Road Water Main Betterment	319-000	0%	JL		19,700																											
Berwick Road Water Main Replacement	320-000	0%	JL		390,000																											
Canterbury Hills Water Main Replacement	321-000	0%	JL	500,000																												
Glenmore Tank Study	324-000	100%	JL																													
Hardware Street Water Main Extension	326-000	100%	AM	434,500	392,800																											
Scottsville Phase II Sewer	326-000	0%	AM	131,300	115,000																											
Western Ridge - Foxchase Water Connection		0%	JL		54,700																											
Buckingham Circle Water Main Replacement	330-000	0%	AM	300,000	530,000																											
Brookway Drive Aerial Sewer Crossing Replacement	340-000	0%	JL	23,480	87,000																											
Oak Hill Sewer Phase I	342-000	100%	TG	828,300	185,000																											
Crozet Drainage Basin Sewer Rehabilitation	348-000	0%	JL		141,000																											
Biscuit Run Drainage Basin SSES	349-000	0%	JL	100,000	252,000																											
FY 2012 Miscellaneous Sewer Rehabilitation	350-000	0%	JL		163,550																											
Scottsville Drainage Basin SSES	351-000	0%	JL	50,000																												
North Fork Regional Pump Station	356-000	0%	TG	9,675,700	5,558,800																											
Meadow Creek Drainage Basin Sewer Rehabilitation	357-000	0%	JL	1,294,000	283,600																											
PVCC Sewer Relocation	361-000	0%	AM		2,980																											
Confederate Street Water Main Replacement	361-500	0%	AM																													
Redfields Pump Station	362-000	0%	TG	19,000																												
Boundary Valve Insertion	364-000	0%	JL																													
Glenmore Pump Station	365-000	0%	TG	11,000																												
Arden Place Water Extension	368-000	100%	JL	24,600																												
Hollymead Water Main Replacement	369-000	0%	AM	175,000	160,000																											
Automatic Flushing Assemblies		0%			60,000																											
Water Tank Inspections	374-000	0%	JL	57,555																												
SCADA System	377-000	100%	TG	380,000	364,500																											
Large Meter/Random Test Program	378-000	0%	PG	200,000																												
Developer Participation		100%		100,000	100,000																											
Total Capital Projects to be appropriated in the Fiscal Year																																

In house construction

Engineering

Construction

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

AGENDA TITLE: FY 2012 CIP Authorizations	AGENDA DATE: December 15, 2011
STAFF CONTACT(S)/PREPARER: Peter C. Gorham, P.E., Director of Engineering	ACTION: <input type="checkbox"/> INFORMATION: <input type="checkbox"/>
	CONSENT AGENDA:
	ACTION: <input checked="" type="checkbox"/> INFORMATION: <input type="checkbox"/>
	ATTACHMENTS: (YES)

BACKGROUND: Authorizations for appropriation of funds for four CIP Projects included in the FY 2012 CIP Budget. Two appropriations are for the construction of water main replacements, one appropriation is for the relocation of a sanitary sewer to eliminate an I&I problem, and one is for the design of a sewer main extension.

DISCUSSION:

- West Leigh Water Main Replacement-Phase 2 Project eliminates more of the original private well system and improves fire protection for our customers.
- Addition of another property to the Oak Hill Sewer Phase 1 Project will move the connection point of a future extension to properties that will benefit from the extension.

BUDGET IMPACT: The West Leigh Water Main Replacement-Phase 2 Project bid was approximately \$130,700 greater than the amount budgeted. Some bid items included in the price would be reimbursed to the ACSA by the Neighborhood Association, if they are constructed (\$25,000). Another contingent bid item (\$51,850) will depend on the condition of the existing asphalt paving and may not require as extensive pavement repair as estimated. The additional cost should be offset by anticipated savings on the Biscuit Run SSES Project. The additional design cost for the Oak Hill Sewer Phase 1 Extension is covered by the favorable bid on that project.

RECOMMENDATIONS: Make fund appropriations to maintain proposed CIP Schedule for FY 2012, plus continue our programs of replacing small water mains and reducing I&I in our sewer system.

BOARD ACTION REQUESTED: Approve Consent Agenda.

ATTACHMENTS:

- Descriptive memo of proposed CIP authorizations.

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

- Award recommendation and bid tabulation for the West Leigh Water Main Replacement-Phase 2 Project.
- Proposal for design services to add a sewer main extension to the Oak Hill Sewer Phase 1 Project.
- Construction cost estimate for the PVCC Sewer Relocation Project.
- Construction cost estimate for the Confederate Street Water Main Replacement Project.

MEMORANDUM

To: Board of Directors
From: Peter C. Gorham, P.E., Director of Engineering
Date: December 7, 2011
Re: FY 2012 CIP Authorizations
cc: James M. Bowling, IV

The following projects require Board authorization:

- A. West Leigh Water Main Replacement – Phase 2:** On November 17, 2011, the ACSA accepted bids for the West Leigh Water Main Replacement – Phase 2 Project. Nine contractors submitted bids on the project. The Engineer's Estimate was \$914,650. The apparent low bidder is Commonwealth Excavating, Inc. (CEI) with a bid of \$690,736.75. Attached is a letter, dated December 2, 2011, along with the bid tabulation from Whitman, Requardt & Associates, LLP (WR&A), recommending award of the contract to CEI for their bid of \$690,736.75. The ACSA staff concurs with WR&A's recommendation.

Board Action

We request the Board of Directors appropriate \$690,736.75 from the FY 2012 3R Fund for the construction of the West Leigh Water Main Replacement – Phase 2 Project.

- B. Oak Hill Sanitary Sewer Phase 1:** Draper Aden Associates (Draper) has submitted a scope and fee summary to address additional work efforts needed to complete surveying and design to provide a sanitary sewer connection to an additional Oak Hill residence adjacent to the Oak Hill Sanitary Sewer Phase 1 project. A previous owner of the residence had refused to connect to sanitary sewer; however, the current owner has requested a connection while construction is underway. Attached is a letter dated December 5, 2011 from Draper outlining the additional tasks referenced above. The ACSA staff has

reviewed the proposed fee and finds it satisfactory. The additional design cost for the above noted tasks is \$5,490.00.

Board Action

We request the Board of Directors appropriate \$5,490.00 from the FY 2012 3R Fund for the additional tasks to complete the additional design for the Oak Hill Sanitary Sewer Phase 1 Project.

- C. PVCC Sewer Relocation:** Roudabush Gale & Associates (Roudabush) has submitted a scope and fee summary to address additional surveying efforts needed for the PVCC Sewer Relocation Project. The additional surveying is necessary to provide a permanent access easement to the project area. A construction cost estimate has been developed by the ACSA so that Linco, Inc. can complete the construction of the PVCC Sewer Relocation Project under the FY 2012 Miscellaneous Sanitary Sewer Rehabilitation Project. The construction cost estimate also includes permitting and legal fees associated with the project.

Attached is a letter dated November 30, 2011 from Roudabush outlining the additional surveying tasks referenced above. The ACSA staff has reviewed the proposed fee and finds it satisfactory. Also attached is a construction cost estimate developed by the ACSA. The additional combined cost to complete the project with the above referenced tasks is \$17,379.15.

Board Action

We request the Board of Directors appropriate \$17,380 from the FY 2012 3R Fund for the construction of the PVCC Sewer Relocation Project.

- D. Confederate Street Water Main Replacement:** Lincoln Surveying (Lincoln) will perform work for an additional easement plat to complete the Confederate Street Water Main Replacement Project. A cost estimate has been developed by the ACSA for the construction of the Confederate Street Water Main Replacement Project. The construction cost estimate also includes legal fees associated with the project. Attached is the cost estimate, which includes an additional plat from Lincoln at the price of \$1,250 per plat, as stated in their original proposal for surveying services. The additional combined cost to complete the project with the above referenced tasks is \$8,950.00. The ACSA staff has reviewed the proposed cost and finds it satisfactory.

Board Action

We request the Board of Directors appropriate \$8,950.00 from the FY 2012 3R Fund for the construction of the Confederate Street Water Main Replacement Project.

PCG/

Attachments

010101CIPAuthorizations120711

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

AGENDA TITLE: RWSA Monthly Updates STAFF CONTACT(S)/PREPARER: Gary O'Connell, Executive Director	AGENDA DATE: December 15, 2011 CONSENT AGENDA: INFORMATION: ■ ATTACHMENTS: YES
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BACKGROUND: Updates from the RWSA Board meeting on November 22, 2011.

DISCUSSION: Major items:

1. Annual Financial Report (CAFR copy in packet);
2. Project updates;
3. December 28th agenda set;
4. Dredging progress RFP;
5. Fluoride in water.

BOARD ACTION REQUESTED: Information.

ATTACHMENTS: Board meeting items and summary memorandum.

MEMORANDUM

To: Board of Directors
From: Gary B. O'Connell, Executive Director
Date: December 8, 2011
Re: RWSA Updates
cc: James M. Bowling, IV

Please see below summary comments on RWSA Board meeting items:

- Wet Weather and I/I in RWSA Sewer System – Increased flows from the City; as much as 90% of I/I (based on flow metering in recent wet weather) is coming from the City sewer system (see attached). Executive Director Report from a discussion attached.
- Flows to Date – Water flows are 11% higher and wastewater flows 10% higher than the budgeted flows creating a “surplus” for RWSA year-to-date (unusually wet September and October data); and now recent December rains.
- Wastewater Treatment Plant Expansion - In mid-October (heavy rains), for the first time, the Moore's Creek Wastewater Plant newly opened expansion was able to handle the volume of I/I and have it not leave the plant; a major accomplishment in the RWSA system. Plant expansion/rehabilitation \$54 million project is 68% complete.
- RWSA Board Meeting moved to December 28th – Major items to consider, contract for the new earthen dam at Ragged Mountain, and the selection of an alternative for the Rivanna Sewer Pump Station.
- Fluoride in Water – A citizen concern (Emerald Young) brought forward on fluoride in the public drinking water and potential health concerns. RWSA will invite the Virginia Department of Public Health medical experts (Dr. Shimp) on fluoride to a meeting of the Four Boards (or maybe individually); I asked that the ACSA be included as we are the retail seller of water and send out the annual water quality reports. Since this, the American Dental Association has written a letter citing the health/dental benefits of fluoride in the water. We have had fluoride in the local public water since the early 1950's. RWSA went to the new level CDC recommended of 0.7 mpl (milligrams per liter) standard considered, the “optimal level” of fluoride used in community water systems.

- Annual Report – RWSA ended the year with a surplus, positive financial position.
- Dredging – City funded, to date (pending the cost allocation agreement). Dredging RFP work in progress for the January Board meeting. There is the potential to go to bid after the January RWSA Board meeting.

Board Action

There is no Board action required.

GBO/dbh

010101RWSAMonthlyReport120811

ACSA Board Policy Future Issues Agenda 2012

	January	February	March	April	May	June	Pending Issues
	January 19th	February 16th	March 15th	April 19th	May 17th	June 21st	
Regular 3rd Thursday Monthly Meetings	Election of Board Officers			Budget and CIP Presented	Budget Work Session	Budget Adoption	*Sewer Cost Allocation Agreement and Four Party Agreement Amendments- Debt Service Formula, Meadow Creek Sewer, Moore's Creek Treatment Plant, and Rivanna Pump Station
						Budget & CIP Public Hearing	*Adoption of Budget (Operating & CIP) and water/wastewater rates and connection fees
	*Dept. Operational Presentations- VA Warn	*Dept. Operational Presentations- Construction Inspection	*Dept. Operational Presentations	*Dept. Operational Presentations			*Water Cost Allocation Agreement
	Budget Schedule						*Water Audit
							*History of the ACSA (1964-2014) (50th Anniversary)
	Meter Testing Report						
				Executive Director Annual Performance Review			
1st Thursday Work Sessions							

*Potential Future Topics; Department Operational Presentations: Hydraulic Modeling, Safety/Risk Management Program, etc.

Updated 12/8/11

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

AGENDA TITLE: Procurement Prequalification	AGENDA DATE: December 15, 2011
STAFF CONTACT(S)/PREPARER: Peter C. Gorham, P.E., Director of Engineering	ACTION: <input checked="" type="checkbox"/> INFORMATION: <input type="checkbox"/>
	CONSENT AGENDA:
	ACTION: <input type="checkbox"/> INFORMATION: <input type="checkbox"/>
	ATTACHMENTS: (YES)

BACKGROUND: In the current fiscal year the ACSA is preparing to bid the SCADA Implementation Project-Phase 1 that requires very specialized knowledge and skill sets of the selected contractor. ACSA staff identified the necessity of having a prequalification process in its Purchasing Manual that meets the most current requirements of the Code of Virginia.

DISCUSSION:

- Meets all requirements of the Code of Virginia governing the prequalification of prospective contractors to bid on selected projects.
- The proposed process is identical to that adopted by the RWSA for the Ragged Mountain Dam Project.
- The ACSA Building Renovation Project will also utilize a prequalification process.

BUDGET IMPACT: None

RECOMMENDATIONS: Approve the recommended change to the ACSA Purchasing Manual.

BOARD ACTION REQUESTED: Adopt a Resolution to amend the ACSA Purchasing Manual to modify the prequalification process.

ATTACHMENTS:

- Prequalification Process for Construction Projects.

ALBEMARLE COUNTY SERVICE AUTHORITY PREQUALIFICATION PROCESS FOR CONSTRUCTION PROJECTS

December 15, 2011

Pursuant to Code of Virginia §2.2-4317 the Albemarle County Service Authority (ACSA) adopts the following as its prequalification process to prequalify prospective Contractors to Bid on selected Projects:

1. The Executive Director or his designee may, in his discretion when he believes it to be in the best interests of ACSA, require prequalification of prospective Contractors to Bid on a specific construction Project for ACSA. The purpose of such prequalification shall be to limit prospective Bidders for such construction Project to Contractors who show themselves to be qualified to construct the Project. When the prequalification process is used for a Project, only Contractors who have complied with the prequalification process and have been determined qualified will be eligible to submit Bids for the Project.
2. The Executive Director or his designee shall develop the appropriate documentation for potential Contractors to apply for prequalification. The Executive Director or his designee may prescribe in such documentation specific mandatory requirements Contractors must meet in order to prequalify for specific Projects.
3. In conducting prequalification of potential Contractors, the Executive Director or his designee shall follow this prequalification process and the requirements of Code of Virginia §2.2-4317.
4. The documentation used in the ACSA's prequalification process shall set forth the criteria upon which the qualifications of prospective Contractors will be evaluated. The documentation shall request of prospective Contractors only such information as is appropriate for an objective evaluation of all prospective Contractors pursuant to such criteria. The documentation shall allow the prospective Contractor seeking prequalification to request, by checking the appropriate box, that all information voluntarily submitted by the Contractor as part of its prequalification application shall be considered a trade secret or proprietary information subject to the provisions of subsection F of Code of Virginia §2.2-4342.
5. In all instances in which the ACSA requires prequalification of potential Con-

tractors for construction Projects, advance notice shall be given of the deadline for the submission of prequalification applications. The deadline for submissions shall be sufficiently in advance of the date set for the submission of Bids for such construction, so as to allow the prequalification process to be accomplished.

6. At least thirty (30) days prior to the date established for submission of Bids or Proposals under the procurement for which the prequalification applies, the ACSA shall advise, in writing, each Contractor who submitted an application whether that Contractor has been prequalified. In the event that a Contractor is denied prequalification, the written notification to the Contractor shall state the reasons for the denial of prequalification and the factual basis of such reasons.
7. A decision by the Executive Director or his designee under this prequalification process shall be final and conclusive, unless the Contractor appeals the decision as provided in Code of Virginia §2.2-4357.
8. The ACSA may deny prequalification to any Contractor only if the ACSA finds one of the following:
 - a. The Contractor does not have sufficient financial ability to perform the Contract that would result from such procurement. If a bond is required to ensure performance of a Contract, evidence that the Contractor can acquire a surety bond from a corporation included on the United States Treasury list of acceptable surety corporations in the amount and type required by the public body shall be sufficient to establish the financial ability of the Contractor to perform the Contract resulting from such procurement;
 - b. The Contractor does not have appropriate experience to perform the construction Project in question;
 - c. The Contractor or any officer, director or owner thereof has had judgments entered against him within the past ten (10) years for the breach of Contracts for governmental or nongovernmental construction, including, but not limited to, design-build or construction management;
 - d. The Contractor has been in substantial noncompliance with the terms and conditions of prior construction Contracts with a public body without good cause. If the public body has not contracted with a Contractor in any prior construction Contracts, the public body may deny prequalification if the Contractor has been in substantial noncompliance with the terms and conditions of comparable construction Contracts with another public body without good cause. A public body may not utilize this provision to deny prequalification, unless the facts underlying such substantial noncompliance were documented, in writing,

- in the prior construction Project file and such information relating thereto given to the Contractor at that time, with the opportunity to respond;
- e. The Contractor or any officer, director, owner, project manager, procurement manager or chief financial official thereof has been convicted within the past ten (10) years of a crime related to governmental or nongovernmental construction or contracting, including, but not limited to, a violation of (i) Article 6 of the Virginia Public Procurement Act, (§2.2-4367, et seq.), (ii) the Virginia Governmental Frauds Act (§18.2-498.1, et seq.), (iii) Chapter 4.2 (§59.1-68.6, et seq.) of Title 59.1 or (iv) any substantially similar law of the United States or another state;
 - f. The Contractor or any officer, director or owner thereof is currently debarred pursuant to an established debarment procedure from Bidding or contracting by any public body, agency of another state or agency of the federal government; and
 - g. The Contractor failed to provide to the public body, in a timely manner, any information requested by the public body relevant to subdivisions “a” through “f” of this subsection.
9. In determining if a Contractor has the “appropriate experience” to be prequalified, the ACSA may consider and use specific minimum experience requirements established by the Executive Director or his designee for the specific Project. The ACSA may also consider the Contractor’s past performance on the Projects that provide its past experience to determine if the Projects provide the appropriate experience required.
10. To the extent any provision in this process is deemed to be inconsistent with Code of Virginia §2.2-4317, whether due to amendment of that statutory provision or otherwise, then the provisions of §2.2-4317 shall control as to such inconsistency.
11. The provisions of this process and its implementation are intended to be severable, and if any provision is deemed invalid, this shall not be deemed to affect the validity of other provisions.
12. This prequalification process does not apply to any procurement done under the Public-Private Education Facilities & Infrastructure Act of 2002 (PPEA), Code of Virginia §56-575.1, et seq., and is in no way intended to limit the ACSA’s discretion in the way it selects Contractors under PPEA.
13. A determination that a Contractor is prequalified does not necessarily preclude the ACSA from determining that such Contractor is not responsible

following Bid opening. Among other things, a change in circumstances or change in information, as well as different criteria allowed to be considered for prequalification versus responsibility, may lead to a different result. For example, a prequalified Contractor that becomes debarred between prequalification and Bid opening, or a Contractor who is subsequently discovered not to have been totally candid in answering its prequalification questionnaire, might be deemed non-responsible.

14. Prequalification of a Contractor to Bid on one Project does not prequalify that Contractor to Bid on a different Project or mean that the Contractor will necessarily be deemed to be a responsible Bidder for a different Project.
15. Neither this prequalification process nor its implementation by ACSA shall be deemed to create any Contract right in any prospective Contractor or to give any prospective Contractor any right beyond that conferred by Code of Virginia §2.2-4317. All prospective Contractors shall be responsible for their own expenses in applying for prequalification, and the ACSA shall have no liability for any such expense.

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

AGENDA TITLE: SCADA Implementation Project Phase 1 Prequalification Package	AGENDA DATE: December 15, 2011
STAFF CONTACT(S)/PREPARER: Peter C. Gorham, P.E., Director of Engineering	ACTION: <input checked="" type="checkbox"/> INFORMATION: <input type="checkbox"/>
	CONSENT AGENDA:
	ACTION: <input type="checkbox"/> INFORMATION: <input type="checkbox"/>
	ATTACHMENTS: (YES)

BACKGROUND: Our consultant has developed a prequalification package for the SCADA Implementation Project-Phase 1 establishing the mandatory requirements Contractors must meet in order to prequalify to be eligible to bid on the project.

DISCUSSION:

- Meets all requirements of the Code of Virginia.
- Meets all the requirements of the Prequalification process previously adopted by the Board.
- Insures only those Contractors qualified to construct the project will be eligible to submit bids for the project.

BUDGET IMPACT: None

RECOMMENDATIONS: Approve the use of the prequalification package developed for the SCADA Implementation Project-Phase 1.

BOARD ACTION REQUESTED: Adopt a Resolution authorizing the Executive Director or his designee to utilize the SCADA Implementation Project-Phase 1 Prequalification Package to prequalify Contractors to submit bids on said project.

ATTACHMENTS:

- SCADA Implementation Project-Phase 1 Prequalification Package.

SCADA Implementation Project

Phase I



Pre- Qualification Package

***FINAL
DRAFT***



Whitman, Requardt & Associates, LLP
Engineers • Architects • Planners
9030 Stony Point Parkway, Suite 220
Richmond, Virginia 23235

December 2011

SCADA IMPLEMENTATION PROJECT – PHASE 1
ACSA Project No. 2009-12

PREQUALIFICATION PACKAGE

ALBEMARLE COUNTY SERVICE AUTHORITY
ALBEMARLE COUNTY, VIRGINIA



Prepared for:

Albemarle County Service Authority
168 Spotnap Road
Charlottesville, Virginia 22911

Prepared by:

Whitman Requardt & Associates, LLP
9030 Stony Point Parkway
Suite 220
Richmond, Virginia 23235



**ACSA WATER/WASTEWATER SCADA PROJECT – PHASE I
CONTRACT NO. _____**

**CONTROL SYSTEM INTEGRATOR
REQUEST FOR QUALIFICATIONS**

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ALBEMARLE COUNTY SERVICE AUTHORITY

ADVERTISEMENT

COMBINED WATER/WASTEWATER SYSTEM SCADA PROJECT

Albemarle County Service Authority (ACSA) is requesting submission of pre-qualification packages by Control Systems Integrators for the upcoming Combined Water/Wastewater system SCADA project scheduled to bid on _____.

In general, the project involves installation and integration of PLC based Remote Terminal Units (RTU) with wireless communication devices at different water and wastewater facility locations within the ACSA service area. The project will require modifications and interface with various existing control systems, installation of primary instrumentation elements, electrical and mechanical installation, wireless communications between facilities and SCADA server hardware and software programming at the ACSA central monitoring and control facility. Only bids submitted by prequalified Systems Integrators will be evaluated for this project.

The Prequalification package detailing the deadline for submission, submission requirements and evaluation criteria is available starting on _____, 2011 at the office of:

**Albemarle County Service Authority
168 Spotnap Road
Charlottesville, VA 22911
ATTN: Mr. Thomas Garrison**

The deadline for the submission of the Prequalification package is the close of business on _____, 2011. Bid solicitation from prequalified Contractors will begin on or about _____.

Plans and specifications for the Phase I SCADA project will be made available to prequalified Contractors after prequalification of perspective Contractors is complete. The bid is tentatively scheduled for _____.

I. EVALUATION/SELECTION SHORT LIST PROCESS

- 1 At the designated time and date, the applications will be opened and a list compiled of the submittals for the record. The submittals, if responsive, will then be organized by the Engineer and forwarded to the Evaluation Committee to initiate review and recommendation. Review by the evaluation committee will be “blind”; they will not know the contractor by name when evaluating.
- 2 During the evaluation phase, submittals will be reviewed by the Evaluation Committee to ascertain which submittals meet the pre-qualification requirements outlined above, and to prepare analysis papers to document the adequacy of the submittals. Once the qualified applicants have been determined, the Committee may request selected applicants to clarify specific matters in the submittals.
- 3 A determination by the ACSA and/or Engineer that an applicant is not qualified to participate on subject project will be final and shall not be basis for any claims against Whitman, Requardt and Associates, LLP or ACSA, or any of its agents or employees.
- 4 The ACSA will review all of the applicants and prepare a list of prequalified applicants based upon the Qualification Submittals. The ACSA reserves the right at any time to interview or meet with one or more of the applicants, without interviewing or meeting with all of the applicants, on such times or in such a manner as the ACSA finds to be in its own best interest.
- 5 Any package that is not complete will be grounds for determining an applicant as nonresponsive and will not be considered further in the evaluation process.
- 6 Any and all references listed may be contacted with the information contained in the application confirmed or corrected. Each reference will be questioned about the applicant’s organization; how well the applicant cooperated; problems with construction job, work; adherence to established schedule; and quality and performance of applicant’s personnel, subcontractors and/or its agents. The relationship of the reference to the applicant will be established and the title of the reference recorded. Any reference that indicated that the applicant failed to perform, was difficult to work with, made unreasonable claims, or staffed the project with poorly qualified personnel may be basis for disqualification of an applicant. An evaluation sheet will be utilized for each telephone interview and kept for the record. The submittal package

from prospective bidders or applicants not meeting one of the project criteria will be removed from further review and consideration. Complete submittal packages will then be re-evaluated. Applicants who fail to submit minimum reference requirements may be considered non-responsive and will not be considered further in the evaluation process.

- 7 The applicants' organization and planning ability must be reflected in the submittal. Those key people who do not have three years prior experience with water and wastewater SCADA systems will be removed from the proposed organizational chart and the chart thus re-evaluated. If an applicant does not propose an organization meeting the minimum experience and qualification criteria, i.e., may be considered nonresponsive and will not be considered further in the evaluation process.
- 8 If any Applicant or member of the project team makes a material misrepresentation in submitting information to the ACSA, such misrepresentation will be sufficient grounds for rejecting the Application, or rescinding its pre-qualification selection by the ACSA.

II. NON-POINT RATING ITEMS

These items are to be included in their entirety. Failure to meet the requirements for any of the categories may result in immediate dismissal of the Contractor's qualifications.

1 Responsiveness to Application

Package is completed as submitted and provides sufficient information to evaluate the qualifications of the Contractor's proposed Project Team. Contractor has provided contacts for references that are willing to provide referral information on previous projects that the Contractor has completed.

2 Bonding

Contractor is able to receive a \$1.0 million bond for the project.

3 Debarment Status

Contractor has no current or previous debarments in any jurisdiction, not just in the Commonwealth of Virginia.

4 Ability to Meet Schedule

The Contractor has proposed a project team with the resources available to dedicate to this project throughout its completion.

5 Performance Schedule

Contractor has proposed a schedule that is realistic and takes into account current commitments and anticipated workload.

6 Safety Record

Contractor has provided a clear and detailed safety record that indicates no local, state or federal safety violations.

7 Project Team Meets Minimum Qualifications

The Contractor must have proposed a Project Team that meets the minimum qualifications. The project team, consisting of the Contractors own personnel and subcontractor(s) must meet the following criteria:

Key Personnel (Contractor's direct employees):

- Project Manager (3 years applicable experience in this role)
- Project Engineer (3 years applicable experience in this role)
- PLC Programmer (3 years applicable experience in this role)
- HMI Programmer (3 years applicable experience in this role)

Other Required Personnel (Employees or Subcontractors)

- Network Engineer (Microsoft Certified)
- Fiber Optic Technician (BICSI or FOA certified)
- Electrician (Virginia licensed or eligible)

8 Financial Data

Contractor provided financial statements as requested, including audited financial statements for previous two years, financial balance sheet, income statements and bank references.

III. POINT RATING ITEMS

These items are weighted items rated on a point scale from 1 to 5. The Contractors response shall be evaluated and each committee member shall determine the degree of compliance to the maximum qualifications, and assign a score accordingly. The descriptions below indicate objective that should be obtained to earn points to achieve the maximum possible score of 4.

1 Corporate Experience on Similar Projects

A. HMI Software Experience

1 Point: Contractor has manufacturers certifications

1 Point: Contractors personnel are formally trained.

1 Point: For each project completed with Intellution having similar scope to this project in the water/wastewater industry.

B. PLC Experience

1 Point: Contractor has experience with the proposed PLC programming software.

1 Point: Contractor has experience with specific proposed PLC model.

1 Point: For each project completed with proposed PLCs having similar scope to this project in the water/wastewater industry.

C. Wireless Cellular Network Experience

1 Point: Experience with Ethernet Communications in control environment.

1 Point: Cellular PLC communications experience.

1 Point: For each project completed with cellular communications

2 Organization Chart – Qualifications/Experience

Each category starts with at least 1 point for meeting the minimum requirements set forth in the Non-Point Rating Items (see item II-7 above). Add points for additional experience directly related to this project including managing projects of similar scope, design build projects, distributed architecture designs, Proposed PLCs and HMI software.

A. Project Manager

B. Project Engineer

C. HMI Programmer

D. PLC Programmer

E. Network Engineer

3 References

Assign scores based on average reference rating for each category.

A. Design Consultant Overall Reference

B. Owners' Reference

- i. Adherence to Schedule
- ii. Quality of Completed Work
- iii. Change Orders
- iv. Close-Out
- v. System Function

C. Subcontractors/Suppliers Overall Rating

4 Proposed Action Plan

Assign rating based on the comprehensiveness of the action plan provided. Failure to respond to any specific category of the action plan will result in deducting at least 1 point from the maximum score of five.

5 Claims/Final Resolutions

6 Judgements

EVALUATION SUMMARY
ACSA WATER/WASTEWATER SCADA PROJECT
PROJECT NO. _____
CONTRACT NO. _____
ALBEMARLE COUNTY SERVICE AUTHORITY, VIRGINIA

Applicant Name _____

I. NON-POINT RATING ITEMS	SATISFACTORY	UNSATISFACTORY
1. Responsiveness to Application	_____	_____
2. Bonding	_____	_____
3. Debarment Status	_____	_____
4. Ability to Meet Schedule	_____	_____
5. Performance Schedule	_____	_____
6. Safety Record	_____	_____
7. Project Team Meets Minimum Qualifications	_____	_____
8. Financial Data	_____	_____

II. POINT-RATING ITEMS	WEIGHT	GRADE	TOTAL
1. Corporate Experience on Similar Projects			
A. HMI Software Experience	4	1 2 3 4 NR	_____
B. Control Logix Experience	4	1 2 3 4 NR	_____
C. Fiber Optic Network Experience	4	1 2 3 4 NR	_____
D. Cellular Wireless Network Experience	4	1 2 3 4 NR	_____
2. Organization Chart - Qualification/Experience			
A. Project Manager Experience	3	1 2 3 4 NR	_____
B. Project Engineer Experience	3	1 2 3 4 NR	_____
C. HMI Programming Experience	3	1 2 3 4 NR	_____
D. PLC Programming Experience	3	1 2 3 4 NR	_____
E. Certified Network Personnel on Team	3	1 2 3 4 NR	_____
3. References			
A. Design Consultants Overall Evaluation	2	1 2 3 4 NR	_____
B. Owners			
i. Adherence to Schedule	3	1 2 3 4 NR	_____
ii. Quality of Completed Work	3	1 2 3 4 NR	_____
iii. Change Orders	3	1 2 3 4 NR	_____
iv. Closeout	3	1 2 3 4 NR	_____
v. Does it function as intended	3	1 2 3 4 NR	_____
C. Major Subcontractors/Suppliers Overall Evaluation	1	1 2 3 4 NR	_____
4. Proposed Action Plan	5	1 2 3 4 NR	_____
5. Claims/Final Resolution	4	1 2 3 4 NR	_____
6. Judgements	3	1 2 3 4 NR	_____

GRADING SYSTEM

UNFAVORABLE – FAVORABLE
(WEIGHT) * 1 2 3 4 NR = TOTAL

TOTAL POSSIBLE POINTS = _____
MINIMUM ACCEPTABLE POINTS = _____

* Programming – Safety requirement plans and specs

II. PURPOSE FOR PREQUALIFICATION

The purpose of this Request for Qualifications (RFQ) is to establish a list of prequalified Systems Integrators for the Albemarle County Service Authority (ACSA) Water/Wastewater SCADA Phase I Project. ACSA will solicit bids directly from the prequalified control systems integrators. Bids will be based on the design documents developed for the project. The ACSA's goal is that the Control Systems Integrator performs necessary field investigations, detailed system design, fabrication, installation and system programming to provide a quality SCADA system installation in a responsive and responsible manner with no change orders.

A brief description of the project follows with the requirements for the pre-qualification package submission and a listing of the evaluation criteria. All the decisions made by the ACSA with regard to the pre-qualification shall be final, made without prejudice and in the best interest of the ACSA.

The pre-qualification package is available at the offices of:

Albemarle County Service Authority
168 Spotnap Road
Charlottesville, VA 22911
ATTN: Mr. Thomas Garrison
Phone: (434) 977-4511

A preliminary system schematic is provided in Attachment A. The anticipated project schedule is provided in Attachment B. Application Forms are provided in Attachment C. Project Experience Forms and Reference Forms are provided in Attachments D and E, respectively.

III. ADDENDA AND INTERPRETATIONS

No interpretation of the meaning of this Request for Qualifications will be made to any applicant orally. Every request for such interpretation must be submitted in writing to Mr. Thomas Garrison at the ACSA. To be given consideration, such request must be received at least ten days prior to the qualification submission closing date. Any and all such interpretations and any supplemental instructions will be in the form of a written addenda which, if issued, will be sent to all prospective applicants at the respective addresses furnished for such purpose, no later than five days prior to the closing date. Failure of any applicant to receive any such addenda shall not relieve said applicant from any obligation under their application as submitted. All addenda so issued shall become part of the Request for Qualifications documents.

IV. CLOSING DATE FOR SUBMISSION OF QUALIFICATION PACKAGE

Systems Integrator submission must be received by the issuing office by the close of business 5:00 P.M. on _____, 2011 addressed to:

Albemarle County Service Authority
168 Spotnap Road
Charlottesville, VA 22911
ATTN: Mr. Thomas Garrison
Phone: (434) 977-4511

Qualifications submittal shall be in a sealed envelope marked "Prequalification Package-ACSA Water/Wastewater SCADA Project Phase I".

V. PROJECT BACKGROUND

The project objective is to provide a new Water and Wastewater SCADA system with remote monitoring and control capability of the selected facilities from the ACSA Central Control Facility. The system shall consist of a two redundant HMI servers and operator workstation clients at the Central Control Facility which communicates with remote facility Remote Terminal Units (RTUs) via wireless communications. New instrumentation, PLC controllers, primary instrumentation elements, system piping modifications and instrument vaults, communications network, integration of the distributed I/O and SCADA system programming is required. Sufficient capacity shall be provided in the system to accommodate future I/O expansion requirements.

Phase I of the ACSA SCADA system consists of the Central Control Facility located at Spotnap Road, three water pump stations, four water storage tanks, two pressure reducing valves, and seven wastewater pump stations.

VI. AUTOMATION DESCRIPTION

The following descriptions indicate the general requirements for the project. The detailed requirements will be provided in the functional design plans and specifications prepared for this project. The requirements provided in the final plans and specification shall supercede those described herein. The description herein is for Contractors' information. ACSA reserves the right to change the requirements in the bid documents.

A. General Responsibilities

1. It shall be the System Integrator's responsibility to furnish a complete and functional, fully integrated and documented SCADA system as described herein. This includes all software, hardware communications and other devices necessary to interface with the components of the system,

mechanical and electrical modifications, as well as any necessary additional instrumentation.

2. System integration responsibilities shall include review of all appropriate contract drawings and specifications, including facility As-Built plans and shop drawings from previous work. This shall include review of specifications for all equipment, contract drawings and field investigation as required to interface with other existing equipment as required to provide necessary point-to-point wiring schematics, detailed panel designs, conduit routing diagrams and compliance with the functional requirements of these specifications.
3. All special cables, such as fiber optic cable, jumper cables, Category 6 Ethernet cable, coaxial, or sensor/transmitter specialty interconnection wiring, shall be furnished and installed by the Control System Integrator, using BICSI, FOA or other applicable certified cable installation specialists.
4. It shall be the Control System Integrator's responsibility to complete shop drawing submittals including detailed design panel fabrication drawings, wiring schematics, loop diagrams, and other required shop drawings and installation plans. Shop drawings and all programming shall be submitted for ACSA review and approval prior to system installation and shall become ACSA property at the end of the project.
5. The Control System Integrator shall be responsible for completing a thorough field investigation, submission of complete and final detailed shop drawings for review and modification and providing and installing equipment for the proper functioning and performance of the SCADA system. The Control System Integrator shall also be responsible for all programming, operator interface, the preparation of the required submittal data, conducting all tests, system start-up, calibrations and operational demonstrations, and provide technical supervision for the installation and connections to equipment.
6. The Control System Integrator shall, for the duration of this contract and the guarantee period, provide on-site service including troubleshooting, materials and labor within four hours of request by the ACSA for all SCADA system problems.
7. Control wiring modifications at remote facilities shall be performed to provide the functions described. The Control System Integrator shall perform all detailed field investigations at the remote sites to provide connection to the existing equipment and to provide system function as described in the contract documents.

8. Attachment A contains preliminary drawings showing the proposed system architecture (not for construction) of the proposed system.

B. Detailed Responsibilities

In general, the new SCADA system will consist of the following components as part of the lump sum project cost.

1. Human Machine Interface (HMI) graphical interface system with redundant servers, historian data server and operator workstations at the Spotnap Road Central Control Facility (CCF).
2. SCADA Web server to allow for secure remote access to the SCADA system through internet connection.
3. Provide a portable HMI laptop computer with software (HMI/PLC) to provide remote access via telephone to the SCADA system from remote locations.
4. Twelve Remote Terminal Units (RTUs) installed and integrated into existing water and wastewater facilities.
5. Installation of new flow metering instruments at pump stations in accordance with plans.
6. Wireless Ethernet communications between CCF and RTUs.
7. Provide automatically and manually generated reports in a spreadsheet format based on the specifications.
8. Provide field engineering for investigation of existing facilities and to determine modifications required to the existing equipment wiring to accept I/O to the Remote I/O Panels at each site.
9. Provide HMI software system screens, including system and plant overview and detail screens, based on the specifications. Descriptions and examples of screen configurations will be provided.
10. Provide system warranty and service during the warranty/guarantee period after final acceptance of the system. The System Integrator shall have the ability to provide on-site service within 4-hours from the ACSA's request.
11. Incorporate water and wastewater process operations into the SCADA System programming as described in contract documents.

12. Provide new instrumentation primary elements and piping modifications where necessary. Reuse existing hard wire connections and conduits where possible. Provide new buried conduits as required.
13. Provide sufficient capacity in the system to accommodate anticipated future I/O and control requirements.
14. Remove existing telemetry equipment where new equipment is installed.

VII. PRE-QUALIFICATION PACKAGE REQUIREMENTS

Pre-qualification package and submittals must be typed or printed and bound. Contractors shall complete attached forms and include supplemental information if necessarily on separate pages following related form. One original and five copies of the complete pre-qualification package are required. One unbound pre-qualification package is also required. Material submitted shall become property of the ACSA and will not be returned. Pages in the submittal should be concise and consecutively numbered. Sections below identify the required components of the package. Submittal sections shall be clearly tabbed A, B, C, etc., to allow expedited review. Submittals that are poorly organized or incomplete will be considered non-responsive and may be eliminated from Prequalification consideration.

A. General Information

The contractor shall provide general information on the company as below. General information shall be formatted and organized such that it may be removed from the unbound pre-qualification package for a “blind” evaluation, without removing subsequent evaluated information.

1. Provide the following general information
 - a. Control System Integrator name and primary contact person.
 - b. Business Address, Telephone number, Fax number, and e-mail address.
 - c. Date established as control systems integrator.
 - d. Other facility addresses (shop, installation, field services).
 - e. List of brands of equipment repaired or serviced as authorized field service representatives.
 - f. List software certification(s).
 - g. Office/Facility from which services (project and warranty) will be managed and accomplished.
 - h. Provide Virginia electrical Contractor’s license number.

NOTE: Control System Integrator must be capable of responding on site to an emergency warranty situation within a 4-hour period throughout the

duration of the contract and warranty period. Personnel responding shall have the technical capability and be authorized to address the problem without delay (same day or next day).

B. Contractor Shall Provide the Following:

1. The following items must be fulfilled or provided:
 - a. A complete and accurate qualification package
 - b. Bonding Limit - \$1.0 million
 - c. Debarment status – No current or previous Debarments in any jurisdictions, not just in the Commonwealth of Virginia.
 - d. Ability to commit resources and meet schedule
 - e. Performance schedule
 - f. Safety record
 - g. Key Personnel on staff with a minimum of three years' municipal water and wastewater SCADA experience. (Key personnel are Project Managers, Project Engineers, PLC/HMI Programmers that will perform these functions for this project).
 - h. Financial Data

A typed financial statement and balance sheet shall be provided by the applicant that lists current and fixed assets, all current and long-term liabilities and net worth. Provide specific information regarding your capabilities in providing performance bond and include the dollar amount of the bond.

If the applicant experiences substantial change in its financial condition or personnel (listed as "Key Personnel") after the qualification application is submitted and prior to the receipt of bids for the subject project, the applicant shall notify the ACSA of the change in writing at the time the change occurs.

Failure to notify the ACSA of any substantial change in financial condition or personnel may constitute grounds for rescinding pre-qualification for or award of the subject project.

- C. Once the contractor has met and provided the initial items listed in section B.1, the Evaluation Committee will continue with the pre-qualification process by examining the following submissions and awarding points to the following categories:

1. Corporate Experience
 - a. Corporate experience shall apply to the contractors firm or key subcontractors that are included on the project team.

- b. Provide a Reference list of a minimum of three, maximum of five currently operational systems that have been installed, integrated and programmed by the Control System Integrator within the last five years. At least one of the projects shall be a design/build type contract. Referenced systems shall be PLC based control systems, which communicates with distributed I/O over a high-speed fiber optic data network. Experience listed shall include at least two projects using proposed PLC's, two projects using proposed HMI software and one project using wireless Ethernet networks installed by the contractor or the designated subcontractor. PLCs, HMI software and wireless communications applications do not need to have been utilized in the same projects. Reference projects shall be contractor's original installation and integration work and shall have had an initial contract value of at least \$250,000.

Provide detailed project information and description of the referenced projects, including the following:

1. System Location/Operator
 2. Description of Hardware and Software (Manufacturer)
 3. Means of High Speed Data Communication (Media, Protocol, Equipment)
 4. Date System Became Operational (Substantial Completion)
 5. Installed Cost
 6. Engineer's Contact and Telephone Number (if applicable)
 7. System Owner's Contact and Telephone Number
 8. System Integrator's Project Manager/Key personnel assigned to project.
 9. Equipment and Software Supplied
 10. Subcontractors (if applicable)
 11. Additional information on networking, data collection, reporting, etc. that may apply.
- c. Provide additional information on any certifications, licenses or affiliations that the firm currently holds that will supplement information in this section. Additional information should apply only for the firm or subcontractors firm and not any specific person within.
2. Organization Chart and Resumes
 - a. Provide an organization chart of your Project Team, stating job titles, responsibilities and number of years' experience for each person in the municipal water and/or wastewater SCADA industry. Cross-reference personnel to the projects listed in Section 1.0 above. A minimum of three years' experience with municipal water and wastewater SCADA

system integration is required for each key person for the position assigned to this project.

- b. Provide resumes of “Key Personnel” employees shown on the organization chart. Resumes shall show PLC and HMI programming experience on SCADA systems with similar hardware and software platforms, previous projects that the personnel were assigned to within the firm, years with the firm, education and special training personnel have received that apply to anticipated assignments for this project. A minimum of two programmers must be on the System Integrators full time staff assigned to this project. Programming by subcontractors or contract employees shall not be accepted. Key personnel listed shall have been involved with the reference projects in similar capacities as they will fulfill for this project.
- c. The Project Team shall include Microsoft certified Network Engineers. Provide information on the networking experience and capabilities available to meet the networking requirements of the project. Information shall include experience and evidence of certifications of installation and networking personnel or subcontractors that will be installing and configuring the computer and control network hardware and media. Installation and configuration of network devices shall be completed by BICSI or FOA certified and trained personnel.
- d. If the Control Systems Integrator proposes to use subcontractors for any part of the work, the information listed below shall be provided:
 - i. The nature and extent of work to be subcontracted and proposed by the subcontractor.
 - ii. Sufficient information to enable the ACSA to assess the subcontractors qualification for its portion of the work. Include projects and reference contacts that the System Integrator had previous working arrangements with the subcontracted firm.
 - iii. Indicate estimated percentage of work (% of dollars of total bid) to be subcontracted to each subcontractor.
 - iv. The maximum amount of work to be subcontracted on this project shall be 49% of the total bid price.
 - v. Subcontractors shall not be used for PLC or HMI system programming. Programmers shall be experienced members of the permanent staff of the Contractor.

A prequalified Project Team, subcontractors, suppliers, etc. shall not be changed by the contractor without prior written authorization from the ACSA.

3. References

References shall be included for review with the Prequalification Package as an attachment. If the Contractor intends to use subcontractors to

complete part of this project, reference forms shall be completed for these firms as well. Subcontractors shall provide references from at least 2 projects' owners and engineers. If the subcontractor was used in a similar role for one of the Contractor's referenced project, then additional references are not required. References are required from the following parties involved for the projects provided on the project reference forms:

- a. Owners
- b. Design Engineers
- c. Subcontractors/Vendors

The contractor shall remove the reference forms from the Prequalification package, make sufficient copies for the number of references, and send them directly to the reference contact. Contractors shall also indicate references in their submitted package, including name and telephone number of reference contact. Reference Forms shall be sent directly from the reference to ACSA as indicated on forms.

Indicate on the envelope that the reference is for the ACSA Water/Wastewater SCADA Phase I project, the name of the Contractor and the name of the referenced Project. References must be received by the ACSA by _____ for inclusion with the pre-qualification packages.

4. Contractor's Proposed Action Plan

The nature of this project is to implement a SCADA system in an existing wastewater treatment plant. During the time of this project, the water and wastewater systems must remain fully functional without any interruption in service to the ACSA. In order to accomplish this, the ACSA shall only prequalify bidders who are prepared to adjust their working schedule, manpower and equipment to accommodate such conditions to minimize impacts to the daily operations of the facilities as well as any and all costs to the ACSA associated therewith. Each prequalified bidder is required to commit to this objective.

To demonstrate their commitment to the requirement, each applicant shall submit, as an attachment to this Application, the Action Plan to be evaluated and scored by the Evaluation Committee. The Action Plan shall outline the applicant's approach and the project, particularly the specific steps the applicant would take to coordinate the project with the ACSA and minimize costs and downtime of the water and wastewater systems. This Action Plan shall include, but not be limited to Applicant's Plan:

- a. To ensure that the project schedule is maintained.

- b. For field investigations to determine factors such as where I/O points can be picked up, the location of existing conduit, the specific location of existing equipment, etc.
- c. To cooperate with the ACSA for mobilization, installation, proposed shutdowns, etc.
- d. For hardware installation so as to ensure against tampering, to protect sensitive electronic equipment such as the PLC from damage due to transportation and installation, and to ensure that the ACSA receives a reliable SCADA System.
- e. On the design and documentation of the entire project, and the submission of these documents to the ACSA.
- f. For software integration and programming to ensure that there are no conflicts between software packages installed in HMIs.
- g. For factory testing, start-up, field testing, and demonstration of the new SCADA system to the ACSA.
- h. For network installation, testing and verification of the completed network system.
- i. For the training of ACSA operators on the new SCADA system.
- j. To work closely with the ACSA to modify the system as required during any phase of the project to meet the ACSA's needs.

5. Claims and Final Resolution

Each applicant must submit, as an attachment, a statement indicating any and all claims that have been filed by or against the contractor on prior projects within the last five years. The applicant shall include the status and/or the final resolution of the claim.

6. Judgments

Each applicant must submit, as an attachment, any judgements reached in a court of law as a result of any appearances the Contractor has made in court due to charges or claims filed by or against the Contractor.

VIII. APPEAL PROCESS

Applicants who have not been qualified will be notified in writing by the Evaluation Committee. Applicants will then have ten (10) calendar days from the date of notification in which to submit in writing, with supporting documentation, reasons as to why the Evaluation Committee should change its position. Only documentation which supports the information already provided, not new or supplemental information, will be considered. After appropriate review, the Evaluation Committee will inform the Applicant in writing as to its decision.

Upon notification from the Evaluation Committee any applicant who is still aggrieved by the Evaluation Committee's decision may submit a written request for

a conference with the Evaluation Committee. The time limit for requesting such a conference shall be within three (3) business days following the notification by the applicant of the Evaluation Committee's decision.

Following such conference, the Evaluation Committee shall make a determination on the issue in question and notify the applicant in writing of its finding. Should the applicant still wish to pursue an appeal, a formal written appeal must be submitted to the ACSA's Director of Procurement. The time limit for submitting the appeal shall be by the close-of-business three (3) business days following receipt by the applicant of the Evaluation Committee's findings. The Director of Procurement will then notify the applicant in writing as to what steps to follow to pursue such an appeal. The written notification will be issued through certified mail. Upon conclusion of the appeal process, the Director of Procurement will issue a final ruling. The Director of Procurement's decision, with respect to the appeal, shall be final.

At any time during the appeal procedure outlined herein, the time limits identified for submitting material and/or filing an appeal shall be strictly enforced with no deviations permitted. Noncompliance with the time limits will terminate the appeal process.

Note that all correspondence from the ACSA to the applicant will be directed to the applicant address as provided on the application form.

ATTACHMENT A

ALBEMARLE COUNTY SERVICE AUTHORITY

WATER/WASTEWATER SCADA SYSTEM – PHASE I

**PRELIMINARY SYSTEM SCHEMATICS
(NOT FOR CONSTRUCTION)**

ATTACHMENT B

**ALBEMARLE COUNTY SERVICE AUTHORITY
WATER/WASTEWATER SCADA SYSTEM – PHASE I
ANTICIPATED PROJECT SCHEDULE**

Advertise in the Paper during the Week of – ? _____

Prequalification Available – ? _____

Prequalification Date – ? _____

Review and Recommendation for Prequalification – ? _____

Solicit Bids with Drawing Package – ? _____

Bid Date – ? _____

Bid Review and Award – ? _____

Notice to Proceed on or about – _____

ATTACHMENT C

**ALBEMARLE COUNTY SERVICE AUTHORITY
WATER/WASTEWATER SCADA SYSTEM – PHASE I
APPLICATION FORMS**

REQUEST FOR QUALIFICATIONS
ALBEMARLE COUNTY SERVICE AUTHORITY, VIRGINIA
APPLICATION FOR BIDDER QUALIFICATION

APPLICATION WILL BE RECEIVED NO LATER THAN CLOSE OF BUSINESS ON _____, 2011

☐ CHECK BOX IF ALL INFORMATION VOLUNTARILY SUBMITTED SHALL BE CONSIDERED A TRADE SECRET OR PROPRIETARY INFORMATION SUBJECT TO THE PROVISIONS OF SUBSECTION F OF CODE OF VIRGINIA §2.2-4342.

QUALIFICATION RESPONSE PER THE FOREGOING SOLICITATIONS:

- A. All material submitted shall be in six copies (original plus five copies). A copy of this page shall be the cover page for each copy submitted.
- B. Be sure that all required attachments and any additional information requested in RFQ are included with each copy submitted. Additional information on firm and personnel experience shall follow this application.
- C. All submitted copies shall be bound and organized in sections as described in the pre-qualification package requirements.

Submitted by:

Applicant Name: _____

State the name and telephone number of the person who can respond authoritatively to any questions regarding this response:

Name: _____ Tel: _____

Tax Identification Number (EIN/SSN): _____

Is applicant a corporation? Yes: __ No: _____ State of Incorporation: _____

If not, identify name of entity: _____ Year of Incorporation/Organization: _____

Address: _____

City/State/Zip Code: _____

Other Facility Address: _____

City/State/Zip Code: _____

List of brands of repaired or serviced as authorized field service representatives _____

List of Software represented and previously programmed _____

Signed by: _____

Printed name and title: _____

Telephone No.: _____

Date established as control systems integration: _____

INFORMATION ABOUT APPLICATION

1. Total bonding capacity \$ _____. Available bonding capacity \$ _____. Attach certified document from prospective Bidder's regular bonding company confirming the foregoing.

2. Identify the portions of the Work as identified herein and the approximate percentages of the overall cost of work that are expected to be subcontracted if the Contract were awarded to Applicant:

3. State the true and complete name, address and telephone number under which the prospective Bidder does business and is seeking pre-qualification .

Name: _____

Address: _____

Telephone Number: _____

4. Is the applicant related to another firm as a parent, subsidiary or affiliate? Yes _____ No _____

If yes, give names and addresses of all affiliated parent and/or subsidiary companies. Indicate which companies are subsidiaries.

Affiliate – Any business entity which is closely specialized to another business entity so that one entity controls or has the power to control the other entity either directly or indirectly; or, when a third party has the power to control or controls both; or where one business entity has been so closely allied with another business entity through an established course of dealings, including, but not limited to, the lending of financial wherewithal, engaging in joint ventures, etc., as to cause a public perception that the two firms are one entity.

If a situation arises in completing this questionnaire where the applicant is unsure whether another firm is or is not an affiliate for purpose of the above definition and inclusion in Section VII, doubt should be resolved in favor of affiliation and the firm should be listed as an affiliate. Failure to list an affiliate, as with any other failure to provide requested information, is grounds for revocation of pre-qualification or suspension of bidding privileges.

5. Has the applicant or any of its affiliates ever been the subject of any of the following actions:

a. Debarment Yes _____ No _____

A YES RESPONSE TO ITEM A WILL RESULT IN AN AUTOMATIC UNSATISFACTORY RATING IF THE ACTION WAS IN THE LAST TWO YEARS.

6. Has the applicant or any of its affiliates ever entered into project settlement or closeout agreements.

Yes ____ No ____

If yes, list with whom:

7. Has the applicant or any of its affiliates ever been denied bonding or had bonding revoked?

Yes ____ No ____

If yes, list with whom:

8. Has the applicant or any of its affiliates ever participated in a "Partnering" approach on any previous contract work?

Yes ____ No ____

If yes, list with whom:

9. Submit a schedule and manpower allocation plan that illustrates the Companies planned commitment to the project. List current and anticipated project assignments for the proposed project team
10. Prepare a draft schedule for the project based on the preliminary information provided.
11. Submit the Company's safety record for the previous two years, including all accidents, injuries and safety violations.
12. Submit a copy of the applicant's current organization chart showing numbers of employees by discipline and project and the names and titles for all key personnel.
13. Provide proposed organizational chart for the project with resumes of key personnel. Emphasize years of water and wastewater SCADA experience, last employer, last position and experience on similar projects.

ACTION PLAN

PLEASE SEE REQUEST FOR QUALIFICATIONS FOR DESCRIPTION OF ACTION PLAN REQUIREMENTS. Reference additional sheets for each section as required.

A.	Applicant's plan to ensure that the project schedule is maintained and ability to provide a dedicated team to meet schedule requirements.
----	---

- B. Applicants plan on providing project management, field supervision and staffing including the use of subcontractors to meet work requirements throughout the duration of the project. Indicate work that will be done with in-house staff and anticipated subcontractors to be used and their respective trades.

- C. Applicant's plan for field investigations to determine factors such as where I/O points can be picked up, the location of existing conduit, the specific location of existing equipment, etc.

- D. Applicant's plan to coordinate and cooperate with the ACSA for mobilization, installation, proposed shutdowns, etc.

- E. Applicant's plan for hardware storage and installation so as to ensure against tampering, to protect sensitive electronic equipment such as PLC from damage due to transportation and installation, and to ensure that the ACSA receives a reliable SCADA System.

- F. Applicant's understanding of the requirements for the detailed design and documentation required for the project, and the submission of these documents to the ACSA.

- G. Applicant's plan for software integration and programming to ensure that there are no conflicts between software packages installed in HMIs.

H. Applicant's plan for factory testing, start-up, field testing, and demonstration of the new SCADA system to the ACSA.

I. Applicant's plan for network installation, testing and verification of network system.

J. Applicant's plan for the training of ACSA operators on the new SCADA system.

FINANCIAL STATEMENT

Enclose in a separate envelope, marked 'FINANCIAL STATEMENT – CONFIDENTIAL' and name of prospective Bidder.

The applicant's audited financial statements for its two most recent fiscal years and a current financial balance sheet for the last 2 quarters of the current year that lists current assets and fixed assets versus current liabilities, long-term liabilities, and new worth. The balance sheets for the two most recent years must be certified by a Certified Public Accountant. Also, provide income statements for the same time periods.

The name, addresses and telephone number of an individual who represents each of the following must be included:

- The applicant's bank
- The five largest equipment and material suppliers with whom the applicant has done business within the past three years.
- The Surety Company

A statement from a surety company regarding the provision of bid, payment, and performance bonds for the Project.

WE HEREBY AUTHORIZE YOU TO RELEASE TO ALBEMARLE COUNTY SERVICE AUTHORITY (ACSA) OR IT'S DESIGNATED AGENT INFORMATION PERTAINING TO THE FOLLOWING:

- Bank Statements
- Surety Information
- Insurance Company Compensation Rating

Bank Name _____

Address _____

Telephone Number _____

Surety Name _____

Address _____

Telephone Number _____

Insurance Company _____

Address _____

Telephone Number _____

Authorized Representative Signature

Title

Company Name/Date

Provide Virginia Contractor's and Electrical Contractors License Information.

ORIGINAL IN ENVELOPE WITH FINANCIALS

SURETY STATEMENT

I, (we), _____, on behalf of _____
(State name and address of surety company)

state that based on my (our) present knowledge, I (we) know of no reason why _____
(Name of surety company)

would not provide _____ with bid, performance and payment bonds for the Albemarle County
(Name of applicant)

Service Authority (ACSA) Water/Wastewater SCADA Project.

I, (we), _____ currently hold certificates of authority as an acceptable surety as
(Name of surety company)

published annually in the federal register, Department of the Treasurer, Fiscal service, Department Circular 570.

Name of Surety

Signature

Typed Signature

Date

Address

Telephone

ATTACHMENT D

ALBEMARLE COUNTY SERVICE AUTHORITY

WATER/WASTEWATER SCADA SYSTEM – PHASE I

DETAILS OF PAST PROJECTS

ATTACHMENT D – PROJECT NO. 1

DETAILS OF PAST PROJECTS

(Provide supplemental information to this project following this form)

1. Bidder Name: _____
Project Manager Name: _____
Superintendent Name: _____
2. Name of Project: _____
Contract No. _____ Project Number _____
3. System Location _____
4. Was this Company the General Contractor for this Project: YES / NO
If NO, List General Contractor & Project Manager & Contact Information:
General Contractor: _____ Project Manager _____
Phone: _____
Address: _____

5. Reference Form Sent to: _____
Owner Name: _____
Address: _____

Contact Person: _____
Telephone Number: _____
6. Engineer Name: _____
Address: _____

Contact Person: _____
Telephone Number: (_____) _____
7. Contract Dates:
Started N.T.P. _____ Initial Contract Duration _____
Contract Completion: _____ Time Extension: _____
Date of Substantial Completion: _____
Description of Hardware and Software Manufacturers _____

ATTACHMENT D – PROJECT NO. 1

Means of Data Communication _____

8. Original Contract Value \$ _____

Final Contract Value \$ _____

Value of Change Orders to Date \$ _____

Outstanding Claims to Date \$ _____

9. Legal Action by Contractor against Owner or Subcontractor:

Yes _____ No _____

If yes, explain on additional sheet.

Legal Action by Owner:

Yes _____ No _____

If yes, explain on additional sheet.

Legal Action by Subcontractor:

Yes _____ No _____

If yes, explain on additional sheet.

Settlement Agreement in effect with Owner:

Yes _____ No _____

If yes, explain on additional sheet.

10. Name of Bonding Company _____

Address: _____

Contact Person: _____

Telephone Number (_____) _____

11. Major Subcontractors

Mechanical _____

Address: _____

Contact Person: _____

Telephone Number (_____) _____

ATTACHMENT D – PROJECT NO. 1

Electrical _____
Address: _____

Contact Person: _____
Telephone Number (_____) _____

12. Major Suppliers: _____
Address: _____
Contact Person: _____
Telephone Number (_____) _____

Major Suppliers: _____
Address: _____
Contact Person: _____
Telephone Number (_____) _____

12. Description of Project Scope of Work: _____

13. Description of Instrumentation and Control Hardware installed by Contractor: _____

14. Description of Software Installed and Programmed by Contractor
(Name/Version/Functions): _____

ATTACHMENT D – PROJECT NO. 1

15. Description of Communication Network: _____
- _____
- _____
- _____

ATTACHMENT D – PROJECT NO. 2

DETAILS OF PAST PROJECTS

(Provide supplemental information to this project following this form)

1. Bidder Name: _____
Project Manager Name: _____
Superintendent Name: _____
2. Name of Project: _____
Contract No. _____ Project Number _____
3. System Location _____
4. Was this Company the General Contractor for this Project: YES / NO
If NO, List General Contractor & Project Manager & Contact Information:
General Contractor: _____ Project Manager _____
Phone: _____
Address: _____

5. Reference Form Sent to: _____
Owner Name: _____
Address: _____

Contact Person: _____
Telephone Number: _____
6. Engineer Name: _____
Address: _____

Contact Person: _____
Telephone Number: (_____) _____
7. Contract Dates:
Started N.T.P. _____ Initial Contract Duration _____
Contract Completion: _____ Time Extension: _____
Date of Substantial Completion: _____
Description of Hardware and Software Manufacturers _____

ATTACHMENT D – PROJECT NO. 2

Means of Data Communication _____

8. Original Contract Value \$ _____

Final Contract Value \$ _____

Value of Change Orders to Date \$ _____

Outstanding Claims to Date \$ _____

9. Legal Action by Contractor against Owner or Subcontractor:

Yes _____ No _____

If yes, explain on additional sheet.

Legal Action by Owner:

Yes _____ No _____

If yes, explain on additional sheet.

Legal Action by Subcontractor:

Yes _____ No _____

If yes, explain on additional sheet.

Settlement Agreement in effect with Owner:

Yes _____ No _____

If yes, explain on additional sheet.

10. Name of Bonding Company _____

Address: _____

Contact Person: _____

Telephone Number (_____) _____

11. Major Subcontractors

Mechanical _____

Address: _____

Contact Person: _____

Telephone Number (_____) _____

ATTACHMENT D – PROJECT NO. 2

Electrical _____
Address: _____

Contact Person: _____
Telephone Number (_____) _____

12. Major Suppliers: _____
Address: _____

Contact Person: _____
Telephone Number (_____) _____

Major Suppliers: _____
Address: _____

Contact Person: _____
Telephone Number (_____) _____

12. Description of Project Scope of Work: _____

13. Description of Instrumentation and Control Hardware installed by Contractor: _____

14. Description of Software Installed and Programmed by Contractor
(Name/Version/Functions): _____

ATTACHMENT D – PROJECT NO. 2

15. Description of Communication Network: _____
- _____
- _____
- _____

ATTACHMENT D – PROJECT NO. 3

DETAILS OF PAST PROJECTS

(Provide supplemental information to this project following this form)

1. Bidder Name: _____
Project Manager Name: _____
Superintendent Name: _____
2. Name of Project: _____
Contract No. _____ Project Number _____
3. System Location _____
4. Was this Company the General Contractor for this Project: YES / NO
If NO, List General Contractor & Project Manager & Contact Information:
General Contractor: _____ Project Manager _____
Phone: _____
Address: _____

5. Reference Form Sent to: _____
Owner Name: _____
Address: _____

Contact Person: _____
Telephone Number: _____
6. Engineer Name: _____
Address: _____

Contact Person: _____
Telephone Number: (_____) _____
7. Contract Dates:
Started N.T.P. _____ Initial Contract Duration _____
Contract Completion: _____ Time Extension: _____
Date of Substantial Completion: _____
Description of Hardware and Software Manufacturers _____

ATTACHMENT D – PROJECT NO. 3

Means of Data Communication _____

8. Original Contract Value \$ _____

Final Contract Value \$ _____

Value of Change Orders to Date \$ _____

Outstanding Claims to Date \$ _____

9. Legal Action by Contractor against Owner or Subcontractor:

Yes _____ No _____

If yes, explain on additional sheet.

Legal Action by Owner:

Yes _____ No _____

If yes, explain on additional sheet.

Legal Action by Subcontractor:

Yes _____ No _____

If yes, explain on additional sheet.

Settlement Agreement in effect with Owner:

Yes _____ No _____

If yes, explain on additional sheet.

10. Name of Bonding Company _____

Address: _____

Contact Person: _____

Telephone Number (_____) _____

11. Major Subcontractors

Mechanical _____

Address: _____

Contact Person: _____

Telephone Number (_____) _____

ATTACHMENT D – PROJECT NO. 3

Electrical _____
Address: _____

Contact Person: _____
Telephone Number (_____) _____

12. Major Suppliers: _____
Address: _____
Contact Person: _____
Telephone Number (_____) _____

Major Suppliers: _____
Address: _____
Contact Person: _____
Telephone Number (_____) _____

12. Description of Project Scope of Work: _____

13. Description of Instrumentation and Control Hardware installed by Contractor: _____

14. Description of Software Installed and Programmed by Contractor
(Name/Version/Functions): _____

ATTACHMENT D – PROJECT NO. 3

15. Description of Communication Network: _____
- _____
- _____
- _____

ATTACHMENT D – PROJECT NO. 4

DETAILS OF PAST PROJECTS

(Provide supplemental information to this project following this form)

1. Bidder Name: _____
Project Manager Name: _____
Superintendent Name: _____
2. Name of Project: _____
Contract No. _____ Project Number _____
3. System Location _____
4. Was this Company the General Contractor for this Project: YES / NO
If NO, List General Contractor & Project Manager & Contact Information:
General Contractor: _____ Project Manager _____
Phone: _____
Address: _____

5. Reference Form Sent to: _____
Owner Name: _____
Address: _____

Contact Person: _____
Telephone Number: _____
6. Engineer Name: _____
Address: _____

Contact Person: _____
Telephone Number: (_____) _____
7. Contract Dates:
Started N.T.P. _____ Initial Contract Duration _____
Contract Completion: _____ Time Extension: _____
Date of Substantial Completion: _____
Description of Hardware and Software Manufacturers _____

ATTACHMENT D – PROJECT NO. 4

Means of Data Communication _____

8. Original Contract Value \$ _____

Final Contract Value \$ _____

Value of Change Orders to Date \$ _____

Outstanding Claims to Date \$ _____

9. Legal Action by Contractor against Owner or Subcontractor:

Yes _____ No _____

If yes, explain on additional sheet.

Legal Action by Owner:

Yes _____ No _____

If yes, explain on additional sheet.

Legal Action by Subcontractor:

Yes _____ No _____

If yes, explain on additional sheet.

Settlement Agreement in effect with Owner:

Yes _____ No _____

If yes, explain on additional sheet.

10. Name of Bonding Company _____

Address: _____

Contact Person: _____

Telephone Number (_____) _____

11. Major Subcontractors

Mechanical _____

Address: _____

ATTACHMENT D – PROJECT NO. 4

Contact Person: _____
Telephone Number (_____) _____

Electrical _____
Address: _____

Contact Person: _____
Telephone Number (_____) _____

12. Major Suppliers: _____
Address: _____

Contact Person: _____
Telephone Number (_____) _____

Major Suppliers: _____
Address: _____

Contact Person: _____
Telephone Number (_____) _____

12. Description of Project Scope of Work: _____

13. Description of Instrumentation and Control Hardware installed by Contractor: _____

14. Description of Software Installed and Programmed by Contractor
(Name/Version/Functions): _____

ATTACHMENT D – PROJECT NO. 4

15. Description of Communication Network: _____
- _____
- _____
- _____

ATTACHMENT D – PROJECT NO. 5

DETAILS OF PAST PROJECTS

(Provide supplemental information to this project following this form)

1. Bidder Name: _____
Project Manager Name: _____
Superintendent Name: _____
2. Name of Project: _____
Contract No. _____ Project Number _____
3. System Location _____
4. Was this Company the General Contractor for this Project: YES / NO
If NO, List General Contractor & Project Manager & Contact Information:
General Contractor: _____ Project Manager _____
Phone: _____
Address: _____

5. Reference Form Sent to: _____
Owner Name: _____
Address: _____

Contact Person: _____
Telephone Number: _____
6. Engineer Name: _____
Address: _____

Contact Person: _____
Telephone Number: (_____) _____
7. Contract Dates:
Started N.T.P. _____ Initial Contract Duration _____
Contract Completion: _____ Time Extension: _____
Date of Substantial Completion: _____
Description of Hardware and Software Manufacturers _____

ATTACHMENT D – PROJECT NO. 5

Means of Data Communication _____

8. Original Contract Value \$ _____

Final Contract Value \$ _____

Value of Change Orders to Date \$ _____

Outstanding Claims to Date \$ _____

9. Legal Action by Contractor against Owner or Subcontractor:

Yes _____ No _____

If yes, explain on additional sheet.

Legal Action by Owner:

Yes _____ No _____

If yes, explain on additional sheet.

Legal Action by Subcontractor:

Yes _____ No _____

If yes, explain on additional sheet.

Settlement Agreement in effect with Owner:

Yes _____ No _____

If yes, explain on additional sheet.

10. Name of Bonding Company _____

Address: _____

Contact Person: _____

Telephone Number (_____) _____

11. Major Subcontractors

Mechanical _____

Address: _____

Contact Person: _____

Telephone Number (_____) _____

ATTACHMENT D – PROJECT NO. 5

Electrical _____
Address: _____

Contact Person: _____
Telephone Number (_____) _____

12. Major Suppliers: _____
Address: _____

Contact Person: _____
Telephone Number (_____) _____

Major Suppliers: _____
Address: _____

Contact Person: _____
Telephone Number (_____) _____

12. Description of Project Scope of Work: _____

13. Description of Instrumentation and Control Hardware installed by Contractor: _____

14. Description of Software Installed and Programmed by Contractor

(Name/Version/Functions): _____

ATTACHMENT D – PROJECT NO. 5

15. Description of Communication Network: _____
- _____
- _____
- _____

ATTACHMENT E

ALBEMARLE COUNTY SERVICE AUTHORITY

WATER/WASTEWATER SCADA SYSTEM – PHASE I

PROJECT REFERENCE FORM

ATTACHMENT E - PROJECT REFERENCE FORM

Albemarle County Service Authority Water/Wastewater SCADA – Phase I Control System Integrator Prequalification Reference

The following reference forms shall be removed from the pre-qualification package by the Contractor and sent to the reference contact for completion. Completed original reference forms shall be sent directly to:

Albemarle County Service Authority
168 Spotnap Road
Charlottesville, VA 22911
ATTN: Mr. Thomas Garrison

The responding reference need not send additional copies of the completed form. Additional copies of the original form will be made by the ACSA if required.

Reference forms shall be for projects described in this section. It is important that project descriptions and project references are easily coordinated to allow accurate evaluation.

The perspective Contractor shall be responsible to:

- Coordinate with reference personnel prior to sending reference forms.
- Ensure rated evaluation forms are returned by the reference directly to ACSA within the allowed time frame.
- Verify that the reference will be willing to talk to the ACSA and/or their representatives regarding their response.

The ACSA will not be responsible to check on status of reference forms or to ensure the appropriate reference evaluators returns forms within time. Unreturned forms will result in an incomplete package being submitted by the perspective Contractor and will not be evaluated.

Two copies of reference forms are provided. Contractors shall make additional copies for distribution as required.

ATTACHMENT E - PROJECT REFERENCE FORM

THIS SECTION TO BE COMPLETED BY CONTRACTOR

Company Name: _____ Project Manager: _____

Project Name: _____ Reference Type: Owner / Engineer / Subcontractor

THIS SECTION TO BE COMPLETED BY REFERENCE

Name: _____ Title: _____

Organization: _____

Address: _____

e-mail: _____ Telephone: _____

Instructions to evaluator:

- A. The contractor listed above is being considered for pre-qualification for a water/wastewater SCADA project for the Albemarle Service Authority (ACSA). You are requested to complete the following evaluation based on your experience with this contractor for the listed project.
- B. If you are not able to complete this evaluation, please return blank form with a brief explanation of why.
- C. Forms must be returned received no later than _____, 2011 to be considered in evaluating the Contractor's pre-qualification package.
- D. Scores should be assigned based on the evaluator's opinion of the quality provided for each point as follows:

1:	Unsatisfactory and did not meet requirements	3:	Satisfactory and met requirements
2:	Unsatisfactory--did not meet requirements or expectations	4:	Exceeded requirements and expectations
NR:	Evaluation point listed was not require by contract		
	Leave blank if evaluator is unable to provide a score		

Return Forms Directly To: Albemarle County Service Authority
168 Spotnap Road
Charlottesville, VA 22911
ATTN: Mr. Thomas Garrison

EVALUATION CATEGORY:		SUBMITTALS
EVALUATION POINT DESCRIPTION	SCORE	COMMENTS
Quality and accuracy of CAD generated drawings	1 2 3 4 NR	
Neatly organized submittal package	1 2 3 4 NR	
Complete submittal package provided	1 2 3 4 NR	
Submittals accepted on 1 st submission	1 2 3 4 NR	
Project schedule submitted at beginning of project.	1 2 3 4 NR	
Recovery schedule required and if so, submitted and maintained.	1 2 3 4 NR	

ATTACHMENT E - PROJECT REFERENCE FORM

EVALUATION CATEGORY: FIELD WORK & INSTALLATION		
EVALUATION POINT DESCRIPTION	SCORE	COMMENTS
Control panel fabricated and certified in accordance with U.L 508 requirements	1 2 3 4 NR	
Panels factory tested and witnessed	1 2 3 4 NR	
Appearance and quality of workmanship	1 2 3 4 NR	
Written test procedures prepared and submitted prior to testing	1 2 3 4 NR	
Field work completed in neat and professional manner	1 2 3 4 NR	
Installation of equipment and panels accurate and thoroughly tested	1 2 3 4 NR	
On-site field supervision provided knowledgeable with project requirements	1 2 3 4 NR	
Field crews competent and knowledgeable in their trades.	1 2 3 4 NR	
Develop and resolve punch list in a timely manner	1 2 3 4 NR	

EVALUATION CATEGORY: SYSTEM INTEGRATION		
EVALUATION POINT DESCRIPTION	SCORE	COMMENTS
Written control strategies provided by Control System Integrator	1 2 3 4 NR	
PLC Programmed accurately and in accordance with control strategies	1 2 3 4 NR	
PLC programming structure well organized and thoroughly documented	1 2 3 4 NR	
Graphics developed in neat easy to use manner according to control strategies	1 2 3 4 NR	
Reports configured with reliable data	1 2 3 4 NR	
System functions tested according to written control strategies and test procedure	1 2 3 4 NR	

EVALUATION CATEGORY: SYSTEM INTEGRATION		
EVALUATION POINT DESCRIPTION	SCORE	COMMENTS
Adherence to contractual requirements	1 2 3 4 NR	
Project managed in professional manner	1 2 3 4 NR	
Prompt and accurate submittal of invoices	1 2 3 4 NR	
Fair and reasonable change order requests and pricing	1 2 3 4 NR	
Overall satisfaction with Contractor and project personnel	1 2 3 4 NR	
Overall satisfaction with completed project deliverables	1 2 3 4 NR	

ATTACHMENT E - PROJECT REFERENCE FORM

ADDITIONAL COMMENTS

ATTACHMENT E - PROJECT REFERENCE FORM

THIS SECTION TO BE COMPLETED BY CONTRACTOR

Company Name: _____ Project Manager: _____

Project Name: _____ Reference Type: Owner / Engineer / Subcontractor

THIS SECTION TO BE COMPLETED BY REFERENCE

Name: _____ Title: _____

Organization: _____

Address: _____

e-mail: _____ Telephone: _____

Instructions to evaluator:

- E. The contractor listed above is being considered for pre-qualification for a water/wastewater SCADA project for the Albemarle Service Authority (ACSA). You are requested to complete the following evaluation based on your experience with this contractor for the listed project.
- F. If you are not able to complete this evaluation, please return blank form with a brief explanation of why.
- G. Forms must be returned received no later than _____, 2011 to be considered in evaluating the Contractor's pre-qualification package.
- H. Scores should be assigned based on the evaluator's opinion of the quality provided for each point as follows:

1:	Unsatisfactory and did not meet requirements	3:	Satisfactory and met requirements
2:	Unsatisfactory--did not meet requirements or expectations	4:	Exceeded requirements and expectations
NR:	Evaluation point listed was not require by contract		
	Leave blank if evaluator is unable to provide a score		

Return Forms Directly To: Albemarle County Service Authority
168 Spotnap Road
Charlottesville, VA 22911
ATTN: Mr. Thomas Garrison

EVALUATION CATEGORY: SUBMITTALS		
EVALUATION POINT DESCRIPTION	SCORE	COMMENTS
Quality and accuracy of CAD generated drawings	1 2 3 4 NR	
Neatly organized submittal package	1 2 3 4 NR	
Complete submittal package provided	1 2 3 4 NR	
Submittals accepted on 1 st submission	1 2 3 4 NR	
Project schedule submitted at beginning of project.	1 2 3 4 NR	
Recovery schedule required and if so, submitted and maintained.	1 2 3 4 NR	

EVALUATION CATEGORY: FIELD WORK & INSTALLATION
--

ATTACHMENT E - PROJECT REFERENCE FORM

EVALUATION POINT DESCRIPTION	SCORE	COMMENTS
Control panel fabricated and certified in accordance with U.L 508 requirements	1 2 3 4 NR	
Panels factory tested and witnessed	1 2 3 4 NR	
Appearance and quality of workmanship	1 2 3 4 NR	
Written test procedures prepared and submitted prior to testing	1 2 3 4 NR	
Field work completed in neat and professional manner	1 2 3 4 NR	
Installation of equipment and panels accurate and thoroughly tested	1 2 3 4 NR	
On-site field supervision provided knowledgeable with project requirements	1 2 3 4 NR	
Field crews competent and knowledgeable in their trades.	1 2 3 4 NR	
Develop and resolve punch list in a timely manner	1 2 3 4 NR	

EVALUATION CATEGORY: SYSTEM INTEGRATION		
EVALUATION POINT DESCRIPTION	SCORE	COMMENTS
Written control strategies provide by Control System Integrator	1 2 3 4 NR	
PLC Programmed accurately and in accordance with control strategies	1 2 3 4 NR	
PLC programming structure well organized and thoroughly documented	1 2 3 4 NR	
Graphics developed in neat easy to use manner according to control strategies	1 2 3 4 NR	
Reports configured with reliable data	1 2 3 4 NR	
System functions tested according to written control strategies and test procedure	1 2 3 4 NR	

EVALUATION CATEGORY: SYSTEM INTEGRATION		
EVALUATION POINT DESCRIPTION	SCORE	COMMENTS
Adherence to contractual requirements	1 2 3 4 NR	
Project managed in professional manner	1 2 3 4 NR	
Prompt and accurate submittal of invoices	1 2 3 4 NR	
Fair and reasonable change order requests and pricing	1 2 3 4 NR	
Overall satisfaction with Contractor and project personnel	1 2 3 4 NR	
Overall satisfaction with completed project deliverables	1 2 3 4 NR	

ATTACHMENT E - PROJECT REFERENCE FORM

ADDITIONAL COMMENTS



ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

AGENDA TITLE: Exclusion Meter Policy	AGENDA DATE: December 15, 2011
STAFF CONTACT(S)/PREPARER: Peter C. Gorham, P.E., Director of Engineering Lisa L. Breeden, Finance Director	ACTION: <input checked="" type="checkbox"/> INFORMATION: <input checked="" type="checkbox"/> CONSENT AGENDA: ACTION: <input type="checkbox"/> INFORMATION: <input type="checkbox"/> ATTACHMENTS: NO

BACKGROUND: Water and sewer customers in our utility system began installing irrigation systems around the mid 1990's and wanted their sewer billing discounted for the water that was used by their irrigation system. ACSA staff was compelled to develop an exclusion meter policy to deal with the situation as more and more sewer customers opted to install irrigation systems. After the severe drought that peaked in 2002, which saw irrigation systems being used even after water use restrictions were placed on discretionary uses, the ACSA recognized the need to separately measure and control irrigation systems, particularly in times of drought. In conjunction with creating a Drought Public Notification Plan, ACSA staff developed Section 17 – Irrigation Systems for adoption into our Rules & Regulations, which required all irrigation systems to be served by dedicated irrigation meters directly tapped off of our water mains (effective January 1, 2006). This ended the use of exclusion meters behind primary domestic meters and allowed the ACSA to control the use of irrigation water during future drought events. While adopting Section 17, it was never the intent of the ACSA to permanently grandfather exclusion meters.

DISCUSSION:

- There is currently no written policy regarding exclusion meters in our Rules & Regulations.
- Exclusion meters are privately owned water meters behind the ACSA dedicated meter that are used to exclude sewer charges for water supplied to an irrigation system.
- Since exclusion meters are privately owned the ACSA has no control over the operation or maintenance of these meters, nor are we able to assess their accuracy. In a drought emergency the ACSA has no legal right to shut down exclusion meters to prevent the use of potable water for irrigation purposes.
- During the Drought Warning in the summer of 2006 approximately 600 exclusion meters were read every 2 weeks to insure those irrigation systems were not being used.

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

- The additional demand of the irrigation system served by an exclusion meter places an increased demand burden on the primary domestic meter resulting in more frequent replacement and maintenance compared to primary meters without exclusion meters behind them.
- Yard hydrants are a component of some irrigation systems served by exclusion meters and represent the most inefficient means of outdoor water use, including such activities as: watering trees, shrubbery, washing cars and filling pools.
- We don't have a detailed idea of the components that make up irrigation systems served by exclusion meters unless we were to inspect them all. They may or may not include such components as yard hydrants, timers, controlled zones, pop-up heads, drip lines and rain sensors.
- Retro-fitting rain sensors and eliminating yard hydrants from irrigation systems behind exclusion meters would result in an average cost of \$125 for a rain sensor and \$100 per yard hydrant removed.
- Requiring all exclusion meter customers to switch their irrigation system to a dedicated irrigation meter tapped off our water main would result in an average cost of \$1800 per connection for Urban Area customers and \$1600 per connection for Crozet and Scottsville customers. (Assumes a Buck Mt. Surcharge of \$200 for a 5/8" meter and a residential connection).
- Most exclusion meters are in close proximity to the primary domestic meter, reducing the length of water pipe needed to connect the existing irrigation system to a new tap (assuming the new tap would be in close proximity to the primary meter; ACSA preference).
- Is the most important aspect of eliminating exclusion meters and putting all irrigation systems on dedicated ACSA meters: (1) the more efficient use of potable water or (2) the ability to shut down irrigation systems during a Drought Warning?

BUDGET IMPACT: None at this time.

RECOMMENDATIONS:

- Continue the moratorium on the installation of exclusion meters downstream of primary domestic meters.
- Establish a written policy in our Rules & Regulations specifically addressing existing exclusion meters and the conditions under which they may be eliminated or permanently grandfathered.

BOARD ACTION REQUESTED: Direction to staff as to the disposition of existing exclusion meters so the appropriate changes to our Rules & Regulations

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY


can be drafted for adoption by the Board, allowing staff to develop a standardized program for dealing with exclusion meters.

ATTACHMENTS: None.

12/9/2011

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

AGENDA TITLE: Introduction – End of Fiscal Year 2011 Financial Information STAFF CONTACT(S)/PREPARER: Lisa L. Breeden, Finance Director 	AGENDA DATE: December 15, 2011 ACTION: <input checked="" type="checkbox"/> INFORMATION: <input type="checkbox"/> CONSENT AGENDA: ACTION: <input type="checkbox"/> INFORMATION: <input type="checkbox"/> ATTACHMENTS: <input checked="" type="radio"/> YES <input type="radio"/> NO
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BACKGROUND:

Earlier this week, I submitted a draft of the comprehensive annual financial report (CAFR) for the fiscal year ending June 30, 2011 to our auditors, Robinson, Farmer, Cox Associates, in order for them to render their opinion. While awaiting their opinion, I have attached the fiscal-year-end Revenue and Summary Report and the fiscal-year-end 3R Report for your review.

DISCUSSION:

- ◆ There will be a PowerPoint presentation in review of fiscal year 2011 during Thursday's meeting.
- ◆ As soon as RFC renders their opinion on the CAFR, I will forward it to you.
- ◆ In the meantime, some of the financial highlights of the year include:
 - At the end of fiscal year 2011, the assets of the Authority exceeded its liabilities by \$116,252,750 (*net assets*). Of this amount, \$15,239,285 (*unrestricted net assets*) may be used to meet the Authority's ongoing financial obligations.
 - The Authority's total net assets increased by \$4,732,752. This increase was marked by the capitalization of several capital improvement projects and a number of developer contributions.
 - Driven primarily by the issuance of Water and Sewer System Revenue Bonds, Series 2010 (Taxable – Build America Bond) and an increase in the liability associated with unearned connection fees, the Authority's total liabilities increased by \$12,539,997.
 - More than \$6.1 million was spent on new and existing capital projects. Of that total, \$322,559 was spent for permanent right-of-way easements in fiscal year 2011.

BUDGET IMPACT: As planned for fiscal year 2011

BOARD ACTION REQUESTED:

In order to close the books on fiscal year 2011, the following transfers are recommended:

1. Transfer \$355,826 from the Water and Sewer Revenue fund to the Operating Reserve fund,
2. Transfer \$628,965 from the Water and Sewer Revenue fund to the 3R Reserve fund, and
3. Transfer \$10,000 from the Water and Sewer Revenue fund to the Unemployment fund.

ATTACHMENTS:

1. Revenue and Expense Summary
2. Repair, Replacement, and Rehabilitation (3R) Report

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

AGENDA TITLE: Water Supply Plan	AGENDA DATE: December 15, 2011
STAFF CONTACT(S)/PREPARER: Gary O'Connell, Executive Director	ATTACHMENTS: (No)

BACKGROUND: The Water Supply Plan includes the new earthen dam at Ragged Mountain and a replacement pipeline from South Fork Rivanna Reservoir to the Ragged Mountain Reservoir.

DISCUSSION: Bids on the new earthen dam at Ragged Mountain received on December 8th were on budget. DEQ considers permit on December 14th. RWSA's Board will consider contract on December 28th. Cost allocation negotiations continue with the City.

RECOMMENDATIONS: Updates to the Board based on current project status.

BOARD ACTION REQUESTED: Depending on the current status of the project.

MEMORANDUM

To: Board of Directors
From: Gary O'Connell, Executive Director
Date: November 28, 2011
Re: 2012 Board Meeting Dates
cc: James M. Bowling, IV

Listed below are the proposed dates for the RWSA and ACSA Board of Directors meetings for the 2012 calendar year:

ACSA Meeting	RWSA Meeting
Thursday, January 19, 2012	Tuesday, January 24, 2012
Thursday, February 16, 2012	Tuesday, February 28, 2012
Thursday, March 15, 2012	Tuesday, March 27, 2012
Thursday, April 19, 2012	Tuesday, April 24, 2012
Thursday, May 17, 2012	Tuesday, May 22, 2012
Thursday, June 21, 2012	Tuesday, June 26, 2012
Thursday, July 19, 2012	Tuesday, July 24, 2012
Thursday, August 16, 2012	Tuesday, August 28, 2012
Thursday, September 20, 2012	Tuesday, September 25, 2012
Thursday, October 18, 2012	Tuesday, October 23, 2012
Thursday, November 15, 2012	Tuesday, November 27, 2012
Thursday, December 20, 2012	Tuesday, December 18, 2012*

* The RWSA December meeting is moved forward to the third Tuesday of December so as not to conflict with the Christmas/New Year's holiday season.

MOTION:

MEETING DATE: December 15, 2011

SECOND:

RESOLUTION

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

1. Pursuant to Va. Code §2.2-3711 A (6) and A (7) to consider a cost allocation agreement between the City of Charlottesville and the Albemarle County Service Authority.
2. Pursuant to Va. Code §2.2-3711 A (6) and A (7) to consult with legal counsel regarding the cost allocation of the Rivanna Pump Station.

VOTE:

AYES:

NAYS:

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

ABSENT DURING VOTE:

ABSENT DURING EXECUTIVE MEETING:

Gary B. O'Connell, Secretary-Treasurer

MOTION:

MEETING DATE: December 15, 2011

SECOND:

CERTIFICATION OF EXECUTIVE MEETING

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

WHEREAS, §2.2-3711 A (6) and A (7) of the Code of Virginia requires a certification by this Board that such executive meeting was conducted in conformity with Virginia law;

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

VOTE:

AYES:

NAYS:

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

ABSENT DURING VOTE:

ABSENT DURING EXECUTIVE MEETING:

Gary B. O'Connell, Secretary-Treasurer