



**Town of Altavista, Virginia
Meeting Agenda Town Council
Town Council Work Session**

**Tuesday, September 26, 2023
5:00 PM - Council's Chambers
510 Seventh Street
Altavista, VA 24517**

1. AGENDA ADOPTION

2. RECOGNITIONS AND PRESENTATIONS

2.1 Vista Theatre - Facade Discussion

3. CITIZEN'S TIME

Citizens wishing to address Council should provide their name and residential address. Citizen comments are limited to three (3) minutes, with a total of fifteen (15) minutes allotted for this purpose. Citizen's Time is not a question-and-answer session between the public and Council.

4. UNFINISHED BUSINESS

4.1 Vista/Leggett Feasibility Study

4.2 Bedford Avenue Park - parking discussion
attachment. Bedford Ave Park

5. NEW ITEMS FOR DISCUSSION

5.1 BIL Initial Offer "Lead Service Line Inventory
attachment. BIL_25L-22_Altavista_LSL_Inventory_Offer_Letter_Signed

5.2 Avoca - Repair and Maintenance

5.3 Town Park Amenity/Recreational Opportunity

6. UPDATES FROM STAFF

7. MATTERS FROM COUNCIL

8. CLOSED SESSION

8.1 Altavista Town Council CLOSED Session
attachment. CLOSED SESSION 9.26.23

9. ADJOURNMENT

THE TOWN OF ALTAVISTA IS COMMITTED TO FULL COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT STANDARDS. TRANSLATION SERVICES, ASSISTANCE OR ACCOMODATION REQUESTS FROM PERSONS WITH DISABILITIES ARE TO BE REQUESTED NOT LESS THAN 3 WORKING DAYS BEFORE THE DAY OF THE EVENT. PLEASE CALL (434) 369-5001 FOR ASSISTANCE.



TOWN OF ALTAVISTA
TOWN COUNCIL WORK
SESSION
September 26, 2023
AGENDA COVER SHEET

AGENDA ITEM #: 2.1

RECOGNITIONS AND PRESENTATIONS

Title: Vista Theatre - Facade Discussion

Staff Resource: Town Manager Gary Shanaberger, and Project Consultant Robert Lee

Action(s):

Receive Information/Presentation

Explanation:

Vista Theatre Project Consultant Robert Lee will present Town Council with a list of potential options for their consideration to restore the front facade of the Vista Theatre.

Background:

Funding Source(s):

Attachments: *(click item to open)*



TOWN OF ALTAVISTA
TOWN COUNCIL WORK
SESSION
September 26, 2023
AGENDA COVER SHEET

AGENDA ITEM #: 4.1

UNFINISHED BUSINESS

Title: Vista/Leggett Feasibility Study

Staff Resource: Town Manager Gary Shanaberger

Action(s):

Receive Update

Explanation:

Mike Griffin, with CJMW, will update Town Council on the progress of the Vista/Leggett Feasibility Study.

Background:

The Town of Altavista retained CJMW to conduct a Feasibility Study for the Vista/Leggett Project.

Funding Source(s):

Attachments: *(click item to open)*



TOWN OF ALTAVISTA
TOWN COUNCIL WORK
SESSION
September 26, 2023
AGENDA COVER SHEET

AGENDA ITEM #: 4.2

UNFINISHED BUSINESS

Title: Bedford Avenue Park - parking discussion

Staff Resource: Matt Perkins, Assistant Town Manager

Action(s):

Continue Discussion

Explanation:

At their September 12th meeting, Town Council requested this item be placed on their Sept. 26th Work Session for further discussion.

Background:

Funding Source(s):

Attachments: *(click item to open)*

attachment. Bedford Ave Park

Bedford Ave park

Bedford Avenue, just like 15th Street, is a neighborhood park, as was acknowledged in the 2018 Parks and Trails Master Plan.

There is no mention on page 13, public input, of the need for additional parking at either location.

As it states on page 18, vehicle traffic in Altavista is low, thus encouraging walking and biking, which supports the notion of neighborhood parks.

In Appendix 1: Parks and Assessments, there is no mention of the need for more parking. Only the need for shade, screening of the water tank and signage.

The document does note the parking at Avondale is an “unsafe design”. I would assume that is because of having to back out into the street. Backing out and having to avoid other cars or the property across the alley, such as the garage that has already been hit, is why the balance of parking was removed at Myrtle Lane park in the first place.

A great deal of effort was made to capture the town residents’ input for this master plan; there was an open forum, which was well attended, as well as questionnaires and surveys.

My personal opinion is that it should stay a neighborhood park, as there is only one tennis court, one basketball court, and limited play equipment. When people from outside the neighborhood drive to Myrtle Lane to use the courts, we who live here must then drive elsewhere if we want to enjoy the same amenities.

As for the medium chosen to create the parking barrier, it is low cost and can be low maintenance done properly. Neutralize the grass 48” from the alley, lay down fabric, move the stones onto the fabric, finish the fabric where the stones were, then lay down mulch.

However, I am one of many in the neighborhood, just like those making the request for change. If P&R is willing to tackle the subject, and assess what, if any, changes should be made to accommodate parking, and if it’s the will of the majority, then so be it.



TOWN OF ALTAVISTA
TOWN COUNCIL WORK
SESSION
September 26, 2023
AGENDA COVER SHEET

AGENDA ITEM #: 5.1

NEW ITEMS FOR DISCUSSION

Title: BIL Initial Offer – Lead Service Line Inventory

Staff Resource: Tom Fore, Director of Public Services

Action(s):

Accept the BIL Initial Offer – Lead Service Line Inventory, and allow Staff to create a Request for Proposals (RFP) for the completion of the Lead Service Line Inventory List.

Explanation:

The Town must comply with this EPA requirement.

Background:

Since the Flint Michigan lead crisis, the EPA has been working on new Lead and Copper regulation. The first regulation that has been promulgated is for all water purveyors to create a lead service line Inventory. Once the Inventory is completed than each purveyor must have a replacement plan created if any lead service lines are found.

Funding Source(s):

100 % funding grant from (VDH) Virginia Department of Health, Office of Drinking Water if Town Council accepts the grant.

Attachments: *(click item to open)*

[attachment. BIL_25L-22_Altavista_LSL_Inventory_Offer_Letter_Signed](#)



COMMONWEALTH of VIRGINIA

Department of Health
P O BOX 2448
RICHMOND, VA 23218

TTY 7-1-1 OR
1-800-828-1120

Karen Shelton, MD
State Health Commissioner

R. Christopher Lindsay
Chief Operating Officer

September 13, 2023

Subject: Campbell County
Water – Town of Altavista
Project - Lead Inventory List
BIL-25L-22

Mr. Thomas Fore
Town of Altavista
P.O. Box 420
Altavista, Virginia 24517

Re: Virginia Drinking Water State Revolving Fund
FY 2022 Bipartisan Infrastructure Law (BIL)
BIL Initial Offer – Lead Service Line Inventory

Dear Mr. Fore:

The Virginia Department of Health (VDH) has completed a preliminary review of your application for drinking water construction funds. The determination of the funding package is shown below; however, this determination and your inclusion in VDH's Intended Use Plan is contingent on the availability of federal and state funding as well as the conditions below.

Based on the information provided, VDH determined the total funding package for your project is estimated to be **\$250,000**. The funding package consists of **\$250,000 as all principal forgiveness (grant)**.

VDH recommends waterworks owners implement a revenue growth model that includes automatic annual rate adjustments that exceed inflation. Having adequate financial resources is crucial to maintaining a successful and sustainable waterworks. VDH recommends waterworks self-evaluate their financial positions using the attached ***Building Financial Sustainability/Financial Health Indicators*** to ensure they are able to provide for financial sustainability.

Mr. Thomas Fore
 September 13, 2023
 Page 2

VDH recommends all waterworks maintain updated Waterworks Business Operation Plans, Asset Management Plans, and/or Capital Improvement Plans. For more information on these plans, please contact Ms. Jeanean B. Francis, Capacity Development Sustainability Coordinator, at (804) 292-5681 or Jeanean.Bustamante@vdh.virginia.gov. Mr. Barry Matthews, CPG, TCDO Division Director, is also available to answer questions on the Technical, Managerial, and Financial (TMF) review and he can be reached at (804) 864-7515 or Barry.Matthews@vdh.virginia.gov.

Lead and Copper Rule Revisions (LCRR) guidance, which includes service line inventory information, is located on VDH's webpage - <https://www.vdh.virginia.gov/drinking-water/lcrr-guidance/>. This VDH webpage also includes a link to EPA's webpage that provides LCRR Service Line Inventory Guidance - <https://www.epa.gov/ground-water-and-drinking-water/revised-lead-and-copper-rule>. Your initial Lead Service Line Inventory and Lead Service Line Replacement Plan, if required, must be submitted to the Danville Field Office by the Lead and Copper Rule Revisions deadline of October 16, 2024. Please contact the Danville Field Office Staff for additional details. The phone number for this office is (434) 836-8416.

All recipients should expect to comply with the Build America/Buy America Act which includes American Iron and Steel, Davis Bacon Prevailing Wage, and other provisions will be required, if applicable.

The funding package and loan closing (if applicable) are conditioned on and are subject to change based on (but not limited to) the following:

- (1) The availability of federal and state match funds to support the DWSRF Program,
- (2) New restrictions/conditions that the EPA or VDH may require for participation in the Program or in the use of the SRF funds,
- (3) The purpose, benefit, or scope of the project changes from the Preliminary Engineering Report (PER) or the DWSRF Application; or the VDH-ODW Field Office does not concur with the project purpose, benefit, or scope,
- (4) Owner complying with the DWSRF Program requirements, and owner's progress to a timely closing according to a pre-negotiated schedule, or delays/changes in project readiness to proceed,
- (5) Owner's history of activities with the ODW/DWSRF Program (i.e. late or non-payments or non-compliance),
- (6) Owner obtaining user agreements from future water users in the project area, (if applicable)
- (7) The financial estimates provided in your loan application changing,
- (8) Owner's ability to secure the loan, if applicable. All loan offers will require an acceptable credit review by the Virginia Resources Authority,
- (9) Owner soliciting other lenders for parity on this new debt,
- (10) Owner being debarred or suspended from applying for state or federal funds,
- (11) Waterworks maintaining compliance with the Virginia *Waterworks Regulations* and other applicable state/federal laws, regulations, policies, and procedures, and
- (12) EPA mandates that all program assistance recipients demonstrate full technical, financial, and managerial capacity in order to receive funds. VDH may place special requirements on recipients in order to ensure capacity requirements are met prior to loan closing.

Mr. Thomas Fore
September 13, 2023
Page 3

An acceptance of this funding offer reflects a commitment on your part to these requirements. VDH reserves the right to by-pass any project that has not executed financial agreements within 12 months from the date of VDH's original award letter.

Please notify me in writing as soon as possible but no later than October 13, 2023, at the address above or via email, of your acceptance of this initial funding package offer or any concerns and additional factors that should be considered. Failure to notify me can be deemed as your withdrawal from this program. Please use the above referenced project number and name on all correspondence. If necessary, I can be contacted at (804) 629-7206 or at Kelly.Ward@vdh.virginia.gov.

Sincerely,

DocuSigned by:



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Kelly Ward, Director

Division of Construction Assistance, Planning & Policy

cc: Barry Matthews, CPG, Division Director – Training, Capacity Development and Outreach
Keith Kornegay, P.E., FCAP Project Team Leader, Lexington Field Office
Tamara Anderson, LEAP Program Manager, Danville Field Office
Ray Weiland, P.E., ODW Deputy Field Director, Danville Field Office
Joe Bergeron, VRA, Director of Financial Services and Investments

VDH/OFFICE OF DRINKING WATER
FINANCIAL AND CONSTRUCTION ASSISTANCE PROGRAMS (FCAP)

Building Financial Sustainability/Financial Health Indicators

Having adequate financial capacity and an acceptable credit review is a Program requirement for revolving fund loan projects. Listed below are some financial indicators that may be evaluated during a review by VDH or by the Virginia Resources Authority (VRA). Reviews are not limited to the factors listed below and may include other factors.

Revenue Pledge Factors: *(User fees pledged for loan repayment)*

1. **Debt Service Coverage Ratio:** Net Revenue (revenue – O&M) available for debt service divided by applicable debt service. Evaluated using the first two fiscal years after project completion.
 - Poor Less than 1.15x
 - Adequate From 1.15x to 1.5x
 - Strong Greater than 1.5x

2. **Days Cash on Hand:** Amount of total available unrestricted liquid reserves divided by daily operating expenditure requirements.
 - Poor Less than 60 days
 - Adequate From 60 to 120 days
 - Strong Greater than 120 days

3. **Operating Ratio:** Total operating income plus operating reserves divided by total operating costs (not including debt)
 - Poor Less than 1.1
 - Adequate From 1.1 to 3.0, Small systems (1.25 to 3.0), Medium and large (1.1 to 2.0)
 - Strong Greater than 3.0 Small systems (3.0), Medium and large (2.0)

General Obligation Factors:¹ *(Locality pledges its full faith and credit, backed by taxing power)*

4. **State Aid (if applicable):** Available state aid divided by applicable debt service.
 - Poor Less than 1.0x
 - Adequate From 1.0x to 1.5x
 - Strong Greater than 1.5x

5. **Debt Service vs. Expenditures:** Debt service compared to the total operating budget.
 - Poor Greater than 15%
 - Adequate From 10% to 15%
 - Strong Less than 10%

¹ Evaluate the debt, revenues, and expenses of the entire entity and not just the waterworks enterprise fund

6. **Unassigned Fund Balance:** Unassigned fund balance vs. total revenue.

- Poor Less than 5%
- Adequate From 5% to 10%
- Strong Greater than 10%

7. **Debt Payout Ratio:** Measurement of how much debt is paid off in ten years.

- Poor Less than 50%
- Adequate From 50% to 60%
- Strong Greater than 60%

8. **Total Debt vs. Total Valuation:**

- Poor Greater than 6%
- Adequate From 2% to 6%
- Strong Less than 2%

Other Factors:

9. **Affordability Index Target:** Annual residential bill divided by Annual Median Household Income (MHI).

- 1% for average gallons per month*
- 2% for 5,000 gallons per month

* Use the rate structure (in-town, if applicable) for residential customers and apply it to the average monthly residential water usage to derive the average monthly user rate for evaluation under the DWSRF Program. The average monthly residential water usage is to be based on residential water meter data. Waterworks are expected to meet or exceed the target rate criteria at the time of project completion.

Other considerations:

Experience has shown that fairly structured utility rates that implement gradual rate increases annually have been the most acceptable to the ratepayers and most effective in keeping revenue at pace with costs.

VDH recommends waterworks implement a revenue growth model that factors in increases (e.g. operational costs, inflation, etc.), other costs (e.g. asset/equipment replacements, technology upgrades, capital improvements, etc.), and takes into account other potential revenue reductions (e.g. future regulations, reductions from water conservation, etc.).

VDH recommends waterworks establish and fund a capital reserve fund that adequately supports capital improvements and asset replacements.

VDH reserves the right to require an implementation schedule acceptable to VDH for those waterworks that may need additional time for implementation of significant rate increases.



TOWN OF ALTAVISTA
TOWN COUNCIL WORK
SESSION
September 26, 2023
AGENDA COVER SHEET

AGENDA ITEM #: 5.2

NEW ITEMS FOR DISCUSSION

Title: Avoca - Repair and Maintenance

Staff Resource: Matt Perkins, Assistant Town Manager

Action(s):

Discuss and Approve Staff Administrative Review and Authorization for Repairs and Maintenance Items at Avoca

Explanation:

The Avoca Reserve Maintenance Fund has been used to fund various repairs and maintenance projects for the Avoca property. Staff is asking that Council authorize Staff to administratively review and approve expenditures from that account for repairs and maintenance items less than \$5,000.

Background:

Town Staff, primary Matt Perkins, Assistant Town Manager, and Caleb Lafoon, Executive Director for the Avoca Museum, communicate on repair and maintenance items that need attention. These communications lead to the creation of a prioritized and an action plan to address issues. Staff believes that with Town Council's authorization to Town Staff to review and approve maintenance and repair items under the \$5,000 threshold will alleviate unnecessary delays in addressing issues. Larger capital improvements will continue to be addressed through the Town Capital Improvement Program and in with coordination Avoca leadership. Currently, there are two emergency expenditures that need to be paid from that account as well as a few smaller projects that will address general maintenance and security projects.

Staff will continue to follow procurement guidelines as established through Town Code on all expenditures.

Funding Source(s):

Avoca Reserve Maintenance Fund. The fund balance in this account is \$76,428 as of 26 Sept 2023.

Attachments: *(click item to open)*



TOWN OF ALTAVISTA
TOWN COUNCIL WORK
SESSION
September 26, 2023
AGENDA COVER SHEET

AGENDA ITEM #: 5.3

NEW ITEMS FOR DISCUSSION

Title: Town Park Amenity/Recreational Opportunity
Staff Resource: Matt Perkins, Assistant Town Manager

Action(s):

Discuss and approve Town to accept and develop plan for no-charge contribution of bag toss/cornhole boards for placement at one of our parks

Explanation:

Town staff was contacted by Andy McCracken on behalf of Yeatts Transfer Company of Altavista, to determine if the Town would be interested in one set of concrete bag toss/cornhole boards to add as an amenity to one of our Town parks.

Background:

Yeatts Transfer Co. is in possession of a set of new concrete bag toss/cornhole boards that a customer of theirs no longer wants/needs. Yeatts Transfer is looking to move them off-site as they are taking up space. They have offered them to the Town at no cost. These boards are extremely heavy and made for outdoor recreational use. Town staff, including Public Works, believe that these could be a nice, yet subtle, addition to the Park system.

Coordination for site placement with Public Works and transfer of bag toss/cornhole boards will be required due to the size and weight of the units.

Funding Source(s):

N/A

Attachments: *(click item to open)*



TOWN OF ALTAVISTA
TOWN COUNCIL WORK
SESSION
September 26, 2023
AGENDA COVER SHEET

AGENDA ITEM #: 8.1

CLOSED SESSION

Title: Altavista Town Council CLOSED Session

Staff Resource: Gary Shanaberger, Town Manager

Action(s):

Convene in Closed Session, accompanied by Town Attorney

Explanation:

Section 2.2-3711 (A) (6): Discussion or consideration of the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of the governmental unit would be adversely affected.

Background:

Funding Source(s):

Attachments: *(click item to open)*

attachment. CLOSED SESSION 9.26.23

CLOSED SESSION

DATE: Tuesday, September 26th, 2023

I move that the Altavista Town Council convene in closed session in accordance with the provisions set out in the *Code of Virginia*, 1950, as amended,

Section 2.2-3711 (A) (6) Discussion or consideration of the investment of public funds, where competition or bargaining is involved, where, if made public initially, the financial interest of the governmental unit would be adversely affected.

A motion was made by _____ and seconded by _____.

Motion carried.

VOTE:	Mr. Wayne Mitchell	_____	Mr. Jay Higginbotham	_____
	Mr. Tracy Emerson	_____	Mr. Timothy George	_____
	Vice Mayor Reggie Bennett	_____	Dr. Scott Lowman	_____
	Mayor Michael Mattox	_____		

Town Council went into Closed Session at _____ PM.

Council was back in regular session at _____ PM.

FOLLOWING CLOSED SESSION:

A motion was made by _____, seconded by _____, to adopt the certification of a closed meeting.

CERTIFICATION OF CLOSED MEETING

WHEREAS, the Town Council has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with provisions of The Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by the town council that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED the Altavista Town Council hereby certifies, 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 closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered by the Town Council.

VOTE:	Mr. Wayne Mitchell	_____	Mr. Jay Higginbotham	_____
	Mr. Tracy Emerson	_____	Mr. Timothy George	_____
	Vice Mayor Reggie Bennett	_____	Dr. Scott Lowman	_____
	Mayor Michael Mattox	_____		

Adjourned at _____ p.m.

Action(s): _____



COMMONWEALTH of VIRGINIA

Department of Health
P O BOX 2448
RICHMOND, VA 23218

TTY 7-1-1 OR
1-800-828-1120

Karen Shelton, MD
State Health Commissioner

R. Christopher Lindsay
Chief Operating Officer

September 13, 2023

Subject: Campbell County
Water – Town of Altavista
Project - Lead Inventory List
BIL-25L-22

Mr. Thomas Fore
Town of Altavista
P.O. Box 420
Altavista, Virginia 24517

Re: Virginia Drinking Water State Revolving Fund
FY 2022 Bipartisan Infrastructure Law (BIL)
BIL Initial Offer – Lead Service Line Inventory

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Mr. Thomas Fore
 September 13, 2023
 Page 2

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Mr. Thomas Fore
September 13, 2023
Page 3

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Please notify me in writing as soon as possible but no later than October 13, 2023, at the address above or via email, of your acceptance of this initial funding package offer or any concerns and additional factors that should be considered. Failure to notify me can be deemed as your withdrawal from this program. Please use the above referenced project number and name on all correspondence. If necessary, I can be contacted at (804) 629-7206 or at Kelly.Ward@vdh.virginia.gov.

Sincerely,

DocuSigned by:

Kelly Ward

8C1C79E9EDA547F...

Kelly Ward, Director

Division of Construction Assistance, Planning & Policy

cc: Barry Matthews, CPG, Division Director – Training, Capacity Development and Outreach
Keith Kornegay, P.E., FCAP Project Team Leader, Lexington Field Office
Tamara Anderson, LEAP Program Manager, Danville Field Office
Ray Weiland, P.E., ODW Deputy Field Director, Danville Field Office
Joe Bergeron, VRA, Director of Financial Services and Investments

VDH/OFFICE OF DRINKING WATER
FINANCIAL AND CONSTRUCTION ASSISTANCE PROGRAMS (FCAP)

Building Financial Sustainability/Financial Health Indicators

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