



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

**Tuesday, February 28, 2023  
5:00 PM - Council's Chambers  
510 Seventh Street  
Altavista, VA 24517**

**1. AGENDA ADOPTION**

**2. RECOGNITIONS AND PRESENTATIONS**

2.1 Ken Newman, with Royal Oak

**3. CITIZEN'S TIME&NBSP;**

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

**4. UNFINISHED ITEMS-REFERRED&NBSP;FROM PREVIOUS MEETINGS**

4.1 Avoca Landscaping Budget

4.2 Bond Counsel for the Sedimentation and Solids Handling Project  
attachment 1. HAK Bond Council Proposal 1-30-2023  
attachment 2. STB Bond Council Proposal 1-30-2023

4.3 Engineering Services for the Sedimentation and Solids Handling Project  
attachment 1. Peed & Bortz proposal  
attachment 2. Dewberry Proposal

4.4 VRA Financing for the Sedimentation and Solids Handling.

**5. NEW ITEMS FOR DISCUSSION**

5.1 DAWN - Environmental Testing  
attachment. Moorefield\_Cleaners\_Vapor\_Assessment

5.2 Planning Commission 2022 Annual Report  
Altavista Planning Commission 2022 Annual Report.pdf

5.3 Board of Zoning Appeals Annual Report  
BZA 2022 Annual Report.pdf

5.4 FY2024-2028 Capital Improvement Plan (CIP) Discussion  
CIP-draft\_FY2024-FY2028\_council-02.28.2023.pdf

**6. UPDATES/INFORMATIONAL ITEMS**

**7. MATTERS FROM COUNCIL**

**8. CLOSED SESSION**

**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  
February 28, 2023  
AGENDA COVER SHEET

AGENDA ITEM #: 2.1

**RECOGNITIONS AND PRESENTATIONS**

**Title: Ken Newman, with Royal Oak**

**Staff Resource: Item Requested by Councilman Tim George**

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**Action(s):**

None at this time.

**Explanation:**

Council will receive information from both Ken Newman, with Royal Oak, and two Hurt & Proffitt representatives.

**Background:**

**Funding Source(s):**

**Attachments:** *(click item to open)*



TOWN OF ALTAVISTA  
TOWN COUNCIL WORK  
SESSION  
February 28, 2023  
AGENDA COVER SHEET

AGENDA ITEM #: 4.1

**UNFINISHED ITEMS-Referred From Previous Meetings**

**Title: Avoca Landscaping Budget**

**Staff Resource: Tom Fore and Paul Hill, with Public Services**

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**Action(s):**

Requested Information for Discussion

**Explanation:**

Mr. Fore was asked by Town Council to provide input on Avoca's landscaping request of \$35,769.

**Background:**

The Avoca Director requested \$35,769 for landscaping in Avoca's FY2024 Draft Budget and annual request to Council.

**Funding Source(s):**

General Fund

**Attachments:** *(click item to open)*





TOWN OF ALTAVISTA  
TOWN COUNCIL WORK  
SESSION  
February 28, 2023  
AGENDA COVER SHEET

AGENDA ITEM #: 4.2

**UNFINISHED ITEMS-Referred From Previous Meetings**

**Title: Bond Counsel for the Sedimentation and Solids Handling Project**

**Staff Resource: Tom Fore, Public Services, and Tobie Shelton, Finance Director**

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**Action(s):**

Staff recommends Hutton, Andrews, Kurth to do the Bond Counsel work for the Sedimentation and Solids Handling Project.

**Explanation:**

The Virginia Department of Health required advertising for bond counsel according to their procurement guidelines. The town followed the procurement guidelines required for federal funding and sought out MBE/WBE Bond Counsel. The town received 2 (two) proposals which are attached.

**Background:**

The Town Council asked Staff to proceed with procuring the necessary services that are needed to take care of the financing for the Sedimentation and Solids Handling Project.

**Funding Source(s):**

VDH/VRA Funding, Included in the CIP 2023 request.

**Attachments:** *(click item to open)*

*[attachment 1. HAK Bond Council Proposal 1-30-2023](#)*

*[attachment 2. STB Bond Council Proposal 1-30-2023](#)*

Request for Qualifications  
Sedimentation and Solids Project  
Evaluation of Submittals

Firm Name: Hunter Andrews Kurth

Date: 1/31/2023

- Introductory Information 5/5
- Experience/Overall Qualifications 10/10
- Experience with partner organizations (VRA, VDH, etc.) 10/10
- Team Leader Experience 8/10
- Fees Statement 8/10
- Timeline of Services 5/5

Total: 46/50

Request for Qualifications  
Sedimentation and Solids Project  
Evaluation of Submittals

Firm Name: Huntan Andrews Kurth

Date: 1/31/2023

- Introductory Information 5/5
- Experience/Overall Qualifications 10/10
- Experience with partner organizations (VRA, VDH, etc.) 10/10
- Team Leader Experience 9/10
- Fees Statement 9/10
- Timeline of Services 5/5

Total: 48/50

Request for Qualifications  
Sedimentation and Solids Project  
Evaluation of Submittals

Firm Name: HUNTON ANDREWS KURTH

Date: 1/31/23

- Introductory Information 5/5
- Experience/Overall Qualifications 10/10
- Experience with partner organizations (VRA, VDH, etc.) 10/10
- Team Leader Experience 9/10
- Fees Statement 8/10
- Timeline of Services 5/5

Total: 47/50

January 9, 2023

**Via Overnight Delivery  
and Email**

Mr. Gary Shanaberger  
Town Manager  
Town of Altavista  
510 Seventh Street  
Altavista, Virginia 24517

**Re: Bond Counsel Services  
Sedimentation and Solids Handling Improvement Project**

Dear Mr. Shanaberger:

Hunton Andrews Kurth LLP ("Hunton" or the "Firm") is pleased to submit this proposal to provide bond counsel services to the Town of Altavista (the "Town"), in connection with financing the Town's Sedimentation and Solids Handling Improvement Project. We have had the pleasure of serving as the Town's bond counsel since 1990, and we would welcome the opportunity to continue in that role. The Firm offers to the Town a Virginia law firm that can provide a unique combination of experience, quality work, expertise and trained personnel.

For more than 50 years, Hunton has been helping governmental entities finance their projects. During that time, we have acquired a wealth of experience and know-how that have enabled us to be seasoned practitioners of a complex craft, as well as trusted advisers navigating prudently through the rules and regulations that govern public finance. While we are pleased that our public finance work takes us to many states and enjoys a national stature, we are just as pleased that our Virginia practice, headquartered in Richmond, has always been the backbone of the Firm's Public Finance practice.

**The Town's Plan**

It is our understanding that the Town is undertaking various utility system projects that are expected to be financed through programs funded through the Virginia Resources Authority ("VRA").



Mr. Gary Shanaberger  
January 9, 2023  
Page 2

## **Our Proposal**

### **1. Firm Qualifications and Bond Counsel Experience**

Hunton was the first recognized bond counsel firm located in Virginia and has been listed in the so-called “Red Book,” the directory of recognized municipal bond attorneys, for more than 50 years. We have consistently been one of the top Virginia firms in public finance. Our expertise is reflected in the complicated transactions for which we have been hired throughout the U.S. and by the leadership positions of our public finance lawyers in several national organizations promoting improvements in public finance law. Many of our public finance lawyers have served in leadership roles in the National Association of Bond Lawyers.

In our more than five decades of public finance experience, Hunton has played a role in transactions with over 900 different bond issuers and has served as bond counsel or underwriter’s counsel in 32 states, as well as the District of Columbia and the U.S. Virgin Islands. Our lawyers have counseled states, local governments, water and sewer authorities, special authorities and housing agencies on all types of debt structures available to public bodies, including variable rate, credit enhanced, subject-to-appropriation financings and short-term transactions. Our public finance lawyers offer a full range of bond counsel services in all areas of tax-exempt and taxable financing, including general obligation bonds, enterprise revenue bonds, lease revenue bonds and commercial paper programs that finance a wide range of projects, such as water and sewer facilities, roads, parking facilities, airports, ports facilities, stadiums, arenas, convention centers, universities, schools, hospitals, affordable housing, prisons and public buildings. We regularly advise clients on various synthetic interest rate or swap obligations entered into in connection with bond financings and as stand-alone transactions.

While the geographical scope of our bond practice and the high-profile issues that we have handled are indicators of the Firm’s experience and wide acceptance in the marketplace, the Firm’s extensive bond counsel work with Virginia localities and authorities is most relevant for the Town’s needs. Our public finance practice has been concentrated in Virginia, where we have served more than 500 Virginia issuers of municipal bonds, including the Commonwealth of Virginia, state agencies, counties, cities, towns, industrial development authorities and miscellaneous authorities and districts. Financings for these clients have included virtually every purpose for which public bodies in Virginia are authorized to borrow money. Thus, we have acquired a solid understanding of the typical financing needs and requirements of Virginia localities and would be glad to bring that background to our representation of the Town.

Mr. Gary Shanabarger  
January 9, 2023  
Page 3

## **2. Proposed Team**

We propose that **Christopher G. Kulp** continue to serve as the key contact for the Town's engagements. Mr. Kulp is a partner of the Firm, resident in the Richmond office, and has been engaged in the practice of public finance law for almost 30 years. During that time, he has gained extensive experience (whether serving as bond counsel, underwriter's counsel or bank counsel) in the areas of traditional municipal bond law, securities law, state and local government law, secondary and higher education finance and public-private partnerships. In the last several years, Mr. Kulp has served as bond counsel for over 50 different Virginia entities in financings ranging from stand-alone bond financings to program bond financings through pool issuers such as the VRA, the Virginia Public School Authority and VML/VACo Finance. He has been named for several years among the "Best Lawyers in America" for Public Finance Law.

Mr. Kulp will be assisted by associates, paralegals and other lawyers from the Richmond office, as needed. We feel that we can best serve your needs with a small team of lawyers, supported by a paralegal assistant. Thus, you will be assured that someone familiar with the Town's financings will always be available.

A copy of Mr. Kulp's resume is attached as **Attachment 1**.

## **3. Experience with Virginia Department of Health, Virginia Department of Environmental Quality and Virginia Resources Authority**

Mr. Kulp and all of our lawyers have extensive experience working with local governments and authorities in connection with the various loan programs offered by the Virginia Department of Health and the Virginia Department of Environmental Quality, all administered by VRA. Since the creation of VRA in 1984, we have served as bond counsel in over 200 transactions for towns, cities, counties and service authorities in connection with loans from VRA. We maintain a close and continuing relationship with VRA personnel in Richmond and are in regular communication with them regarding the status of loans, changing VRA procedures and changes in municipal finance law. This experience enables us to move promptly and efficiently in meeting the Town's financing objectives.

We have provided as **Attachment 2** a representative list of transactions administered by VRA in which we have served as bond counsel in the past 10 years.



Mr. Gary Shanaberger  
January 9, 2023  
Page 4

#### **4. Typical Timeframe for Completion**

As bond counsel to the Town, we will assume the leading role in preparing and submitting all legal documents to officials of the Town. We will expect to work closely with VRA personnel, as well as with the Town officials and the Town Attorney, throughout the financing process. We typically draft all necessary public hearing notices, ordinances and resolutions of the Town, the form of the bond itself and the various closing certificates. We will review the VRA commitment letter and financing agreement prepared by VRA's counsel and will assist the Town in complying with all of the financing requirements set forth therein. If the Town chooses to put in place a new trust agreement for the issuance of utility revenue bonds, we will take the lead role in drafting such document.

We will coordinate the closing process and deliver our opinion approving the validity of the bonds and any other legal matters required by VRA. Upon conclusion of the bond financing, we will prepare for the Town a complete reference transcript of the legal documents.

The overall financing timeframe will vary depending on the scope of the project, the status of construction bids and any parity bond consents. Once the project bids have been received and the project budget finalized (because VRA will not typically close a loan until the bids are received and the project budget approved), we expect that the Town will be able to complete the financing process within a typical six to eight week time period. Some of this process can run concurrently with the bid process to shorten up the overall time period, if needed. We commit to working expeditiously so that the Town can obtain its financing from VRA in a timely manner.

#### **Fees**

Our philosophy has always been to provide the highest quality legal work at a fair price. We do not believe that cut-rate or below-market fees are in the long-term best interest of either the Town or the Firm. Law firms that engage in such pricing tactics inevitably will be less diligent in carrying out their responsibilities to justify their cut-rate fees. On occasion, such firms will intentionally quote a below-market fee to obtain the business and then use the leverage of the delivery of their bond counsel opinion to force the payment of a larger, and more realistic, fee. We do not engage in such tactics. We do understand, however, that legal fees are a sensitive matter and a legitimate concern of the Town. We try to provide to each of our clients a realistic assessment of the work that will be required and to provide fair estimates based on the issuer's financing plan. We are always happy to discuss fees before, during or after a transaction, and we look forward to discussing them with representatives of the Town as part of the selection process.



Mr. Gary Shanaberger  
January 9, 2023  
Page 5

**Conclusion**

We are pleased to submit our proposal and look forward to the opportunity to continue our relationship with the Town. If you have questions or if I may clarify any part of this proposal, please feel free to contact me at (804) 788-8742.

Very truly yours,



Christopher G. Kulp

Enclosures



## Christopher G. Kulp

Partner

ckulp@HuntonAK.com

Richmond

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### SERVICES

#### Industries

Financial Services

#### Practices

Capital Markets and Securities

Public Finance

Colleges and Universities

### EDUCATION

JD, University of Richmond School of Law, Senior Notes & Comments Editor, *University of Richmond Law Review*, McNeill Honor Society, 1992

BA, History and Classics, University of Virginia, Echols Scholar, 1988

### BAR ADMISSIONS

Virginia

Chris's practice focuses on municipal bond finance, with emphasis in the areas of federal securities and tax law as well as state and local government law.

His representations include serving as bond counsel, disclosure counsel and issuer's counsel to numerous state, regional and local government entities as well as educational, senior living, cultural and other 501(c)(3) nonprofit entities. He has also represented financial and investment banking institutions as lender's counsel and underwriter's counsel for public finance transactions. During the course of providing such representations for almost 30 years, Chris has gained extensive experience with a broad array of financing structures and techniques and a variety of security structures, including not only traditional general obligation, utility revenue, lease revenue and other "subject-to-appropriation" financings but also special assessment, tax increment and other project-based financings.

### Relevant Experience

- Assisted issuers in financing broad array of projects, including water and wastewater facilities, schools, universities, court facilities, parking facilities, public buildings and senior living communities.
- Served in bond counsel and underwriter's counsel roles on community development authority financings to provide public infrastructure in support of residential, commercial and retail developments.
- Represented multi-jurisdictional authorities financing various public facilities, such as utility systems, convention centers and regional jails.
- Worked on public/private financings to facilitate construction of school facilities, transportation improvements, and an outdoor arena, hotel and conference center.
- Assisted 501(c)(3) nonprofit entities navigate taxable/tax-exempt forward refunding structures, as well as transition from LIBOR-based loans to an alternative variable rate index.
- Served as bond counsel on the first Water Infrastructure Finance and Innovation Act (WIFIA) loan closed in Virginia.
- Worked with issuers as well as underwriters on implementing newer bond

structures, such as “Build America Bonds,” qualified school construction bonds, and recovery zone economic development bonds.

- Represented numerous issuers in financings through the various programs administered by the Virginia Resources Authority and the Virginia Public School Authority.

### **Memberships**

- Member, National Association of Bond Lawyers
- Member, Virginia Local Government Attorneys Association
- Member, Bond Club of Virginia
- Co-Chair, Virginia Bar Association-Young Lawyers Division Central Virginia Pro Bono Hotline
- Member, City of Richmond Bar Association

### **Awards & Recognition**

- Listed in *The Best Lawyers in America* for Public Finance Law, (2007-2023) and Project Finance Law (2023)
- Listed in *Virginia Super Lawyers* for Bonds/Government Finance, 2010-2015

### **Events**

- Moderator, Are You Ready? Preparing for the New Frontier of Public Bargaining in Virginia, January 27, 2021
- Speaker, The Bonds Have Been Issued, Now What? Practical Suggestions on Post-Issuance Compliance and Navigating an IRS Audit, Governor’s Infrastructure Financing Conference sponsored by Virginia Resources Authority, Fall 2016
- Speaker, Municipal Bond Regulation – Navigating the New Municipal Advisor Rule and the SEC’s MCDC Initiative, Virginia Government Finance Officers Association, Fall 2014
- Speaker, Identifying Uses for Unspent Bond Proceeds, Virginia State Non-Arbitrage Program (“SNAP”), Fall 2014
- Speaker, Navigating Through Post-Issuance Responsibilities and an IRS Audit: The Winchester Experience, Governor’s Infrastructure Financing Conference sponsored by Virginia Resources Authority, Fall 2014
- Speaker, Fast Break to Financing Fundamentals – Public Finance Basics for Cities, Counties and Towns, Virginia Local Government Attorneys Association, Spring 2014
- Speaker, Post-Issuance Compliance, Virginia Resources Authority (Community Investment Workshop Series), Spring 2012, Fall 2013
- Speaker, Why Post-Issuance Compliance Matters in Tax-Exempt Bond Financings, Virginia Government Finance Officers Association, Fall 2011
- Speaker, The Contract Exception to Sovereign Immunity and the Public Finance Connection, Virginia Local Government Attorneys Association, Fall 2011
- Speaker, Alternative Financing Mechanisms, Virginia Municipal League Annual Conference, Fall 2009

- Speaker, Post Issuance Compliance - Staying Out of Trouble After the Bonds are Issued, Virginia Government Finance Officers Association, Fall 2009
- Speaker, The Stimulus Act of 2009: Structures, Strategies and Opportunities, Virginia Government Finance Officers Association, Spring 2009



# Representative Public Finance Transactions

Issuer	Close Date	Amount	Name of Bond	Firm Role
Fairfax, Va., City of	11/16/2022	\$12,610,000	Taxable Sewer System Revenue Bond, Series 2022	Bond Counsel
Montgomery County Public Service Authority	7/14/2022	\$7,164,626	Taxable Water and Sewer System Revenue Bond, Series 2022	Bond Counsel
Campbell County Utilities & Service Authority	6/23/2022	\$770,000	Taxable Water and Sewer System Revenue Bond	Bond Counsel
Chesapeake Airport Authority	6/21/2022	\$4,500,000	Airport Revenue Bond, Series 2022	Bond Counsel
Winchester, City of, Virginia	5/25/2022	\$6,985,000	Taxable Water and Sewer System Revenue Bond, Series 2022	Bond Counsel
Salem, Virginia, City of	3/29/2022	\$2,320,437	General Obligation Public Improvement Bond, Series 2022	Bond Counsel
Frederick-Winchester Service Authority	2/3/2022	\$39,000,000	Third Allonge Dated 02/03/2022 to Taxable Sewer System Revenue Bond, Series 2007 (Parkins Mill System)	Bond Counsel
Frederick-Winchester Service Authority	2/3/2022	\$19,870,089	Second Allonge Dated 02/03/2022 to Taxable Regional Sewer System Revenue Bond, Series 2009 (Opequon System)	Bond Counsel
Staunton City of	12/15/2021		Third Allonge to Taxable General Obligation Public Improvement Bond, Series 2008 and Third Allonge to Taxable General Obligation Public Improvement Bond, Series 2008B	Bond Counsel
Staunton City of	11/17/2021	\$17,625,000	Taxable General Obligation Refunding Bond, Series 2021	Bond Counsel
Fauquier, Virginia, County of	11/17/2021	\$12,340,000	Taxable Solid Waste System Revenue Bond, Series 2021	Bond Counsel
Pittsylvania County, Virginia	11/17/2021	\$7,315,000	\$3,430,000 Taxable Solid Waste System Revenue and Refunding Bond, Series 2021A (Landfill Projects) and \$3,885,000 Taxable Solid Waste System Revenue and Refunding Bond, Series 2021B (Convenience Center Project)	Bond Counsel
Rivanna Water & Sewer Authority	11/17/2021	\$36,980,000	Taxable Regional Water and Sewer System Revenue Bond, Series 2021	Bond Counsel
Upper Occoquan Sewage Authority	10/7/2021		Amendments to Taxable Regional Sewerage System Revenue Bond, Series 2011A and Series 2011B	Bond Counsel

Issuer	Close Date	Amount	Name of Bond	Firm Role
Albemarle County Service Authority	8/4/2021	\$4,495,000	Taxable Water and Sewer System Revenue Refunding Bond, Series 2021	Bond Counsel
Fauquier, Virginia, County of	5/26/2021	\$5,500,000	Local Lease Acquisition Agreement and Amended and Restated Financing Lease Dated as of April 8, 2021	Bond Counsel
Frederick-Winchester Service Authority	5/26/2021	\$27,480,000	Taxable Regional Sewer System Revenue Refunding Bond (Opequon Water Reclamation Facility), Series 2021	Bond Counsel
Frederick County Sanitation Authority	3/25/2021	\$35,000,000	Taxable Water and Sewer Revenue Bond, Series 2021	Bond Counsel
Tazewell, Virginia Town of	1/14/2021	\$458,287	General Obligation Water and Sewer Bond, Series 2021	Bond Counsel
Altavista, Town of Virginia	10/27/2020	\$5,327,000	Taxable General Obligation Bond	Bond Counsel
Tazewell County Public Service Authority	10/15/2020	\$1,938,300	Taxable Water and Sewer System Revenue Bond (Capital Improvements Plan - Phase II), Series 2020	Bond Counsel
Rivanna Water & Sewer Authority	9/28/2020	\$29,043,290	Rate Reduction of Taxable Regional Water and Sewer System Revenue Bond, Series 2014A	Bond Counsel
Rivanna Water & Sewer Authority	9/28/2020	\$2,377,600	Rate Reduction of Regional Water and Sewer System Revenue Bond, Series 2005A	Bond Counsel
Exmore, Virginia, Town of	9/3/2020	\$224,841	Taxable General Obligation Water and Sewer Bond	Bond Counsel
Round Hill, Town of	8/5/2020	\$4,240,000	Taxable General Obligation Refunding Bond, Series 2020	Bond Counsel
Winchester, City of, Virginia	8/5/2020	\$32,655,000	Taxable Water and Sewer System Revenue Bond, Series 2020	Bond Counsel
Fairfax, Va., City of	11/20/2019		Local Lease Acquisition Agreement and Amended and Restated Financing Lease dated as of September 24, 2019	Bond Counsel
Dinwiddie County, Virginia	11/20/2019		Local Lease Acquisition Agreement and Amended and Restated Financing Lease dated as of September 20, 2019	Bond Counsel
Rivanna Water & Sewer Authority	11/20/2019	\$17,610,000	Taxable Regional Water and Sewer System Revenue Refunding Bond, Series 2019	Bond Counsel
Winchester, City of, Virginia	11/20/2019	\$6,555,000	Taxable Water and Sewer System Revenue Refunding Bond, Series 2019	Bond Counsel
Wise, Virginia Town of	10/13/2019	\$104,700	Taxable General Obligation Water and Sewer Bond, Series 2019	Bond Counsel



Issuer	Close Date	Amount	Name of Bond	Firm Role
Rapidan Service Authority	8/14/2019	\$3,395,000	Taxable Water and Sewer System Revenue Refunding Bond, Series 2019	Bond Counsel
Hanover, Virginia, County of	6/27/2019	\$2,400,000	Taxable Airport Revenue Bond	Bond Counsel
Tazewell County Public Service Authority	6/27/2019	\$3,034,870	Taxable Water and Sewer System Revenue Bond (Capital Improvements Plan, Phase I), Series 2019B	Bond Counsel
Fauquier, Virginia, County of	5/22/2019		Local Lease Acquisition Agreement and Financing Lease (Sports Complex)	Bond Counsel
Fauquier, Virginia, County of	5/22/2019		Local Lease Acquisition Agreement and Financing Lease Dated as of March 28, 2019 (Catlett) and Local Lease Acquisition Agreement and Financing Lease Dated as of March 28, 2019 (Remington)	Bond Counsel
Fairfax, Va., City of	5/22/2019	\$19,205,000	Sewer System Revenue Refunding Bond, Series 2019	Bond Counsel
Tazewell County Public Service Authority	5/10/2019	\$952,000	Water and Sewer System Revenue Bond (Pocahontas Water Distribution System Acquisition Project), Series 2019A	Bond Counsel
Exmore, Virginia, Town of	3/12/2019	\$800,000	Taxable General Obligation Water and Sewer Bond, Series 2019	Bond Counsel
Rivanna Water & Sewer Authority	11/14/2018	\$36,855,000	Taxable Regional Water and Sewer System Revenue Bond, Series 2018	Bond Counsel
Chesterfield County, Virginia	11/14/2018	\$14,775,000	County Project VRA Special Fund Revenue Bond, Series 2018A (County Projects) (Tax-Exempt)	Bond Counsel
Chesterfield County, Virginia	11/14/2018	\$4,710,000	County Project VRA Special Fund Revenue Bond, Series 2018B (Art Center Project) Taxable	Bond Counsel
Staunton City of	5/23/2018	\$1,955,000	Taxable General Obligation Public Improvement Bond, Series 2018A	Bond Counsel
Salem, Virginia, City of	5/23/2018	\$5,892,277	General Obligation Public Improvement Bond, Series 2018	Bond Counsel
Winchester, City of, Virginia	5/23/2018	\$37,725,000	Taxable Water and Sewer System Revenue Bond, Series 2018	Bond Counsel
Fauquier, Virginia, County of	5/23/2018		Local Lease Acquisition Agreement and Financing Lease dated as of March 30, 2018	Bond Counsel
Fauquier, Virginia, County of	5/17/2018	\$7,102,800	Taxable Wastewater System Revenue Bond, Series 2018	Bond Counsel
Chesterfield County, Virginia	11/17/2017	\$1,846,000	Taxable Airport Revenue Bond, Series 2017	Bond Counsel
Staunton City of	11/15/2017	\$3,940,000	Taxable General Obligation Refunding Bond, Series 2017	Bond Counsel

Issuer	Close Date	Amount	Name of Bond	Firm Role
Chesterfield County, Virginia, EDA of Chesterfield County, Virginia	11/15/2017	\$2,675,000	County Project VRA Special Fund Revenue Bond (Chesterfield Center for the Arts), Series 2017C	Bond Counsel
Wise, Virginia Town of	9/27/2017	\$40,000	Taxable General Obligation Water and Sewer Bond, Series 2017	Bond Counsel
Chesterfield County, Virginia	5/24/2017	\$6,550,000	County Project VRA Special Fund Revenue Bond, Series 2017	Bond Counsel
Winchester, City of, Virginia	5/24/2017	\$13,115,000	Taxable Water and Sewer System Revenue Refunding Bond, Series 2017	Bond Counsel
Chesterfield County, Virginia	5/24/2017	\$6,550,000	County Project VRA Special Fund Revenue Bond, Series 2017	Bond Counsel
Chincoteague, Town of	5/10/2017	\$971,400	Taxable General Obligation Water Bond, Series 2017	Bond Counsel
Fauquier, Virginia, County of	11/16/2016		Second Amendment to Financing Lease dated as of October 7, 2016	Bond Counsel
Tazewell County Public Service Authority	11/10/2016	\$4,678,659	Taxable Water and Sewer System Revenue Bond (Tazewell to Divides Sewer Leachate Line Project), Series 2016	Bond Counsel
Manassas, Virginia, City of	10/21/2016	\$2,010,000	General Obligation Airport Bond, Series 2016	Bond Counsel
Rivanna Water & Sewer Authority	10/1/2016		Cost of Funds Reduction for Taxable Regional Water and Sewer System Revenue Bond, Series 2011A and Series 2011B	Bond Counsel
Rivanna Water & Sewer Authority	10/1/2016		Cost of Funds Reduction for Taxable Regional Water and Sewer System Revenue Bond, Series 2010A	Bond Counsel
Rivanna Water & Sewer Authority	10/1/2016		Cost of Funds Reduction for Taxable Water & Sewer System Revenue Bond, Series 2011D and Series 2011E	Bond Counsel
Charlottesville, City of	9/29/2016		2016 Cost of Funds Reduction for General Obligation Public Improvement Bond, Series 2010 (Virginia Water Facilities Revolving Fund)	Bond Counsel
Dinwiddie County, Virginia	8/10/2016	\$25,395,639	Local Lease Acquisition Agreement and Financing Lease dated as of July 20, 2016	Bond Counsel
Frederick-Winchester Service Authority	8/10/2016	\$3,760,000	Taxable Regional Sewer System Revenue Refunding Bond, Series 2016	Bond Counsel
Northwestern Regional Jail Authority (Virginia)	5/25/2016	\$2,210,000	Taxable Regional Jail Facilities Revenue Bond, Series 2016	Bond Counsel
Hanover, Virginia, County of	11/18/2015	\$7,130,000	Water and Sewer System Revenue Refunding Bond, Series 2015	Bond Counsel



Issuer	Close Date	Amount	Name of Bond	Firm Role
Winchester, City of, Virginia	5/28/2015	\$14,810,000	Taxable Water and Sewer System Revenue Refunding Bond, Series 2015	Bond Counsel
Waynesboro, Virginia, City of	5/28/2015	\$16,045,000	Taxable General Obligation Public Improvement Refunding Bond, Series 2015	Bond Counsel
Fauquier, Virginia, County of	2/27/2015	\$5,170,000	Amendments to Taxable Solid Waste System Revenue Bond, Series 2012	Bond Counsel
Staunton City of	12/23/2014	\$2,069,322	Taxable General Obligation Public Improvement Bond, Series 2014B (Rate Reset)	Bond Counsel
Frederick-Winchester Service Authority	12/23/2014	\$39,000,000	Taxable Sewer System Revenue Bonds, Series 2007	Bond Counsel
Purcellville, Virginia, Town of	12/23/2014	\$24,944,377	Taxable General Obligation Water and Sewer Bond, Series 2008 (Rate Reset)	Bond Counsel
Staunton City of	12/23/2014	\$9,528,519	Taxable General Obligation Public Improvement Bond, Series 2008 (Rate Reset)	Bond Counsel
Tazewell County, Virginia	11/19/2014	\$11,885,000	Financing Lease	Bond Counsel
Hopewell, Virginia (City of)	11/19/2014	\$5,675,000	Taxable Sewer System Revenue Bond, Series 2014	Bond Counsel
Hanover, Virginia, County of	8/13/2014	\$6,420,000	Water and Sewer System Revenue Refunding Bond, Series 2014	Bond Counsel
Frederick-Winchester Service Authority	8/13/2014	\$20,075,000	Taxable Regional Sewer System Revenue Bond, Series 2014B	Bond Counsel
Waynesboro, Virginia, City of	6/23/2014	\$845,260	Sewer System Revenue Bond, Series 2014	Bond Counsel
Rivanna Water & Sewer Authority	3/28/2014	\$29,043,290	Taxable Regional Water and Sewer System Revenue Bond, Series 2014A	Bond Counsel
Tazewell County Public Service Authority	2/20/2014	\$6,875,801	Water and Sewer System Revenue Bond (Claypool Hill/Wardell Wastewater Treatment Plant Project), Series 2014A	Bond Counsel
Rapidan Service Authority	11/20/2013	\$2,085,000	Taxable Water and Sewer System Revenue Refunding Bond, Series 2013	Bond Counsel
Frederick-Winchester Service Authority	10/18/2013	\$39,000,000	Cost of Funds Reduction - Taxable Sewer System Revenue Bond, Series 2007	Bond Counsel
Staunton City of	10/4/2013	\$9,528,519	Cost of Funds Reduction - Taxable General Obligation Public Improvement Bonds, Series of 2008	Bond Counsel
Purcellville, Virginia, Town of	10/4/2013	\$24,944,377	Cost of Funds Reduction - Taxable General Obligation Water and Sewer Bond, Series 2008	Bond Counsel
Staunton City of	10/4/2013	\$2,069,322	Taxable General Obligation Public Improvement Bond, Series 2008B	Bond Counsel

Issuer	Close Date	Amount	Name of Bond	Firm Role
Tazewell County Public Service Authority	3/8/2013	\$335,757	Taxable Water and Sewer System Revenue Bond (Burnette Street Pump Station Project), Series 2013	Bond Counsel
Salem, Virginia, City of	3/7/2013	\$3,200,000	Taxable General Obligation Public Improvement Bond, Series 2013	Bond Counsel
Route 460 Funding Corporation of Virginia	12/20/2012	\$80,000,000	Toll Road Junior Lien Revenue Bond, Series 2012C	Bond Counsel
Coeburn-Norton-Wise Regional Waste Water Treatment Authority	10/23/2012	\$2,943,837	Sewer System Revenue Bond, Series 2012B	Bond Counsel
Coeburn-Norton-Wise Regional Waste Water Treatment Authority	10/23/2012	\$12,017,207	Sewer System Revenue Bond, Series 2012A	Bond Counsel
Dumfries, Virginia Town of	8/2/2012	\$485,000	General Obligation Public Improvement Refunding Bond, Series 2012	Bond Counsel
Hopewell, Virginia (City of)	8/2/2012	\$2,790,000	Taxable Sewer System Revenue Refunding Bond, Series 2012	Bond Counsel
Dinwiddie County Water Authority	8/2/2012	\$2,640,000	Taxable Water System Revenue Refunding Bond, Series 2012	Bond Counsel
Dinwiddie County, Virginia	6/13/2012	\$44,490,000	Local Lease Acquisition Agreement and Financing Lease Dated as of April 30, 2012	Bond Counsel
Rivanna Water & Sewer Authority	6/13/2012	\$25,100,000	Taxable Regional Water and Sewer System Revenue and Refunding Bond, Series 2012A	Bond Counsel
Fauquier, Virginia, County of	6/13/2012	\$5,170,000	Taxable Solid Waste System Revenue Bond, Series 2012	Bond Counsel
Covington, Virginia, City of	5/10/2012	\$6,500,000	Taxable Sewer System Revenue Bond, Series 2012	Bond Counsel

Request for Qualifications  
Sedimentation and Solids Project  
Evaluation of Submittals

Firm Name: Spillman Thomas & Battle

Date: 1/31/2023

- Introductory Information 5/5
- Experience/Overall Qualifications 10/10
- Experience with partner organizations (VRA, VDH, etc.) 10/10
- Team Leader Experience 8/10
- Fees Statement 5/10
- Timeline of Services 5/5

Total: 43/50

Request for Qualifications  
Sedimentation and Solids Project  
Evaluation of Submittals

Firm Name: Spilman Thomas & Battle

Date: 1/31/2023

- Introductory Information 5/5
- Experience/Overall Qualifications 10/10
- Experience with partner organizations (VRA, VDH, etc.) 10/10
- Team Leader Experience 7/10
- Fees Statement 5/10
- Timeline of Services 5/5

Total: 42/50

Request for Qualifications  
Sedimentation and Solids Project  
Evaluation of Submittals

Firm Name: SPILMAN THOMAS + BATTLE

Date: 1/31/23

- Introductory Information 5/5
- Experience/Overall Qualifications 10/10
- Experience with partner organizations (VRA, VDH, etc.) 10/10
- Team Leader Experience 8/10
- Fees Statement 5/10
- Timeline of Services 5/5

Total: 43/50



January 4, 2023

Mr. Gary Shanaberger  
Town Manager  
Town of Altavista, Virginia  
510 7<sup>th</sup> Street  
Altavista, Virginia 24517

Dear Mr. Shanaberger:

Please accept this letter as our written statement of qualifications to serve as bond counsel to the Town of Altavista (the "Town") in accordance with the Town's Request for Qualifications Statements for Legal Services.

Background of Our Firm and its Public Finance Practice

Spilman Thomas & Battle, PLLC, is a professional limited liability company with offices located in Charleston, Morgantown and Wheeling, West Virginia, Pittsburgh and Harrisburg, Pennsylvania, and Winston-Salem, North Carolina. In July 2007, the attorneys and staff of the law firm Melchionna, Day, Ammar & Black, P.C., joined Spilman, creating the Roanoke, Virginia, office of this firm.

The firm has devoted a significant portion of its practice to public finance. Much of this work has been with regard to the issuance of revenue bonds by localities and public service authorities to finance water and sewer facilities.

The bond practice of the firm has involved the representation of issuers, borrowers, and lenders in such transactions. Carter Brothers, Bryce Hunter and Webster Day would be the attorneys handling this work if our firm is selected as bond counsel to the Town. Please feel free to contact any of us for further information about our firm or our bond practice. We have devoted a substantial amount of time and effort to staying abreast of developments in the law and practice of public finance. Our resumes are enclosed.

Mr. Gary Shanaberger  
January 4, 2023  
Page 2

### Experience with VRA and Rural Development Loans

The vast majority of our Virginia bond deals have involved financings from USDA Rural Development and the Virginia Resources Authority. In 1987, we closed our first bond issue with Rural Development and since then have served as bond counsel in numerous transactions where either Rural Development or the Virginia Resources Authority was the lender. Many of those financings have been for cities, towns or authorities. For many of its loans, the Virginia Department of Health funded the loans through the Virginia Resources Authority, as Administrator of the Virginia Water Supply Revolving Fund, and so we are quite familiar with the VDH and VRA requirements for such financings. We have similar familiarity with financings through Rural Development.

Attached to this letter is a list of some recent bond issues for which we have served as bond counsel on projects in Virginia.

On revenue bond issues, parity of revenue pledges securing the different lenders is often a requirement of the lenders. We have had significant experience in this area, working with each lender to satisfy, where feasible, existing requirements for issuance of new parity debt. In some cases, this work has involved negotiating and preparing agreements among the issuer and the two lenders regarding the priority of liens.

### Scope of Services and Typical Time Frame for Completion

Our work as bond counsel usually begins with a review of the letter of conditions or commitment letter from the lender setting forth the basic terms of the financing. We also review the organizational documents and, if needed, the existing bond transactions of the issuer. We then prepare and circulate for comment drafts of the preliminary bond documents, including the bond resolution to be adopted by the issuer's governing body. Preparation of the closing papers, including the bond and any documents needed for parity of revenue pledges, is typically the next step. We then coordinate with all parties to set a closing date and supervise or review the execution and delivery of the bond documents, including our opinion as bond counsel at the closing.

In most cases, our work as bond counsel in these financings is completed within a 60- to 90-day time period. This period can vary, however, depending on the project being financed and conditions other than bonding matters to be met before closing can occur.

Bond counsel is engaged as a recognized professional whose primary responsibility is to render an objective legal opinion with respect to the authorization and issuance of bonds. As bond counsel to the Town, we would examine applicable laws; prepare authorizing and operative documents, including the bond resolution; consult with the parties to the transaction prior to the

Mr. Gary Shanaberger  
January 4, 2023  
Page 3

issuance of the Bond; review certified proceedings; and undertake such additional duties as we deem necessary to render the opinion.

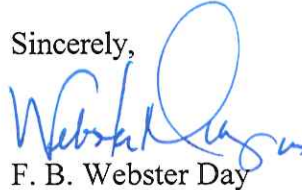
In rendering our opinions, we will rely upon the certified proceedings and other certification of public officials and other persons furnished to us without undertaking to verify the same by independent investigation.

Conclusion

We certify that this law firm does not and will not maintain or provide for its employees any facilities that are segregated on the basis of race, color, creed, or national origin.

We hope the foregoing statement is clear and sufficient for the Town to consider us as bond counsel. We are most interested in the opportunity to work with you and would be happy to visit with representatives of the Town to discuss the matter further.

Sincerely,



F. B. Webster Day

FBWD:lrs  
Enclosures

15371664





## Carter R. Brothers

Member

Roanoke, Va.  
540.412.1805 – office  
540.556.9857 – mobile  
cbrothers@spilmanlaw.com

### Education

Williams College, B.A., 1990  
Vanderbilt University, J.D., 1997  
University of Florida, Masters of Law in  
Taxation, LL.M., 1998

### Admissions

Virginia State Bar  
Tennessee State Bar

Mr. Brothers' primary areas of practice are estate planning and administration, taxation, bond finance, and corporate law.

### Experience

- Advising clients on income and transfer tax planning matters, including succession issues for closely held business clients and advanced gift techniques for high net worth individuals
- Preparing and executing estate planning documents, including revocable trusts, wills, irrevocable trusts, charitable trusts, advance medical directives, and powers of attorney, and assisting with the implementation of the estate plan, including the funding of trusts and the preparation of beneficiary designations for retirement benefits
- Advising and assisting individual and corporate fiduciaries with trust and estate administration and state fiduciary issues, including the preparation of state and federal tax returns and local court filings
- Counseling and advising charitable organizations on tax-exempt issues, ranging from the application for tax-exemption to securing tax-exempt bond financing
- Serving as bond counsel to Virginia localities and authorities on tax-exempt and taxable bond issues
- Representing closely held business clients on various matters including the initial organization of the entity, business succession planning and the eventual sale of the business

### Memberships

- Past Chair, Virginia State Bar, Trusts & Estates Section Board of Governors
- Roanoke Bar Association
- Roanoke Valley Estate Planning Council
- National Association of Bond Lawyers
- Nashville Bar Association Estate Planning Committee, Past Chair

### Distinctions

- Selected by his peers for inclusion in *The Best Lawyers in America* in the areas of Commercial Finance Law and Trusts & Estates

### Publications & Presentations

- Speaker, "An Estate Planner's Perspective on Recent Tax Developments – The Year in Review," Virginia CLE's 32nd Annual Trusts and Estates Seminar, October 2013
- "Drafting Effective Wills and Trusts," National Business Institute, June 2006
- "Five Questions to Ask Before Structuring Tort Recovery for a Disabled Client," *VSB Litigation News*, Spring 2006
- "The Probate Process From Start to Finish in Virginia," National Business Institute, June 2003



## Bryce J. Hunter

Member  
Co-Chair, Tax Credits Practice Group.

Roanoke, Va.  
540.512.1819 – office  
540.797.0816 – mobile  
bhunter@spilmanlaw.com

### Education

Dickinson College, B.A., 1991  
The College of William and Mary Marshall  
-Wythe School of Law, J.D., 2001

### Admissions

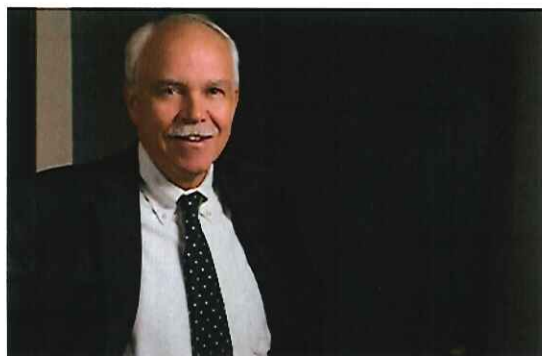
Virginia State Bar  
United States District Courts for the  
Western District of Virginia  
United States Bankruptcy Courts for the  
Eastern and Western Districts of  
Virginia

Mr. Hunter's practice focuses on banking and financial services law, including securities law, finance transactions, creditors' rights and debt restructuring. He also assists clients in real estate, tax credit financing and franchising matters.

### Experience

- Representing and counseling financial institutions on banking regulatory compliance and securities matters, including Sarbanes-Oxley and Dodd-Frank
- Assisting with formations and mergers/acquisitions of national and state-chartered banks
- Extensive experience representing financial institutions, public and private companies, and individuals in a wide variety of corporate matters, including corporate governance, transactions, mergers and acquisitions, creditors' rights and debt collection, tax matters, and regulatory requirements
- As Senior Vice President, Secretary and Counsel to National Bankshares, Inc.:
  - Performed general counsel functions for the bank holding company and its subsidiaries, including corporate governance, regulatory, securities, bankruptcy, consumer finance and employment matters
  - Prepared contracts, loan documents, pleadings, and regulatory applications and filings
  - Advised and regularly updated corporate entities, boards of directors, officers, and employees of legal, regulatory and legislative matters
  - Supervised Trust Department and its investment and fiduciary functions and compliance
  - Supervised Compliance Department and its oversight of banking functions and regulatory requirements
  - Assisted broker/dealer and insurance agencies affiliated with investment and insurance subsidiary with compliance matters and business development
- Representing clients involved in tax credit projects, including developers, non-profit organizations, lenders, investors and municipalities
- Comprehensive franchise services including creation and formation of franchise entities; preparation of federal and state disclosures and franchise agreements; and monitoring compliance with federal and state rules and regulations





## F. B. Webster Day

Co-Chair, Banking & Finance Practice Group

Roanoke, Va.  
540.512.1802 – office  
540.354.8488 – mobile  
wday@spilmanlaw.com

### Education

University of Virginia, B.A., with high distinction, 1976  
University of Virginia, J.D., 1979

### Admissions

Virginia State Bar

Mr. Day's primary areas of practice are commercial and public finance and commercial transactions.

### Experience

- Representing lenders and borrowers in asset-based lending, revolving loan and term loan credit facilities
- Serving as lender's counsel on real estate acquisition, development and construction loans for residential, commercial and industrial facilities
- Counseling in working capital financings and restructuring of troubled loans secured by real and personal property
- Representing buyers, sellers, lessors and lessees of commercial and industrial real estate
- Negotiating, preparing and reviewing transactional and financing documents and performing due diligence in stock and asset acquisitions and dispositions
- Serving as bond counsel to Virginia localities and authorities on tax-exempt and taxable bond issues
- Serving as issuer and bond counsel on industrial development revenue bond financings
- Serving as general counsel to industrial development authorities and water and sewer authorities
- Preparing ordinances, resolutions, organization documents and service agreements in connection with the formation of regional water authorities
- Negotiating and preparing incentive and performance agreements between localities and industrial or commercial prospects

### Memberships

- Virginia Bar Association
- Roanoke Bar Association
- National Association of Bond Lawyers

### Distinctions

- Named one of Virginia's 2021 "Go to Lawyers" for business law by *Virginia Lawyers Weekly*
- Named the Best Lawyers® "Lawyer of the Year" for Corporate Law in Roanoke, Va., 2020
- Named the *Best Lawyers*® "Lawyer of the Year" for Public Finance Law in Roanoke, Va., 2017 & 2013
- Listed in *The Best Lawyers in America* in the areas of Public Finance Law and Corporate Law

### Community Involvement

- Roanoke City School Board, 1997 – 2000, 2001 – 2002
- Chair, Roanoke Regional Chamber of Commerce, 2015

**Bond Issues in Virginia for which**  
**Spilman Thomas & Battle, PLLC has served as Bond Counsel**  
**2010 – 2022**

- 1) Westmoreland County  
\$4,503,000 Sewer Revenue Bonds, Series 2010 Bond  
January 5, 2010
- 2) Lee County Public Service Authority  
\$989,200 Water Revenue Bond, Series 2010  
January 7, 2010
- 3) Town of Appalachia  
\$223,112.63 General Obligation Water Bond, Series 2010  
January 26, 2010
- 4) Smyth County  
\$245,000 General Obligation Bonds, Series 2010  
February 11, 2010
- 5) Town of Honaker  
\$309,360 General Obligation Bond, Series 2010  
February 11, 2010
- 6) Russell County  
\$1,620,000 General Obligation School Bond  
May 13, 2010
- 7) Virginia/Carolina Water Authority  
\$2,601,000 Water Revenue Bonds  
May 17, 2010
- 8) Giles County  
\$347,742 Water and Sewer Revenue Bond, Series 2010  
June 3, 2010
- 9) Town of Tangier  
\$517,782 General Obligation Water Bond  
June 3, 2010
- 10) Town of Pound  
\$216,592 General Obligation Water Revenue Bond, Series 2010 B  
June 8, 2010

- 11) Castlewood Water and Sewage Authority  
\$167,012 Water Sewer Revenue Bond, Series 2010  
June 17, 2010
- 12) Wise County Public Service Authority  
\$378,952 Water and Sewer Revenue Bond, Series 2010 C  
June 17, 2010
- 13) Town of Buchanan  
\$348,875 General Obligation Bond, Series 2010  
August 5, 2010
- 14) Wythe County  
\$1,065,000 General Obligation and Water Revenue Bond, Series 2010  
August 11, 2010
- 15) Town of Honaker  
\$169,520 General Obligation Water Bond, Series 2010  
September 14, 2010
- 16) Town of Rural Retreat  
\$734,000 General Obligation and Water Revenue Bond  
October 6, 2010
- 17) Botetourt County  
\$2,074,298 General Obligation Refunding Bond  
October 12, 2010
- 18) Lee County Public Service Authority  
\$450,000 Water Revenue Bond  
November 4, 2010
- 19) Alleghany County  
\$2,429,000 Sewer Revenue Bond  
November 9, 2010
- 20) Lee County Public Service Authority  
\$719,833 Water and Sewer Revenue Bond  
December 2, 2010
- 21) Alleghany County  
\$4,385,649 Water and Sewer Revenue Bond  
December 8, 2010

- 22) Giles County Industrial Development Authority  
\$14,195,000 Lease Revenue Bond  
December 15, 2010
- 23) Lee County Public Service Authority  
\$1,446,000 Water Revenue Bond  
December 16, 2010
- 24) Pulaski County Public Service Authority  
\$4,741,000 Water and Sewer Revenue Bonds, Series 2011  
February 17, 2011
- 25) Town of Chilhowie  
\$6,035,019 General Obligation Refunding Bond, Series 2011  
February 24, 2011
- 26) City of Norton  
\$2,160,000 General Obligation Water Facilities Bond, Series 2011  
March 30, 2011
- 27) Botetourt County  
\$510,000 Revenue Bond  
May 2, 2011
- 28) Wythe County  
\$3,316,000 General Obligation and Water Bond  
June 14, 2011
- 29) Castlewood Water and Sewage Authority  
\$100,000 Sewer Revenue Bond  
June 23, 2011
- 30) Town of Buchanan  
\$700,000 General Obligation Anticipation Note  
June 28, 2011
- 31) Wythe County  
\$640,000 General Obligation and Water Revenue Bond  
June 29, 2011
- 32) Town of Tangier  
\$671,580 General Obligation Water and Sewer Bond  
July 19, 2011



- 33) Town of Marion  
\$606,000 General Obligation Water and Sewer Bond  
July 14, 2011
- 34) Town of Wytheville  
\$4,854,688.86 General Obligation Refunding Bond  
August 1, 2011
- 35) Town of Rural Retreat  
\$1,448,825.01 General Obligation Refunding Bond  
October 27, 2011
- 36) Lee County Public Service Authority  
\$811,643 Water and Sewer Revenue Bond  
October 27, 2011
- 37) Town of Rural Retreat  
\$1,448,825.07 General Obligation Refunding Bond  
October 27, 2011
- 38) Town of Pulaski  
\$821,000 General Obligation Public Improvement Bond  
November 15, 2011
- 39) Town of Wytheville  
\$964,540 General Obligation Bond  
December 2, 2011
- 40) Town of Appalachia  
\$332,492 General Obligation and Solid Waste Revenue Bond  
December 15, 2011
- 41) Town of Marion  
\$1,010,285 General Obligation and Water and Sewer Revenue Bond  
December 15, 2011
- 42) City of Norton  
\$1,297,000 General Obligation Sewer Facilities Bond  
December 15, 2011
- 43) Dickenson County Public Service Authority  
\$273,000 Water Revenue Bond  
December 15, 2011
- 44) Town of Big Stone Gap  
\$186,381 General Obligation and Revenue Bond  
December 22, 2011

- 45) Craig-New Castle Public Service Authority  
\$355,500 Water and Sewer Revenue Bond  
December 22, 2011
- 46) Botetourt County  
\$2,700,000 Water Revenue Bond  
January 26, 2012
- 47) Wythe County  
\$10,000,000 General Obligation Refunding Bond  
March 8, 2012
- 48) Town of Cedar Bluff  
\$300,000 General Obligation Bond  
March 15, 2012
- 49) Wise County Public Service Authority  
\$1,400,000 Water Revenue Bond, Series of 2012  
(Dunbar/Powell River Water Project)  
April 11, 2012
- 50) Wise County Public Service Authority  
\$451,000 Sewer Revenue Bond, Series of 2012  
(Route 757 Sewer Project)  
April 11, 2012
- 51) Town of Pulaski  
\$3,879,453.79 General Obligation Refunding Bond, Series 2012  
April 19, 2012
- 52) The Castlewood Water and Sewage Authority  
\$325,473 Water and Sewer Revenue Bond, Series 2012  
April 26, 2012
- 53) The Lee County Public Service  
\$1,400,000 Water Revenue Bond, Series of 2012  
May 2, 2012
- 54) Wythe County  
\$1,369,871 General Obligation Sewer Bond Series 2012  
May 15, 2012
- 55) Town of Gate City  
\$784,550 General Obligation Water Bond, Series 2012  
June 14, 2012



- 56) Town of Gate City  
\$480,837 General Obligation Water Bond, Series 2012  
June 14, 2012
- 57) Bland County Service Authority  
\$650,118 Water and Sewer Revenue Bond, Series 2012  
June 26, 2012
- 58) Town of Abingdon  
\$1,908,392 General Obligation Bond, Series 2012  
June 26, 2012
- 59) Town of Pembroke  
\$1,813,987.35 General Obligations Refunding Bond, Series 2012  
June 27, 2012
- 60) Town of Independence  
\$430,000 General Obligation Bond, Series 2012  
June 28, 2012
- 61) Blacksburg-Virginia Polytechnic Institute Sanitation Authority  
\$2,510,000 Sewer Revenue Bond, Series 2012  
June 28, 2012
- 62) Town of Buchanan  
\$700,000 General Obligation and Revenue Bond (Modification)  
June 28, 2013
- 63) Giles County Public Service Authority  
\$5,155,000 Water Revenue Refunding Bond, Series 2012  
July 19, 2012
- 64) Wise County Public Service Authority  
\$399,825 Water and Sewer Revenue Bond, Series 2012  
(Coeburn Mountain Water System Improvement Project)  
July 19, 2012
- 65) The Dryden Water Authority  
\$403,171 Water Revenue Bond, Series 2012  
July 26, 2012
- 66) New River Resource Authority  
\$1,830,895.57 Solid Waste Revenue Refunding Bond, Series 2012  
August 1, 2102

- 67) The Lee County Public Service Authority  
\$1,046,820 Water and Sewer Revenue Bond, Series 2012  
September 6, 2012
- 68) Town of Keysville  
\$369,572 General Obligation and Water and Sewer Revenue Bond, Series 2012  
September 20, 2012
- 69) New River Resource Authority  
\$1,990,605.41 Solid Waste Revenue Refunding Bond, Series B  
September 28, 2012
- 70) Alleghany County  
\$563,500 Water and Sewer Revenue Bond, Series 2012  
October 18, 2012
- 71) City of Norton  
\$596,403 General Obligation Water Facilities Bond, Series 2012  
November 14, 2012
- 72) Wythe County  
\$1,374,000 General Obligation and Water Revenue Bond  
(Speedwell Phase I Project) Series of 2012  
November 16, 2012
- 73) The Town of Buchanan  
\$722,810 General Obligation Bond, Series 2012  
November 16, 2012
- 74) Dickenson County Public Service Authority  
\$598,000 Water Revenue Bond, Series of 2012  
(Big Caney 5 Phase I Water Project)  
November 28, 2012
- 75) Giles County, Virginia  
\$21,845,000 Financing Lease dated as of October 25, 2012  
December 6, 2012
- 76) Town of Pulaski  
\$2,156,159 General Obligation and Water and Sewer Revenue Bond, Series 2012  
December 11, 2012
- 77) Town of Coeburn  
\$432,150 General Obligation and Water and Sewer Revenue Bond, Series 2012  
December 21, 2012

- 78) Town of Chilhowie, Virginia  
\$1,333,500 Sewer Revenue Bond, Series 2013  
January 17, 2013
- 79) Botetourt County  
\$1,169,808 Water and Sewer System Revenue Bond, Series 2013  
January 25, 2013
- 80) Westmoreland County IDA  
\$7,500,000 Lease Revenue Bond  
(Westmoreland County Courthouse Project, Series 2013)  
March 11, 2013
- 81) Town of Appalachia  
\$425,000 General Obligation and Water Revenue Bonds, Series of 2013  
March 25, 2013
- 82) Montgomery County Public Service Authority  
\$6,275,000 Water and Sewer Revenue Bond, Series 2013  
March 28, 2013
- 83) Botetourt County Industrial Development Authority  
\$2,143,259.34 Lease Revenue Refunding Bond  
(Greenfield Education and Training Center Project)  
April 12, 2013
- 84) Alleghany County, Virginia  
\$1,825,000 General Obligation School Bonds, Series 2013  
May 9, 2013
- 85) Lee County, Virginia  
\$1,920,000 General Obligation School Bond, Series 2013  
May 9, 2013
- 86) Dickenson County Industrial Development Authority  
\$42,150,000 Lease Revenue Bonds  
May 15, 2013
- 87) Town of Rural Retreat  
\$102,173 General Obligation and Sewer Revenue Bond, Series 2013  
May 21, 2013
- 88) Dickenson County PSA  
\$3,918,000 Water and Sewer Revenue Bond, Series 2013  
May 30, 2013

- 89) City of Covington, Virginia  
\$5,395,000 Water System Revenue Bond, Series 2013  
June 5, 2013
- 90) Town of Big Stone Gap  
\$363,937 General Obligation and Water Revenue Bond  
(Water System Replacement Phase IIB Project)  
June 20, 2013
- 91) Town of Vinton  
\$1,993,151.24 General Obligation Capital Improvement Bond, Series 2013  
\$2,228,408.87 General Obligation Refunding Bond, Series 2013  
June 27, 2013
- 92) Town of Abington  
\$2,600,000 General Obligation Bond, Series 2013  
July 10, 2013
- 93) Town of Pearisburg  
Amendment, Allonge, and Reissuance  
\$922,939 Sewer Bond, Series 1996  
July 25, 2013
- 94) Town of Pearisburg  
Amendment, Allonge and Reissuance  
\$1,100,000 General Obligation Sewer Bond, Series 2004  
July 25, 2013
- 95) Town of Buchanan  
\$3,811,300 General Obligation and Water Revenue Bond, Series 2013  
July 29, 2013
- 96) Town of Pearisburg  
General Obligation Refunding Bonds  
In the Aggregate Principal Amount of \$2,916,000, Series 2013  
July 30, 2013
- 97) Dickenson County Public Service Authority  
\$594,000 Water Revenue Bond, Series of 2013  
(Big Caney 5 Phase I (B) Water Project)  
August 20, 2013
- 98) Town of Pound  
\$627,000 General Obligation Refunding Bond, Series 2013  
August 28, 2013



- 99) City of Norton  
\$826,400 General Obligation and Water and Sewer Revenue Bond, Series 2013  
September 5, 2013
- 100) Town of Independence  
\$598,270 General Obligation and Water and Sewer Revenue Bond, Series 2013  
September 5, 2013
- 101) Town of Gate City  
\$150,000 General Obligation Bond, Series 2013  
October 17, 2013
- 102) City of Covington  
\$11,630,000 General Obligation School Bond  
November 21, 2013
- 103) Town of Abingdon  
\$2,468,600 General Obligation Refunding Bond  
November 22, 2013
- 104) The Castlewood Water and Sewer Authority  
\$2,200,000 Sewer Revenue Bond  
November 26, 2013
- 105) Pulaski County  
\$5,275,000 Revenue Refunding Bond  
December 5, 2013
- 106) Woodway Water and Sewer Authority  
\$519,047 Water Revenue Bond  
Systemwide Water Improvements Phase 1 Project  
December 11, 2013
- 107) Woodway Water and Sewer Authority  
\$522,723 Water Revenue Bond  
Systemwide Water Improvements Phase II Project  
December 12, 2013
- 108) Westmoreland County Industrial Development Authority  
\$1,031,500 Lease Revenue Bond  
(Placid Bay Dam Project)  
December 30, 2013
- 109) Pulaski County Public Service Authority  
\$4,005,526.69 Public Service System Revenue Bonds, Series 2014  
March 5, 2014

- 110) Town of Gate City  
\$848,322 General Obligation and Water Revenue Bond, Series 2014  
March 14, 2014
- 111) Town of Pound  
\$585,605 General Obligation Water and Sewer Revenue Bond, Series 2014  
March 28, 2014
- 112) Town of Pulaski  
\$2,487,968 General Obligation and Water and Sewer Revenue Bond, Series 2014  
April 4, 2014
- 113) Bland County Service Authority  
\$6,590,000 Sewer Revenue Bond  
April 11, 2014
- 114) Town of Pulaski  
\$2,588,839.97 General Obligation Refunding Bond  
April 24, 2014
- 115) Town of Coeburn  
\$1,467,018 General Obligation and Water and Sewer Revenue Bond  
May 16, 2014
- 116) Industrial Development Authority of Giles County  
\$702,000 Lease Revenue Bond (Rescue Squad Project)  
June 11, 2014
- 117) Industrial Development Authority of Giles County  
\$3,536,000 Lease Revenue Bond (Public Safety Building)  
June 11, 2014
- 118) Industrial Development Authority of Giles County  
\$1,809,000 Lease Revenue Bond (Mason Heights Project)  
June 11, 2014
- 119) Wise County Public Service Authority  
\$549,000 Sewer Revenue Bonds  
June 19, 2014
- 120) Russell County Public Service Authority  
\$3,537,000 Water Revenue Refunding Bond  
(Main Line Refinancing Project)  
June 20, 2014

- 121) Town of Pulaski  
\$683,732.86 General Obligation Bond (Vehicles)  
August 5, 2014
- 122) St. Charles Water and Sewer Authority  
\$294,265 Water and Sewer Revenue Bond, Series 2014  
August 7, 2014
- 123) Botetourt County  
\$1,467,018 Lease Revenue Refunding Bond  
(Public Safety & Regional Jail Facility)  
August 13, 2014
- 124) Town of Dublin  
\$746,300 General Obligation Refunding Bond  
September 19, 2014
- 125) Town of Crewe  
\$1,668,000 General Obligation and Sewer Revenue Bond  
September 30, 2014
- 126) Town of Crewe  
\$3,889,118 General Obligation and Water and Sewer Bond  
September 30, 2014
- 127) Wythe County  
\$151,809 General Obligation Water Bond  
November 19, 2014
- 128) Town of Hillsville  
\$180,910 General Obligation and Sewer Revenue Bond  
December 4, 2014
- 129) Buckingham County, Virginia  
\$4,718,000 Sewer Revenue Bond  
January 6, 2015
- 130) Town of Hillsville  
\$1,069,358 General Obligation and Water Revenue Bond  
January 22, 2015
- 131) Town of Appalachia  
\$230,632 General Obligation Water Bond  
January 22, 2015

- 132) Castlewood Water & Sewage Authority  
\$163,680 Water and Sewer Revenue Bond  
January 22, 2015
- 133) Town of Troutville  
\$300,000 General Obligation Bond  
January 28, 2015
- 134) City of Norton  
\$483,695 General Obligation and Water and Sewer Revenue Bond  
February 12, 2015
- 135) Dickenson County Industrial Development Authority  
Not to Exceed \$10,000,000 Lease Revenue Bonds  
(Dickenson County Courthouse Project)  
February 18, 2015
- 136) Town of Wytheville  
\$10,000,000 General Obligation Refunding Bond, Series 2015A  
\$2,512,809.54 General Obligation Refunding Bond, Series 2015B (Taxable)  
March 27, 2015
- 137) Bland County Service Authority  
\$146,448 Water and Sewer Revenue Bond  
April 9, 2015
- 138) The Lee County Public Service Authority  
\$1,061,572 Water and Sewer Revenue Bond  
(Frog Level Waterline Extension Project – Phase I)  
June 30, 2015
- 139) The Lee County Public Service Authority  
\$75,000 Water and Sewer Revenue Bond  
(Emergency Generators Project)  
June 30, 2015
- 140) The Lee County Public Service Authority  
\$837,845 Water and Sewer Revenue Bond  
(Thompson Settlement Water Project – Phase I)  
June 30, 2015
- 141) Russell County Public Service Authority  
\$93,071 Water Revenue Bond  
(Mountain Meadows Line Extension Project)  
July 10, 2015



- 142) New River Regional Water Authority  
\$10,940,000 Revenue Refunding Bond  
August 11, 2015
- 143) The Lee County Public Service Authority  
\$1,100,000 Water and Sewer Revenue Bond  
(Hickory Flats Improvement Project – Phase I)  
August 13, 2015
- 144) Economic Development Authority of Frederick County, Virginia  
\$5,000,000 Industrial Development Revenue Bond  
(Corrugated Container Corporation of Shenandoah Valley Project)  
August 14, 2015
- 145) Town of Gate City  
\$524,875 General Obligation and Water Revenue Refunding Bond  
September 10, 2015
- 146) Dickenson County Public Service Authority  
\$278,904 Water and Sewer Revenue Bond  
(Clincho/Centennial Heights Sewer Project)  
September 18, 2015
- 147) Industrial Development Authority of Pulaski County  
\$3,443,000 Lease Revenue Bond  
(Dublin Elementary School Project)  
October 1, 2015
- 148) Wythe County  
\$3,754,000 General Obligation and Water Revenue Bond  
(Barren Springs Project)  
October 7, 2015
- 149) Accomac County Economic Development Authority  
\$4,350,000 Lease Revenue Bond  
(County Facilities)  
October 21, 2015
- 150) Alleghany County  
\$3,733,313 Water and Sewer Revenue Bond  
(October 22, 2015)
- 151) Gate City Sanitation Authority  
\$595,143,54 Sewer Revenue Refunding Bond  
November 12, 2015

- 152) Town of Gate City  
\$676,429,64 General Obligation Refunding Bond  
November 12, 2015
- 153) Giles County, Virginia  
\$5,390,000 Financing Lease  
November 18, 2015
- 154) Wythe County  
\$5,000,000 General Obligation Bond  
(Wythe Exposition Center Project)  
December 30, 2015
- 155) Town of Honaker  
\$283,490 General Obligation Bond  
(Wastewater Project)  
January 21, 2016
- 156) Town of Wytheville  
\$2,468,148.22 General Obligation Refunding Bond  
February 5, 2016
- 157) City of Covington  
\$11,645,000 Literary Fund Loan and Advance  
Refunding of Lease Revenue Bonds, Series 2007  
February 16, 2016
- 158) Town of Marion  
\$127,300 General Obligation Bond  
March 18, 2016
- 159) Industrial Development Authority of Pulaski County  
\$2,467,352.65 Industrial Development Revenue Bond  
(Boy Scouts, 2016)  
March 18, 2016
- 160) Castlewood Water and Sewage Authority  
\$317,151 Comprehensive Meters Replacement Project  
March 24, 2016
- 161) Town of Pound  
\$70,000 General Obligation Water and Sewer Revenue Bond  
March 30, 2016
- 162) Pulaski County Public Service Authority  
\$231,600 Emergency Generator Project  
March 31, 2016

- 163) Wythe County  
\$648,000 General Obligation and Water Revenue Bond  
(Kitchen, Wilkins, and Nixon Roads Project)  
May 19, 2016
- 164) Wythe County  
\$1,358,000 General Obligation and Water Revenue Bond  
(Speedwell Phase II Project)  
May 19, 2016
- 165) Westmoreland County  
\$4,308,600 Sewer Revenue Bond  
May 26, 2016
- 166) Town of Independence  
\$607,900 General Obligation Water and Sewer Revenue Bond  
June 9, 2016
- 167) Alleghany County  
\$1,759,875 Water and Sewer Revenue Bond  
June 16, 2016
- 168) Town of Marion  
\$151,500 General Obligation and Water and Sewer Revenue Bond  
June 16, 2016
- 169) Town of Keysville  
\$408,692 General Obligation and Water and Sewer Revenue Bond  
June 24, 2016
- 170) Town of Marion  
\$646,000 General Obligation Refunding Bond, Series 2016A  
\$191,000 General Obligation Refunding Bond, Series 2016B  
\$1,833,000 General Obligation Refunding Bond, Series 2016C  
June 29, 2016
- 171) Town of Abingdon  
\$10,000,000 General Obligation Bond  
(Sports Complex Project)  
July 13, 2016
- 172) Wise County Public Service Authority  
\$276,000 Roda and Osaka Sewer Revenue Bond  
July 19, 2016

- 173) Wise County Public Service Authority  
\$344,964 Water and Sewer Revenue Bond  
(Roda, Osaka, and Stonega Sewer Extension Project – Phase I)  
July 28, 2016
- 174) The Russell County Public Service Authority  
\$445,925 Water Revenue Bond  
August 25, 2016
- 175) The Russell County Public Service Authority  
\$294,202 Water Revenue Bond  
August 25, 2016
- 176) Town of Gate City  
\$129,220 General Obligation Bond  
September 7, 2016
- 177) Town of Marion  
\$505,175 General Obligation Bond  
September 30, 2016
- 178) Wythe County  
\$2,103,600 General Obligation Sewer Bond  
September 30, 2016
- 179) The Dickenson County Public Service Authority  
\$436,000 Water Revenue Bond  
(Big Caney VI Water Replacement Project)  
October 6, 2016
- 180) Wise County Public Service Authority  
\$1,760,000 Water Revenue Bond  
(Banner to Bull Run Water and Generator Project)  
November 22, 2016
- 181) City of Covington  
\$750,000 General Obligation School Bond  
November 30, 2016
- 182) The Dickenson County Public Service Authority  
\$1,881,000 Water and Sewer Revenue Refunding Bond  
(Carter Bank & Trust Water Bond Refunding Project)  
December 20, 2016
- 183) Town of Pulaski  
\$186,824.80 General Obligation Bond  
December 21, 2016



- 184) Town of Colonial Beach  
\$885,323.85 General Obligation Refunding Bond  
February 1, 2017
- 185) Wise County Public Service Authority  
\$58,000 Water and Sewer Revenue Bond  
(Hix Orchard Waterline Replacement Project)  
February 23, 2017
- 186) Wise County Public Service Authority  
\$49,000 Sewer Revenue Bond  
(Stonega Community Sewer Project)  
March 23, 2017
- 187) Wise County Public Service Authority  
\$118,977 Water and Sewer Revenue Bone  
(Roda, Osaka, and Stonega Sewer Extension Project – Phase II)  
March 30, 2017
- 188) Town of Marion  
\$345,870 General Obligation and Water and Sewer Revenue Bond  
April 20, 2017
- 189) Town of Big Stone Gap  
\$75,000 General Obligation and Water Revenue Bond  
June 13, 2017
- 190) Wise County Public Service Authority  
\$55,000 Water and Sewer Revenue Bond  
(Carriage Hill Waterline Replacement Project -- Phase II)  
June 20, 2017
- 191) Town of Colonial Beach  
\$4,374,004 General Obligation Water Revenue Bond  
June 22, 2017
- 192) Botetourt County  
\$6,512,144.23 Taxable Qualified Energy Conservation Revenue Bond  
(VirginiaSAVES Green Community Program - Botetourt County Projects)  
July 5, 2017
- 193) Giles County Public Service Authority  
\$224,073 Water and Solid Waste Revenue Bond  
July 11, 2017

- 194) Town of Marion  
\$321,399 General Obligation and Water and Sewer Revenue Bond  
July 27, 2017
- 194) Russell County Public Service Authority  
\$512,053 Water Revenue Bond  
(Fincastle Estates Waterline Extension Project)  
August 22, 2017
- 195) Russell County Public Service Authority  
\$197,027 Water Revenue Bond  
(Thompson Creek/Tunnel Road Waterline Extension Project)  
August 22, 2017
- 196) Industrial Development Authority of Westmoreland County  
\$530,000 Lease Revenue Bond  
(Glebe Harbor-Cabin Point Sanitary District Project)  
September 1, 2017
- 197) Wise County Public Service Authority  
\$690,000 Water and Sewer Revenue Bond  
September 27, 2017
- 198) Alleghany County  
\$7,640,000 Master Equipment Lease/Purchase Agreement  
October 5, 2017
- 199) City of Covington  
\$2,390,500 General Obligation Bond  
October 16, 2017
- 200) Town of Saltville  
\$965,413 General Obligation and Water and Sewer Revenue Bond  
October 17, 2017
- 201) City of Covington  
\$3,082,000 Master Equipment Lease/Purchase Agreement  
and Schedule of Property No. 1  
dated October 23, 2017, between  
Bank of America, National Association, Lessor and  
City of Covington, Lessee
- 202) Town of Saint Paul  
\$540,000 General Obligation Bond  
(Willis Building - Western Front Hotel Project)  
November 29, 2017

- 203) Wythe County  
\$10,000,000 General Obligation School Bond  
December 12, 2017
- 204) Virginia/Carolina Water Authority  
\$1,181,000 Revenue Note  
December 15, 2017
- 205) Economic Development Authority of Botetourt County  
\$8,900,000 Industrial Development Revenue Bond  
(YMCA, 2017)  
December 18, 2017
- 206) Wythe County  
\$3,184,693 General Obligation Refunding Bond  
December 20, 2017
- 207) Master Equipment Lease/Purchase Agreement  
and Schedule of Property No. 1 Dated January 17, 2018  
between Banc of America Public Capital Corp, Lessor  
and Westmoreland County, Lessee
- 208) Town of Marion  
\$356,600 General Obligation and Water and Sewer Revenue Bond  
March 1, 2018
- 209) Pulaski County, Virginia  
\$46,240,000 General Obligation School Bonds  
March 1, 2018
- 210) City of Covington  
\$298,000 Sewer Revenue Bond  
April 10, 2018
- 211) Town of Pound  
\$529,366.67 General Obligation Refunding Bond  
April 30, 2018
- 212) Master Equipment Lease/Purchase Agreement and Schedule of Property No. 1  
between Banc of America Capital Corp, Lessor and Botetourt County, Lessee  
May 1, 2018
- 213) Town of Bluefield  
\$601,200 General Obligation Bond  
May 8, 2018

- 214) Botetourt County, Virginia  
\$21,265,000 General Obligation School Bond  
May 15, 2018
- 215) Town of Nickelsville  
Allonge to \$999,220 Water Revenue Bond  
May 21, 2018
- 216) Wythe County  
\$8,059,998.83 General Obligation Refunding Bond  
May 31, 2018
- 217) Smyth County  
\$2,044,000 General Obligation and Sewer Revenue Bond  
June 21, 2018
- 218) Wythe County  
First Amendment to \$5,000,000 General Obligation Bond, Series 2015  
June 29, 2018
- 219) Town of Appalachia  
\$114,000 General Obligation and Water Revenue Bond  
August 21, 2018
- 220) Town of Bowling Green  
\$6,316,000 General Obligation and Sewer Revenue Bond  
August 24, 2018
- 221) Town of Gate City  
\$416,340 General Obligation and Water Revenue Bond  
August 28, 2018
- 222) Town of Saint Paul  
\$2,003,898.97 General Obligation and Sewer Revenue Refunding Bond  
September 13, 2018
- 223) The Lee County Public Service Authority  
\$655,248 Water and Sewer Revenue Bond  
(Phase 1B and Water Acquisition Project)  
September 27, 2018
- 224) Wythe County  
\$10,018,951 Literary Fund Loans  
Rural Retreat Middle School  
Rural Retreat High School  
October 1, 2018



- 225) Town of Chilhowie  
\$1,852,000 General Obligation and Water Revenue Bond  
October 4, 2018
- 226) Town of Big Stone Gap  
\$361,000 General Obligation Bond  
November 1, 2018
- 227) Town of Saint Paul  
\$208,176 General Obligation and Water Revenue Bond  
November 20, 2018
- 228) Bland County Service Authority  
\$1,463,000 Water Revenue Bond  
November 27, 2018
- 229) IDA of Bluefield  
\$1,100,000 Loan Revenue Bond (Bluefield College Project)  
December 4, 2018
- 230) Giles County  
\$6,765,603 Literary Fund Loan  
(Technology Center)  
December 14, 2018
- 231) Town of Marion  
\$413,330 General Obligation and Water and Sewer Revenue Bond  
December 19, 2018
- 232) Town of Saint Paul  
\$541,465 General Obligation and Water Revenue Bond  
December 20, 2018
- 233) Giles County  
\$2,000,000 Revenue Anticipation Note  
January 8, 2019
- 234) Town of Hillsville  
First Amendment to \$4,865,000 General Obligation Refunding Bond, Series 2014  
January 14, 2019
- 235) Wise County Public Service Authority  
\$97,800 Water and Sewer Revenue Bond  
(Carfax Raw Water Treatment Plant Flocculator Replacement Project)  
February 12, 2019

- 236) Town of Marion  
\$549,000 General Obligation and Water and Sewer Revenue Bond, Series 2019A  
February 26, 2019
- 237) Town of Marion  
\$600,000 General Obligation and Water and Sewer Revenue Bond, Series 2019B  
February 26, 2019
- 238) Virginia/Carolina Water Authority  
\$1,399,000 Water Revenue Bonds  
March 15, 2019
- 239) Town of Hillsville  
\$940,000 General Obligation Bond  
March 21, 2019
- 240) Alleghany County  
Schedule of Property No. 2  
(Taxable Lease)  
March 21, 2019
- 241) Town of Wytheville  
\$1,386,000 General Obligation Sewer Bond  
March 28, 2019
- 242) Town of Pearisburg  
\$1,625,000 Bond Anticipation Note  
May 14, 2019
- 243) Wise County Public Service Authority  
\$997,942 Water and Sewer Revenue Bond  
(Upper Exeter Sewer Treatment Plant Project)  
June 18, 2019
- 244) Town of Saint Paul  
\$1,535,000 General Obligation and Sewer Revenue Bond  
June 25, 2019
- 245) Pulaski County Public Service Authority  
\$475,000 Water, Sewer and Solid Waste Revenue Bond  
(Water Meter Replacement Project, WSL-015-19)  
July 30, 2019
- 246) Town of Hillsville  
\$2,724,688 Bond Anticipation Note  
(Tax-Exempt, Non-Bank Qualified)  
July 30, 2019

- 247) The Lee County Public Service Authority  
\$128,700 Water and Sewer Revenue Bond  
(Phase II - Frog Level Waterline Extension Project)  
August 29, 2019
- 248) Wythe County  
\$1,252,000 General Obligation and Water Revenue Bond  
(Raper Ridge Water Tank Project)  
September 19, 2019
- 249) Wise County Public Service Authority  
\$122,538 Water and Sewer Subordinate Revenue Bond  
September 24, 2019
- 250) Town of Bluefield  
\$1,900,000 General Obligation Bond  
September 26, 2019
- 251) \$46,910,000 Industrial Development Authority of  
Westmoreland County Lease Revenue Anticipation Notes  
(Westmoreland County High School Project)  
September 26, 2019
- 252) \$920,000 Master Lease/Purchase Agreement and Lease Schedule  
between JPMorgan Chase Bank, N.A., Lessor and Giles County,  
Virginia, Lessee
- 253) Woodway Water and Sewer Authority  
\$664,575 Water Revenue Bond  
October 3, 2019
- 254) Town of Pulaski  
\$420,000 General Obligation Bond  
October 24, 2019
- 255) Town of Abingdon  
\$7,500,000 General Obligation Refunding Bond  
October 30, 2019
- 256) Dickenson County Public Service Authority  
\$805,000 Sewer Revenue Bond  
(George's Fork Sewer Project)  
November 18, 2019

- 257) Pulaski County Public Service Authority  
\$1,887,000 Water and Sewer Revenue Bonds  
(Multi-Community Sewer Project)  
November 19, 2019
- 258) Town of Big Stone Gap  
\$241,700 General Obligation and Water Revenue Bond  
December 17, 2019
- 259) Wise County Public Service Authority  
\$317,533 Water and Sewer Revenue Bond  
(SCADA Sewer Project)  
December 18, 2019
- 260) Town of Bluefield  
\$2,169,839 General Obligation and Water Revenue Bond  
December 18, 2019
- 261) Wythe County  
\$2,275,000 General Obligation Bond, Series 2019A (Taxable)  
\$725,000 General Obligation Bond, Series 2019B (Non-Taxable)  
December 19, 2019
- 262) Thomas Bridge Water Corporation  
\$669,340 Principal Repayment Loan  
\$711,660 Principal Forgiveness Loan  
December 20, 2019
- 263) BVU Authority  
\$7,855,589 Utility System Revenue Bond  
(Little Creek Interceptor and Sewer Basin Project)  
January 1, 2020
- 264) Gate City Sanitation Authority  
\$1,411,595 Sewer Revenue Bond  
(Sewer Line Rehabilitation and Replacement Project)  
January 30, 2020
- 265) Alleghany County  
\$779,606 Water and Sewer Revenue Bond  
February 11, 2020
- 266) Town of White Stone  
\$1,257,000 Sewer Revenue Bonds  
April 3, 2020



- 267) Town of Pearisburg  
Modification of \$1,625,000 Bond Anticipation Note  
April 30, 2020
- 268) Town of Pulaski  
\$290,000 General Obligation Bond  
May 21, 2020
- 269) Town of Marion  
\$563,058 General Obligation and Water and Sewer Revenue Bond  
May 28, 2020
- 270) The Woodway Water and Sewer Authority  
\$3,273,000 Bond Anticipation Note  
May 28, 2020
- 271) Dryden Water Authority  
\$161,000 Water Revenue Bond  
July 28, 2020
- 272) Wythe County  
\$286,000 General Obligation and Water Revenue Bond  
(Rickey Road Water Project)  
August 3, 2020
- 273) City of Covington  
\$3,000,000 Bond Anticipation Note  
August 27, 2020
- 274) Scott County Public Service Authority  
\$4,801,000 Water and Sewer System Revenue Bond  
(Fairview Water Project)  
September 14, 2020
- 275) Scott County Public Service Authority  
\$989,000 Water and Sewer System Revenue Bonds  
(Daniel Boone Sewer Project)  
September 14, 2020
- 276) Town of Hillsville  
\$3,722,000 General Obligation and Water Revenue Bonds  
September 22, 2020
- 277) Town of Pearisburg  
\$1625,000 General Obligation and Sewer Revenue Bonds  
September 24, 2020

- 278) Wythe County, Virginia  
\$17,585,000 General Obligation Bond, Series 2020A (Tax-Exempt)  
\$9,482,000 General Obligation Bond, Series 2020B (Taxable)  
October 15, 2020
- 279) Town of Marion  
\$431,015 General Obligation and Water and Sewer Revenue Bond  
October 20, 2020
- 280) Town of Bluefield  
\$950,000 General Obligation Bond  
October 21, 2020
- 281) Town of Abingdon, Virginia  
\$7,620,000 General Obligation Capital Improvement and Refunding Bonds  
November 12, 2020
- 282) New River Regional Water Authority  
\$1,220,000 Water Sewer Revenue Refunding Bond  
November 18, 2020
- 283) City of Norton  
\$85,978 General Obligation and Water and Sewer Revenue Bond  
December 10, 2020
- 284) Town of Bluefield  
\$509,000 General Obligation Bond  
December 19, 2020
- 285) Westmoreland County, Virginia  
Master Equipment Lease/Purchase Agreement and Schedule of Property No. 1  
December 22, 2020
- 286) The Russell County Public Service Authority  
\$418,700 Water and Sewer Revenue Bond  
(Glade Hollow Water Line Replacement/Glade Hill Water Service Extension Project)  
January 26, 2021
- 287) The Russell County Public Service Authority  
\$18,675.60 Water and Sewer Revenue Bond, Series 2021A  
\$5,963,296.78 Water and Sewer Revenue Bond, Series 2021B  
\$5,748,437.52 Water and Sewer Revenue Bond, Series 2021C  
(Castlewood Water and Sewage Authority and Russell County Consolidation Project)  
January 26, 2021

- 288) Pulaski County Public Service Authority  
\$362,500 Water, Sewer and Solid Waste Revenue Bond  
(Filter Media Replacement Project, WSL-023-20)  
February 2, 2021
  
- 289) Dickenson County Public Service Authority  
\$1,246,000 Water and Sewer Revenue Refunding Bond  
February 11, 2021
  
- 290) Town of Hillsville  
Second Amendment to \$4,865,000 General Obligation Refunding Bond  
February 18, 2021
  
- 291) Town of Vinton, Virginia  
\$5,971,000 General Obligation Capital Improvement and Refunding Bond  
April 22, 2021
  
- 292) Town of Bowling Green  
\$5,693,000 Multiple Advance Term Promissory Note  
(Tax Exempt, Non-Bank Qualified)  
April 29, 2021
  
- 293) Town of Vinton  
Modification of           \$1,468,346 General Obligation Sewer Bond, Series 2003;  
                                      \$2,479,000 General Obligation Bond, Series 2004; and  
                                      \$1,210,000 General Obligation Bond, Series 2006  
May 26, 2021
  
- 294) Town of Wytheville  
Modification of \$964,540 General Obligation Sewer Bond, Series 2011  
May 26, 2021
  
- 295) Dickenson County, Virginia  
\$7,650,000 Financing Lease  
May 26, 2021
  
- 296) Wythe County  
\$668,300 General Obligation Sewer Bond, Series 2021  
June 23, 2021
  
- 297) Giles County  
Industrial Development Authority of Giles County, Virginia  
\$2,537,000 Taxable Lease Revenue Refunding Bond  
July 1, 2021

- 298) City of Covington, Virginia  
\$2,045,000 General Obligation Bond, Series 2021  
August 4, 2021
- 299) Giles County, Virginia  
Local Lease Acquisition and Amended  
Financing Lease dated June 11, 2021  
August 4, 2021
- 300) Scott County Public Service Authority  
\$1,570,720 Water and Sewer Revenue Bond  
(Robinette Valley and Hunters Valley West Project)  
August 5, 2021
- 301) Town of Wytheville  
Amendment of \$5,198,000 General Obligation Refunding Bond, Series 2021  
August 31, 2021
- 302) Wythe County  
\$800,000 General Obligation Bond (Emergency Services Equipment)  
September 20, 2021
- 303) Town of Saint Paul  
\$900,000 General Obligation Bond, Series 2021  
(Lyric Theater Project)  
September 29, 2021
- 304) The Woodway Water and Sewer Authority  
\$4,195,000 Water Revenue Bond  
(Water System Improvement Project)  
October 4, 2021
- 305) Town of White Stone  
\$1,900,000 Bond Anticipation Note  
October 13, 2021
- 306) City of Covington  
\$3,000,000 General Obligation Bond, Series 2021  
November 16, 2021
- 307) Town of Coeburn  
\$561,000 General Obligation and Water and Sewer Revenue Bond  
December 2, 2021
- 308) Town of Coeburn  
\$2,035,000 Bond Anticipation Note  
December 2, 2021



- 309) Industrial Development Authority of Westmoreland County, Virginia  
\$46,500,000 Lease Revenue Bonds  
(Westmoreland County High School Project)  
December 20, 2021
- 310) Town of Kilmarnock  
\$6,611,000 Bond Anticipation Note  
December 20, 2021
- 311) Wise County Public Service Authority  
\$896,037.23 Water and Sewer Revenue Bond  
January 25, 2022
- 312) Wise County Public Service Authority  
\$728,784 Water and Sewer Revenue Bond  
January 25, 2022
- 313) Wise County Public Service Authority  
\$221,991.14 Water and Sewer Revenue Bond  
January 25, 2022
- 314) Town of Chilhowie  
\$2,469,000 General Obligation Bond, Series 2022B (Taxable)  
January 28, 2022
- 315) Town of Chilhowie  
\$3,854,000 General Obligation Bond, Series 2022A (Tax-Exempt)  
January 28, 2022
- 316) Town of Marion  
\$697,520 General Obligation and Water and Sewer Revenue Bond  
March 3, 2022
- 317) Wythe County  
\$6,000,000 General Obligation Note  
(Water and Sewer Facilities Project)  
March 15, 2022
- 318) County of Prince George, Virginia  
\$4,695,000 Tax-Exempt General Obligation Bonds  
Series 2022A and Series 2022B  
March 30, 2022
- 319) Wythe County  
\$15,626,000 General Obligation School and Refunding Bond  
March 30, 2022

- 320) Economic Development Authority of Botetourt County, Virginia  
\$30,790,000 Public Facility Lease Revenue Bonds (Botetourt County Projects)  
March 30, 2022
  
- 321) Scott County Public Service Authority  
\$456,543 Water and Sewer Revenue Bond  
(Nickelsville Wastewater Treatment Plant Project)  
April 28, 2022
  
- 322) Town of Vinton  
\$710,808 General Obligation Bond  
May 4 2022
  
- 323) Town of Marion  
\$406,658 General Obligation and Water and Sewer Revenue Bond  
May 13, 2022
  
- 324) City of Covington  
\$6,556,118 Water and Sewer Revenue Bond  
May 19, 2022
  
- 325) The Lee County Public Service Authority  
\$167,500 Water and Sewer Revenue Bond  
(Giles Hollow Community Water Project Phase I)  
June 23, 2022
  
- 326) Town of Pulaski  
\$2,686,309 General Obligation and Water and Sewer Revenue Bond  
August 2, 2022
  
- 327) Town of Chilhowie  
\$2,469,000 General Obligation Refunding Bond (Tax-Exempt)  
August 3, 2022
  
- 328) Wise County Public Service Authority  
\$625,000 Water and Sewer Subordinate Revenue Bond  
August 4, 2022
  
- 328) Economic Development Authority of Amherst County  
\$1,250,000 Taxable Authority Facility Revenue Bond  
August 5, 2022
  
- 329) City of Norton  
\$255,912 General Obligation and Water and Sewer Revenue Bond  
October 7, 2022

- 330) Westmoreland County Public Service Authority  
\$1,232,208 Lease Revenue Bond  
(Cabin Point Beach Shoreline Project)  
October 28, 2022
- 331) New River Regional Water Authority  
\$4,835,000 Water and Sewer Revenue Bond  
November 16, 2022
- 332) Pulaski County Public Service Authority  
\$1,534,000 Water, Sewer and Solid Waste Revenue Bond  
November 17, 2022
- 333) The Lee County Public Service Authority  
\$381,366 Water and Sewer Revenue Bond  
(St. Charles Waterline Replacement Project Phase III)  
December 1, 2022
- 334) Town of Saint Paul  
\$536,840 General Obligation and Water and Sewer Revenue Bond  
December 21, 2022
- 335) Town of Marion  
\$1,044,800 General Obligation and Water and Sewer Revenue Bond  
December 21, 2022

Updated 12/21/2022



TOWN OF ALTAVISTA  
TOWN COUNCIL WORK  
SESSION  
February 28, 2023  
AGENDA COVER SHEET

AGENDA ITEM #: 4.3

**UNFINISHED ITEMS-Referred From Previous Meetings**

**Title:**

**Engineering Services for the Sedimentation and Solids Handling Project**

**Staff Resource: Tom Fore, Public Services, and Tobie Shelton, Finance Director**

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**Action(s):**

Staff recommends Dewberry Engineering Inc. to do the engineering services work for the Sedimentation and Solids Handling Project

**Explanation:**

The Virginia Department of Health required advertising for Engineering Services according to their procurement guidelines. The town followed the procurement guidelines required for federal funding and sought out MBE/WBE Engineering Services. The town received 2 (two) proposals which are attached.

**Background:**

The town council asked staff to proceed with procuring the necessary services that are needed to take care of the Engineering services of the Sedimentation and Solids handling project.

**Funding Source(s):**

VDH/VRA Funding, Included in the CIP 2023 request.

**Attachments:** *(click item to open)*

*attachment 1. Peed & Bortz proposal*

*attachment 2. Dewberry Proposal*



**Request for Proposal**  
**Town of Altavista**



**Altavista Water Plant Sedimentation and  
Solids Handling Improvement**  
**Request for Qualifications/Proposal**

January 17, 2023

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**Peed & Bortz, LLC**  
**Civil and Environmental Engineers**

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## **Table of Contents**

<b>INTRODUCTION/SCOPE OF SERVICES</b>	<b>1</b>
<b>I. GENERAL BACKGROUND OF THE FIRM</b>	<b>1</b>
<b>II. AVAILABLE RESOURCES (PRESENT PERMANENT STAFF AVAILABILITY)</b>	<b>3</b>
<b>III. SUBCONSULTANTS</b>	<b>3</b>
<b>IV. RANGE OF SERVICES</b>	<b>4</b>
<b>V. EXPERIENCE WITH SIMILAR “AS NEEDED” GENERAL ENGINEERING CONTRACTS INCLUDING REFERENCES</b>	<b>5</b>
<b>VI. EXPERIENCE WITH SIMILAR INFRASTRUCTURE PROJECTS</b>	<b>8</b>
<b>VII. QUALIFICATIONS OF PROPOSED PROJECT MANAGER AND OTHER KEY PERSONNEL</b>	<b>14</b>
<b>VIII. FAMILIARITY WITH FEDERAL AND STATE GRANT/LOAN PROGRAMS</b>	<b>16</b>
<b>IX. PROXIMITY TO THE TOWN OF ALTAVISTA</b>	<b>17</b>
<b>X. EXISTING KNOWLEDGE OF THE TOWN OF ALTAVISTA</b>	<b>17</b>
<b>XI. PROPOSED PRESENTATION</b>	<b>18</b>
 <b>APPENDICES</b>	
<b>A. Master Engineers and Designers, Inc. Rates</b>	
<b>B. Resumes</b>	

## Introduction/Scope of Services

Peed & Bortz, LLC was founded in 1998 by Mr. C. Elvan Peed, PE and Mr. Scott Bortz, PE, and is located in Christiansburg, Virginia. Our staff consists of five licensed professional engineers and three technicians/specialists. In addition, we have previously employed full-time construction inspectors for multiple projects. We specialize in water and wastewater treatment and distribution systems, but have experience with master planning, site design, road design, and telemetry and control systems. We also regularly partner with select sub-consultants to expand our available services, including surveying, structural design, and geotechnical engineering.

Peed & Bortz, LLC is presenting qualifications and experience to provide the following services to the Town. Unless otherwise noted, Peed & Bortz, LLC will be the lead firm for that service:

- Construction Inspections\*
- Structural Design Services (Master Engineers and Designers)
- Environmental Engineering Services
- SCADA Engineering Services (Peed & Bortz with Master Engineers and Designers)
- Utility Construction Design (Armstrong for surveying and ECS for geotech)

The primary focus of the firm's engineering work is public sector water and sewer utilities. From water treatment and distribution to wastewater collection and treatment, approximately 90% of our commissions are in this field. Following is a general listing of the types of projects and services Peed & Bortz has been involved with:

- Conceptual Design/Planning
- Preliminary Engineering Reports
- Final Design, Including Bidding, Contracting, and Construction Administration
- Resident Project Representation
- Operational Assistance
- Water Distribution Hydraulic Analyses
- Water Treatment Studies
- Water Supply Planning Studies
- Wastewater Collection Hydraulic Analyses
- Wastewater Treatment Studies
- Utility Rate Studies

## I. General Background of the Firm

Our engineers have all previously worked for larger firms and chose to form or join Peed & Bortz because we believe that we can provide a better service to our clients as a smaller firm. The majority of our staff are licensed engineers, and we spend most of our time assisting clients with engineering tasks. Since we don't feel the need to maintain high overhead resources such as marketing departments and vehicle fleets, we are able to keep our operating expenses low. Often that keeps our engineering fees lower than other firms, but the greater benefit is that we can apply more engineering resources to our client's needs to make sure they receive a cost effective, quality engineering solution that is well planned, energy efficient,

thoroughly detailed to minimize possible change orders, construction friendly to reduce bids, and easy to maintain and operate. It also means that we do not need to maintain a project backlog to cover overhead costs, which allows us to respond better and more quickly to client's needs.

Some of the specific benefits which we feel distinguish us from other firms are:

- **Responsiveness** – Most of our clients are repeat clients and call us when they have high priority or short deadline projects. We work with the Wythe County Joint IDA to prepare site layout plans and cost estimates for their site prospects. These are usually given on short notice and require high quality products. On one occasion, we were able to design and have a site finish-graded for the industry within three months.
- **Follow Through on Regulatory Reviews** – Reviews often occupy a significant portion of project designs; however, this review period can be greatly reduced with planning, attentiveness by the engineer, and communication with the regulators. Working with William Monroe of the ACSA on a high priority booster station at Mill Creek Lane, we completed the design and received a VDH Construction Permit within thirty days.
- **More Engineer Involvement in Design** – Our engineers have many years of experience, and we feel that clients get a better product and value when that experience is directly put to work on their project.
- **Cost-Conscious Design** – We have great respect for the client's construction budgets and make the extra effort to identify and consider cost saving alternatives and construction methods.
- **Product Driven** – We are committed to providing our clients with products which meet their needs. This means doing whatever it takes before, during, and after design. We understand that this often involves work beyond the strict scope of an agreement proposal, and we strive to complete the work without additional engineering fees. We typically do not track time spent on lump-sum projects as we never want that to discourage spending more time if it will help the product.
- **Continuity** – We feel that there is a great benefit which comes from having the same people working on a project from start to completion. Since our engineers are all partners in the firm, we don't expect employee turn-around to be an issue. In over twenty five years of business, none of our engineers have left the firm.
- **Large and Small Project Capability** – We feel that our company philosophy and capabilities translate equally well to large and small projects. In addition to numerous utility extension and pump station projects, we have designed multi-million gallon per day treatment facilities. One example is the New River Water Authority's 4.0 MGD water treatment facility, which we designed and carried through construction. The project was completed six months ahead of schedule.

We feel that these values distinguish us and would allow us to continue to provide Altavista with the quality of professional engineering services that is deserved.



## II. Available Resources (present permanent staff availability)

We currently have signed contracts for work that we estimate obligates approximately 65% of available firm man-hours for the next four months, and decreasing after that period.

Current workloads for primary project team members are listed below:

Mr. Jackson's current workload includes:

New River Regional WTP Expansion	NRRWA
Pump Station Upgrades	Augusta County
Dayton WTP Expansion (Construction Admin)	Town of Dayton

Mr. Bortz's current workload includes:

Altavista WWTP PH II/III Electrical Improvements (CA)	Town of Altavista
Hurt DBP Phase I and Phase II	Town of Hurt
Roanoke Street Water Replacement (CA)	Town of Christiansburg
Barrett Mill Water Extension	Wythe County
Dunford Road Water Extension	Wythe County
Route 94 Water Replacement	Wythe County

## III. Subconsultants

Peed & Bortz, LLC has assembled a team which will supplement our extensive experience. These subconsultants will be available for designated assignments. Firm Overviews are noted below for the following:

Master Engineers and Designers, Inc.	Lynchburg, Virginia
Engineering Consulting Services (ECS)	Roanoke, Virginia
Armstrong Land Surveying, LLC	Gretna, Virginia

Peed & Bortz, LLC has successfully worked with all of the sub-consultants on prior projects. All team members believe in responsiveness to our clients and to the other team members.

Master Engineers and Designers, Inc. worked with Peed & Bortz, LLC most recently on the Phase II/III Electrical Upgrade project at the Altavista Wastewater Treatment plant and the VDEM Generator project. Master Engineers and Designers, Inc. provided electrical design for the project and structural services for a new power building and generator pad including heating/ventilation design for the building. Grant Beasley served as the lead contact for the plant project and will serve in the same capacity for future Town of Altavista projects. We will use Masters for the WTP electrical improvements and structural renovations should we be selected for this work.

ECS worked with Peed & Bortz, LLC as the geotechnical engineer sub-consultant on numerous projects. ECS has performed a number of geotechnical reports in conjunction with sub-surface borings for water tank projects. ECS provided the design for the geofabric/stone foundation for the questionable soils under the new power building and generator pad at the WWTP. Brian Wyatt served as the lead contact for his firm for the geotechnical reports and will serve in the same capacity for future Town projects. While we do not anticipate a need for geotechnical work on this project, we have noted this team member.

Armstrong and Associates, Inc. worked with Peed & Bortz, LLC on a number of survey support projects. Armstrong and Associates recently relocated to Gretna with close proximity to Altavista. Armstrong has

provided the Ridgeway Avenue area topography survey and the topo/boundary survey for the Altavista Public Works compound. Rich Armstrong will serve as lead project surveyor for Town of Altavista projects. While we do not anticipate a need for survey work on this project, we have noted this team member.

## **IV. Range of Services**

We at Peed & Bortz are very confident that we have the resources and staff to provide responsive high quality engineering services to the Town. As described above, our engineers have many years of experience, and we feel that clients get a better product and value when that experience is directly put to work on their project. This was one of our primary goals when we established our firm, and it remains a key component of our approach. All of our engineers have at least 25 years of experience providing similar engineering services for municipalities. We work on all phases of a project from preliminary planning and feasibility study through final design and construction. We feel that this continuity and direct involvement with each project allows us to complete work more efficiently to meet deadlines while also being able to better address project details so that facilities will be cost effective and easy to operate. We also approach all projects as a team in order to fully utilize specialized skills while increasing our responsiveness and ability to meet or exceed deadlines.

### Construction Inspections:

While Peed & Bortz can and has provided a resident project representative (RPR) in the past, we prefer to work with the Owner to procure an RPR separately. We believe that an Owner-controlled RPR works best as the Owner can dictate how much time is spent on the project in order to reduce inspection costs. A directly procured RPR will also save the Owner money by removing the Engineer markup on these services.

### Structural Design Services:

All services listed in the RFP will be provided by Master Engineers through Peed & Bortz.

### Environmental Engineering Services:

We anticipate that all environmental engineering services necessary for this project will be provided by Peed & Bortz. If sampling, GIS mapping, or SPCC planning is required, Peed & Bortz will utilize a subconsultant for this portion of work.

### SCADA Engineering Services:

We anticipate that all SCADA evaluation and design services for this project will be provided by Peed & Bortz with assistance from Master Engineers and Designers.

### Utility Construction Design:

We anticipate that all design services for this project will be provided by Peed & Bortz with assistance from Master Engineers and Designers (electrical), Armstrong (surveying), and ECS (geotechnical). Surveying and geotechnical investigations are not anticipated with this scope of work.

See the listed hourly fee rates below for Peed & Bortz and Appendix A for Master Engineers and Designers, Inc. as these two will provide most of the services required for this RFP. Additional subconsultant rates can be provided if requested. Per the notes in the RFP, Peed & Bortz will be able to discuss and negotiate during the selection process.

Classification	Rate
Project Manager	\$130/hour
Project Engineer	\$100/hour
Technician	\$90/hour
Mileage	\$0.625/mile or posted Federal standard
Reimbursables	Cost plus 15%

If selected for this project, we will work with Town staff to determine a lump-sum or hourly based agreement including man-hour projections.

Peed & Bortz’s annual gross revenue is typically between \$750,000 and \$1,000,000.

## **V. Experience with Similar “as needed” General Engineering Contracts including references**

Peed & Bortz, LLC values our current relationship with the Town of Altavista and we were fortunate to assist the Town with the 2019 Open-End contract. Our most valuable service is our responsiveness to time sensitive requests from Town staff. We have promptly provided sketches, estimates and technical assistance to Town staff, typically with same or one-day turnaround. Additionally, our designs include recommendations to minimize construction costs and we recommend design approaches which will save Town money. We believe this responsiveness and cost-consciousness has and will continue to make Peed & Bortz, LLC a valued partner with the Town of Altavista.

Peed & Bortz, LLC values our relationship with municipalities similar to Altavista, to provide engineering support as needed for a variety of projects. These relationships are based on a deep respect for the municipalities’ goals of providing high quality cost conscious infrastructure to serve the needs of its citizens. We maintain similar “as needed” Engineering Contracts with the Town of Hurt, the Town of Wytheville, Wythe County, the Town of Round Hill, Rockingham County, and the Augusta County Service Authority. We estimate that repeat work for these clients represents more than 90% of our project history. Through continued work with repeat clients, we’re able to gain a comprehensive understanding of the municipality’s infrastructure and needs as well as develop close relationships with the staff. This allows us to be more responsive to specific urgent requests while also being able to consider broader impacts and needs of the municipality’s systems

Our responsiveness extends beyond assistance to Town staff regarding utilities and drainage issues. We have provided dozens of industrial prospect site layout sketches including earthwork, utility extension, roadway extension schematics and construction estimates for Wythe County. We also pride ourselves in our ability to maximize funding dollars for the client. When projects come in under budget or funding deadlines are closing in, Peed & Bortz, LLC works with the municipality’s staff to determine how and where to spend the remaining funds. When RD funding was nearing an expiration date, we completed a tank aeration system for Wythe County which required a very tight bid and construction schedule to

spend allocated funding money. We also structure construction contracts into smaller sub-divisions in order to take advantage of smaller contractors' ability to price smaller size jobs. When a major waterline project came in above budget with a single bid, we divided the project into three subdivisions and brought the construction work in under budget. Additional construction contracts require additional engineering design and construction administration resources but will allow a municipality to maximize construction dollars.

Peed & Bortz, LLC understands the requirements of maintaining good records and proper inspection of system components. We will work with the Town to fairly evaluate the infrastructure and budgets in order to fairly assess the Town's system capabilities. Peed & Bortz, LLC likes to consider ourselves an extension of our client's staff as we understand that we are all working together for a common goal. Following, is a partial list of projects in which Peed & Bortz, LLC performed general civil consulting services.

### **Civil Engineering**

Open-End Contract  
Town of Altavista  
Town of Wytheville  
Wythe County  
Rockingham County  
Town of Hurt  
Town of Round Hill  
City of Radford  
Augusta County Service Authority  
Rockingham County

### **System Inspection as Required by Bond Trust Indenture**

Rockingham County  
City of Radford

### ***REFERENCES***

Listed below is contact information for Peed & Bortz municipal clients for whom we have provided services similar to this project.

Rockingham County  
Mr. Philip Rhodes – Director of Public Works  
20 East Gay Street  
Harrisonburg, VA 22802  
(540) 564-3020

Wythe County  
Mr. Don Crisp - Director of Water & Wastewater  
Mr. Stephen Bear – County Administrator  
340 South 6th Street  
Wytheville, VA 24382  
(276) 223-4500



Town of Round Hill  
Mr. Marty Feltner – Utilities Supervisor  
23 Main Street  
Round Hill, VA 20142  
(540) 338-4772

Town of Hurt  
Mr. Gary Hodnett-Mayor  
5333 Pocket Road  
Hurt, VA  
(434) 608-0554

Augusta County Service Authority  
William Monroe, PE - Director of Engineering  
18 Government Center Lane  
Verona, VA 24482  
(540) 245-5678

## VI. Experience with Similar Infrastructure Projects

Relevant Experience: Peed & Bortz is extremely pleased to have worked with the Town of Altavista since 2016 as well as providing assistance to numerous municipalities with a number of water projects, including the following:

- Filter Improvements-Altavista WTP (Town of Altavista)
- Hurt DBP Phase I and Phase II Improvements (Town of Hurt)
- VDEM Generators (Town of Altavista)
- Clarion Road Water Extension (Town of Altavista)
- Filter Improvements-Altavista WTP (Town of Altavista)
- SVMP Utility Service Report (Altavista, Hurt, SAMMET)
- New River Regional Water Authority 2.0 MGD WTP Expansion
- Water Treatment Plant Improvements, Town of Gretna
- Water Treatment Plant Improvements, Town of Woodstock
- Churchville - Ashby Well #6, Augusta County Service Authority (Membrane)
- Three Springs, Rockingham County (Membrane)
- Coals Run, Augusta County Service Authority (Membrane)
- Filter Improvements, Blacksburg, Christiansburg, VPI Water Authority
- New River Regional Water Authority 4.0 MGD Water Treatment Plant
- Water Treatment Plant, Town of Fries
- Well/Treatment Investigation, Town of Wytheville

In addition to our experience with the Town, samples of other projects demonstrating our relevant engineering experience are included on the following pages. If additional information is desired, we are happy to provide project profiles or additional information on these or many other applicable Peed & Bortz projects.

### WWTP Expansion and BNR Upgrade: Round Hill, Virginia

Peed & Bortz recently designed and provided construction administration services for the Town of Round Hill's wastewater treatment plant expansion and BNR upgrade.

The project included expansion of the treatment plant from 0.5 MGD to 0.75 MGD capacity with the addition of a third sequencing batch reactor (SBR). It also included modifications to the treatment system to provide advanced biological nitrogen removal and biological and chemical phosphorus removal to meet the stringent permit requirements of the Chesapeake Bay watershed.

Improvements included upgrade and conversion of existing SBRs from surface aeration to diffused aeration, modification of SBR operating parameters, addition of chemical feed systems for phosphorus removal, a new UV disinfection system, pumping and piping upgrades, and the installation of a new sludge press dewatering system. Recent post-upgrade testing results have consistently indicated effluent Total Nitrogen at 2mg/L or less and effluent Total Phosphorus



at 0.2mg/L or less. Local funding was utilized. Russell Jackson and Keith Lane were involved in this project. Completion 2011.

Contacts: Marty Feltner – Utilities Supervisor  
(540) 338-4772,  
Town of Round Hill, Virginia  
23 Main Street  
Round Hill, VA 20142

### **Highland Park and Belmont Sewer Pump Stations: Rockingham County, Virginia**

This project replaced two existing sanitary sewer pump stations, which were failing and in need of replacement. The previous Highland Park station included concrete wetwell and drywell vaults which were failing structurally and pumps which were difficult to maintain. A new submersible style pump station was constructed at the existing site and included all new structures and equipment. Capacity of the existing station was increased from 0.45 MGD to an initial 0.75 MGD rate. This can be further increased to 1.0 MGD with installation of a third pump. Design challenges included a limited work area in the midst of an upscale subdivision, as well as the need to maintain operation of the old station until switchover. The previous Belmont station was also a wetwell/drywell type and was replaced at the existing site. At that site, there was strong desire to abandon the drywell for safety concerns. The existing wetwell was in good condition but did not provide adequate depth for installation of submersible pumps. The site also did not include adequate area for a new wetwell. The replacement 0.45 MGD station was designed with a package suction lift pump skid with suction piping routed to the existing wetwell. This allowed the new system to be installed and placed in operation, prior to demolishing the previous drywell. New standby generator and controls were also installed.



Contact: Philip Rhodes - Director of Public Works  
Rockingham County  
20 East Gay Street  
Harrisonburg, VA 22802  
(540) 564-3020



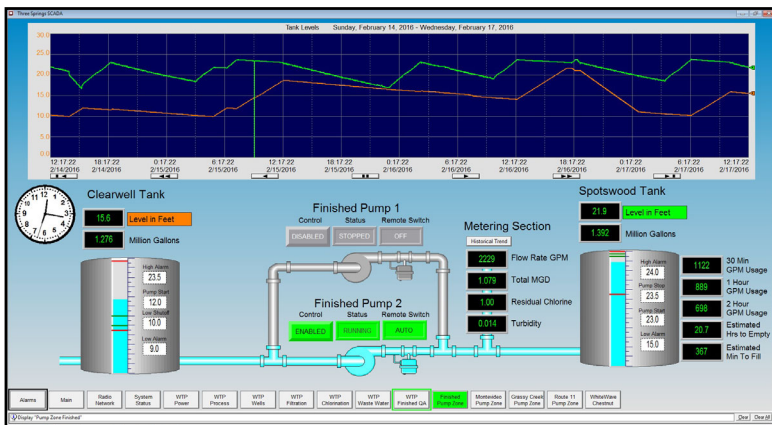
### Three Springs WTP Improvements: Rockingham County, Virginia

Rockingham County operates the 4.0 MGD Three Springs Water Treatment Facility which treats water from two high yield groundwater wells. The wells were developed in 1987 and a diatomaceous earth (DE) treatment facility was constructed in 1997. In 2013, Peed & Bortz prepared an evaluation of the facility to study alternatives to improve operations and address maintenance needs. The DE filters had produced high quality filtrate throughout their life; however, they were beginning to show signs of breakthrough and were in need of significant maintenance. They were also considered to have some inherent operational disadvantages, including a permitting requirement for full time attendance during operation and high pressures required for backwash. The evaluation recommended replacement of the DE filters with membrane filtration equipment which could operate without fulltime operator attendance and would require lower supply pressures.

Improvements included a 3,500 square foot building addition, a 4.0 MGD membrane microfiltration system (consisting of two 2.0 MGD Pall AP-8 units), semi-bulk liquid hypochlorite feed equipment, backwash settling tank discharge pump system, and a tablet dechlorination system. The original 250 HP well pumps were also replaced with 100 HP lower head, higher efficiency pumps to supply the membrane system (each membrane system includes a 60 HP transfer pump).

In order to expedite construction and reduce costs, Peed & Bortz worked with the County to procure the membrane filtration equipment directly and prepare separate contracts for the building expansion, mechanical and electrical work, and SCADA system installation. Peed & Bortz prepared plans, specifications, and procurement documents for each component. Construction of the building began in June 2014, and the membrane equipment installation was completed and in operation by December 2014. The original DE system remained in operation throughout construction, with full switchover to the new system completed within two days. The upgraded facility has performed extremely well and significantly reduced operational staffing requirements and expense. A separate procurement package was prepared for a new SCADA system for the treatment plant and full water distribution system. The SCADA system was completed in 2016.

Contact: Philip Rhodes - Director of Public Works  
Rockingham County  
20 East Gay Street  
Harrisonburg, VA 22802  
(540) 564-3020





### **Effective Water Storage Improvements: Town of Christiansburg, Virginia**

The Town of Christiansburg had lost effective water storage in one of their main pressure zones, due to development of high elevation houses in multiple sections of the service area. In order to maintain minimum 20 psi pressure to these connections, the Town was required to keep the water storage tank near full elevation. As a result, VDH had reduced the Town's effective storage and permitted capacity. The Town had a Preliminary Engineering Report prepared by another engineering firm and approved by VDH. That report recommended construction of three new hydropneumatic stations, which would maintain pressure to the three high elevation developments and would allow the Town to reclaim full effective storage in the tank. The Town planned to construct these stations in three phases with separate designs and construction contracts for each.

In 2012, the Town procured professional engineering services for design of the first station. Peed & Bortz was selected and proposed a constant pressure booster station in lieu of a hydropneumatic tank. Constant pressure stations use variable speed drives to operate pumps and adjust output to maintain near constant pressure discharge in the system. Compared to a conventional hydropneumatic station, a constant pressure station is much less costly to construct without the requirement for a large pressure tank, is more energy efficient, provides improved stable discharge pressure, and reduces wear on the pumps through less frequent starts and stops. Peed & Bortz and the Town visited a similar station to inspect the equipment and discuss with the operators. The Town was impressed with the station and selected to proceed with that option.



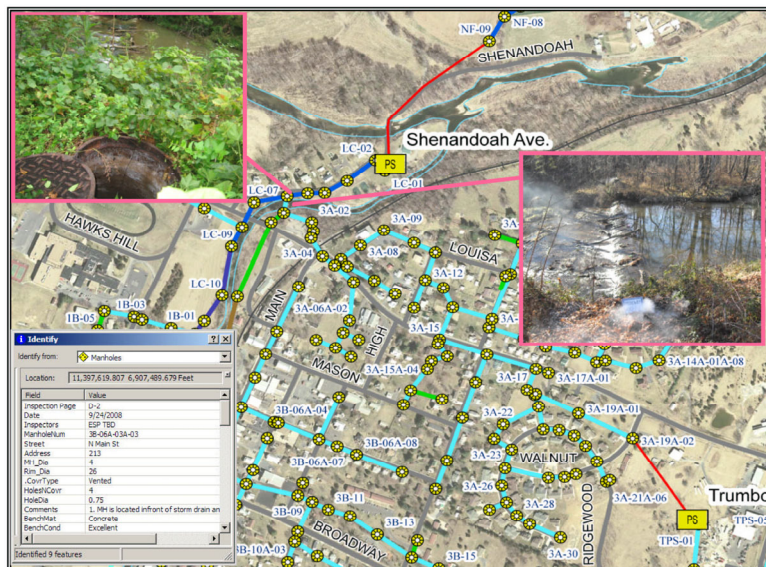
During design of the new Phase 1 (Buffalo Tank) station, Peed & Bortz noted that 1,300 feet of 6" water line could be installed to connect the Phase 1 and Phase 2 high elevation areas. This would have negligible impact on the cost of the Phase 1 station and eliminate the expense of constructing and operating the originally planned Phase 2 station. The Town agreed with this was preferable, so the station was designed for the additional connections and the line work was included in the contract documents. The Buffalo Tank Booster Station and line extension project was completed and placed in operation in 2014 to serve the Phase 1 and Phase 2 areas. This work was completed for approximately half the estimated cost of the originally planned Phase 1 hydropneumatic station.

Peed & Bortz later designed a similar constant pressure station for the Phase 3 service area. As with the previous station, separate equipment procurement packages were prepared for the package pump system and generator, and the installation and remaining work was bid to contractors. This Phase 3 (Lubna) Booster Station was completed and placed in service in 2016. With the project completed, the Town's ground storage tank was approved as 100% effective storage and VDH restored the zone's full permitted capacity. The total cost for all improvements to serve the three areas (phases) was completed for approximately the same amount originally estimated for just the Phase 1 improvements.

Contact: Justin St. Clair, PE - Assistant Director of Engineering  
Town of Christiansburg  
100 East Main Street  
Christiansburg, VA 24073  
(540) 382-6120 Ext. 1166

## Sanitary Sewer Evaluation Survey (SSES): Broadway, Virginia

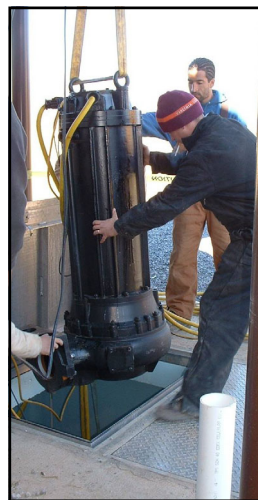
As a part of the upgrade of its WWTP, the Town was required by DEQ to survey its entire sewer collection system and develop a systematic inventory of components and related maintenance needs. Utilizing ESRI ArcMap software, Peed & Bortz developed a GIS database incorporating attributes such as pipe size, material, slope, and manhole condition and repairs needed. Pipe video inspections, flow measurements, and smoke testing were also performed and incorporated into the database. Deliverables included the bound SSES document with detailed prioritized recommendations, schedules, and cost estimates. The database was presented on CD. Under a separate contract, similar services were provided for the Town of Timberville. Russell Jackson and Martin Jansons were involved in this project. Completed 2009.



Contact: Kyle O'Brien - Town Manager  
Town of Broadway  
P.O. Box 156  
Broadway, VA 22815  
(540) 896-5152

## Reed Creek Interceptor, Pump Station, and Force Main: Wythe County, Virginia

This project constructed a wastewater collection system capable of handling the sanitary discharge from the northern half of Wythe County Progress Park, including the Gatorade plant. Two creek crossings, a Norfolk Southern rail crossing, and coordination with VDOT for a force main paralleling a roadway were required. The project includes 21,000 LF of 24" gravity pipe in the upper portion. The pump station lifts 950 GPM minute through 11,000 LF of 12" force main into the Max Meadows collection system. This facility has the capability to be expanded to approximately 2,900 GPM with pump and operational sequencing modifications. Local funding was utilized. Elvan Peed and Scott Bortz were involved in the design and construction phases. Completed 2008.



Contact: Don Crisp - Director of Water & Wastewater  
Wythe County  
340 South 6<sup>th</sup> Street  
Wytheville, VA 24382  
(276) 223-4500



## Grahams Forge Sanitary Sewer Extensions - Phases 1-3: Wythe County, Virginia

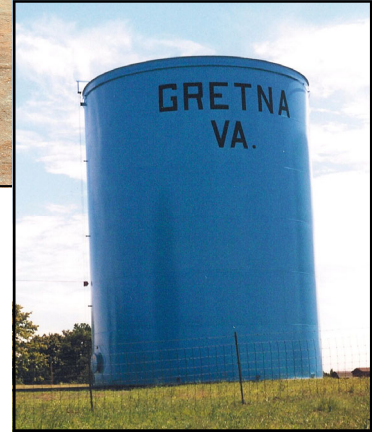
The initial phase of this project was constructed to serve a new commercial area at I-81 Exit 84 and LMI (low to moderate income) residents within an existing subdivision in the Graham's Forge area of Wythe County. Phase 1 consisted of 11,700 LF of 8" gravity sewer line and 9,200 LF of 6" force main, as well as a 200 GPM pump station. It included four main line road bores, numerous service line crossings of US Route 11, and required a VMRC creek crossing permit. The design was submitted to the DEQ Abingdon office, and the DEQ Certificate to Construct was obtained. The first phase was completed in 2004. Phase 2, completed in 2010, included an additional 200 GPM pump station, 9,600 LF of gravity line, and 4,700 LF of force main. Phase 3, completed in 2014, included 2 additional pump stations, 7,000 LF of gravity line, and 4,500 LF of force main. Elvan Peed, Russell Jackson, Keith Lane, Martin Jansons, and Scott Bortz were involved in these projects. USDA/RD funding was utilized for Phase 1, DEQ/ARRA funds for Phase 2, and conventional DEQ funds for Phase 3.



Contact: Don Crisp - Director of Water & Wastewater  
Wythe County  
340 South 6<sup>th</sup> Street  
Wytheville, VA 24382  
(276) 223-4500

## Various Infrastructure Improvements: Town of Gretna, Virginia

Since the firm's inception, Peed & Bortz has assisted the Town of Gretna with planning, design, and construction phase services for several water and sewer system improvements, including water line additions and replacements, a new ground water storage tank, water tank rehabilitation, a raw water intake and pump station, water treatment plant improvements, sewer line extensions, and a sewer pump station. Street improvements projects have included new curb and gutter and sidewalk replacement. Russell Jackson, Scott Bortz, and Elvan Peed are typically involved in these projects.



Contact: Keith Motley – Town Manager  
Town of Gretna  
P.O. Box 602  
Gretna, VA 24557  
(434) 251-2780

## VII. Qualifications of Proposed Project Manager and other Key Personnel

Water and wastewater related municipal services are the core focus of Peed & Bortz. Our engineering professionals have over 100 years of combined experience. Our engineers are the designers, the client contacts, and the business owners. If selected for this contract, the personnel representing Peed & Bortz, LLC will be the project managers and engineers directly involved in the projects. We pride ourselves on not only owning the firm, but also doing the work. This is important to our clients because they know whom they will be dealing with throughout the course of an assignment. It also means that our 100 years of experience will be applied to the Town's projects at all stages.

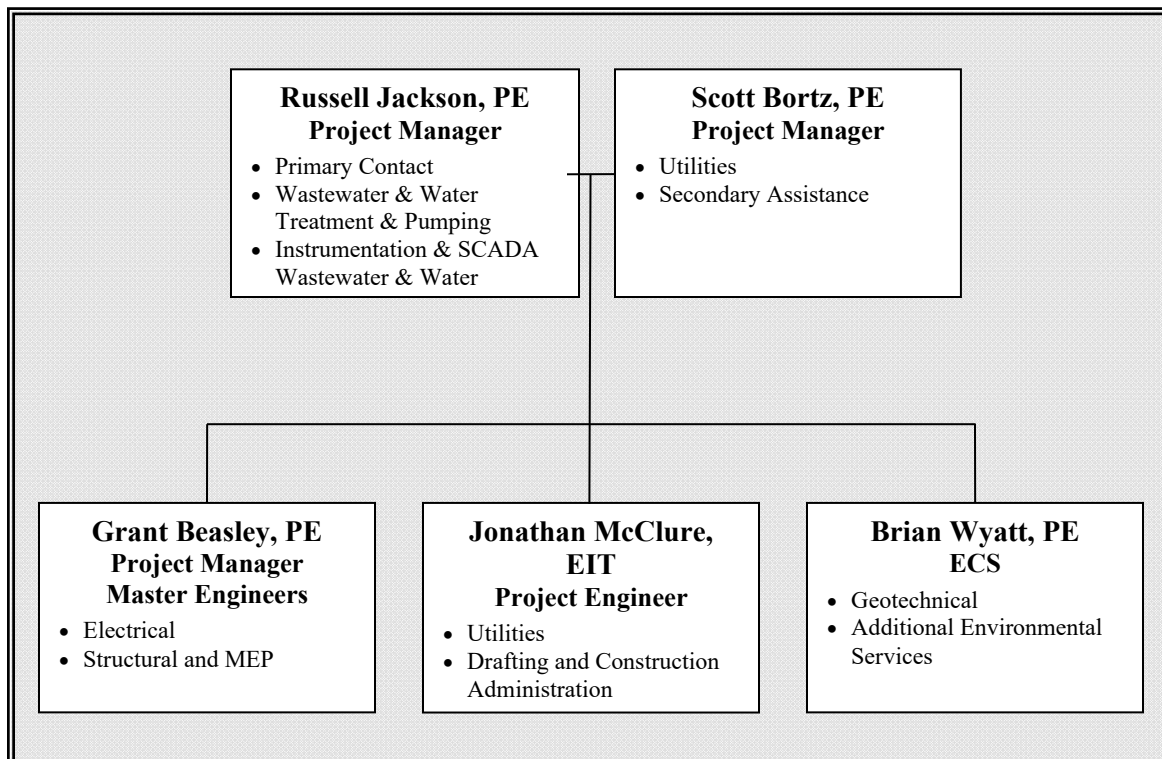
The following individuals are the professional personnel who will be available to work on assigned projects:

Russell Jackson, PE  
Scott Bortz, PE  
Jonathan McClure, EIT

Resumes of each these individuals as well as the primary subconsultant engineers are included in Appendix B.



The following chart illustrates our proposed personnel staffing for this Term Contract.



## VIII. Familiarity with Federal and State Grant/Loan Programs

Peed & Bortz, LLC has extensive experience with a number of Federal and State Grant/Loan programs including, but not limited to:

- VA Dept. of Health (VDH)- Virginia Drinking Water State Revolving Fund (DWSRF)
  - Gretna STAG Grant Water Extension: Town of Gretna
  - North Gretna Water Improvements (STAG): Town of Gretna
  - Barren Springs Water Extension Division I: Wythe County
  - Lilly Water Project: Rockingham County
  - Countryside Water Project: Rockingham County
- USDA Rural Development (RD)-Water and Waste Disposal Loan and Grant Program
  - Raper Ridge Water Storage Tank: Wythe County
  - Rickey Road Water Extension: Wythe County
  - Barren Springs Water Extension Division II and III: Wythe County
  - Speedwell Phase I Water Extension: Wythe County
  - Speedwell Phase II Water Extension: Wythe County
  - Wytheville to Rural Retreat Water Extension: Wythe County
  - Grahams Forge Phase I Sanitary Sewer: Wythe County
  - Speedwell Phase I Water Extension: Wythe County
- Department of Housing and Community Development (DHCD)-Community Development Block Grant (CDBG)
  - 2006 CDBG Grant: Town of Gretna
  - East Gretna DHCD Water Extension: Town of Gretna
- Tobacco Indemnification Commission Grants (TICR)
  - North Gretna Water Improvements (TICR): Town of Gretna
  - Whitethorn Creek Raw Water line: Town of Gretna
  - Whitethorn Creek Raw Water line Phase II: Town of Gretna
  - Whitethorn Creek Raw Pump Station: Town of Gretna
  - Gretna Industrial Park Offsite Utilities: Town of Gretna
  - Gretna Industrial Park Onsite Utilities: Town of Gretna
  - Gretna Industrial Park Sanitary Sewer Completion: Town of Gretna
- Department of Environmental Quality- Virginia Clean Water Revolving Loan Fund (VCWRLF)
  - Grahams Forge Phase II Sanitary Sewer Improvements: Wythe County
  - Grahams Forge Phase III Sanitary Sewer Improvements: Wythe County
  - Greenville Sewer Project: Augusta County
- VDOT- Local Administered Projects (LAP)
  - Progress Park West Connector Road: Wythe County
- VDOT- Intermodal Surface Transportation Efficiency Act (ISTEA)
  - Narrows Farmers Market: Town of Narrows
- Economic Development Administration (EDA)
  - Progress Park Phase II Improvements: Wythe County
- Department of Environmental Quality- Leaking Underground Storage Tank Program Funding
  - Wolfenden Water Project: Town of Woodstock
- Department of Environmental Quality- Leaking Underground Storage Tank Program Funding
  - Wolfenden Water Project: Town of Woodstock



## **IX. Proximity to the Town of Altavista**

Peed & Bortz, LLC is located in Christiansburg, Virginia approximately 90 miles southwest of Altavista. We have been serving the Town of Altavista during the current open-end contract and routinely make visits to Town. We believe there is no substitute for boots-on-the-ground site visits and face-to-face meetings with Town staff. Our office information is as follows:

**Peed & Bortz, LLC**  
20 Midway Plaza Drive, Suite 100  
Christiansburg, VA 24073  
Phone: (540) 394-3214  
Fax: (540) 394-3215  
Email: [engineer@peed-bortz.com](mailto:engineer@peed-bortz.com)

## **X. Existing Knowledge of the Town of Altavista**

Peed & Bortz, LLC has worked with the Town staff over the past seven years and we feel that our experience has allowed us to understand the Town's infrastructure, capabilities, and general needs. We have focused on the Town's needs regarding water and wastewater systems but also have assisted with public works related issues. During this contract period, Peed & Bortz, LLC has become more familiar with the Town's water system including water model, pressure zones, tank usage and connections to Hurt

and CCUSA. Our Town experience spans from the large first phase of the multi-million dollar WWTP electrical upgrade project to minor small drainage and Town standards projects.

In addition to understanding the Town's existing water and wastewater facilities, Peed & Bortz, LLC is very familiar with the Town's water source and the Klopman Mills sources. We have done two reports on the evaluation of the Klopman Mills utility infrastructure. The first report was for a Feasibility Study to assess the value of the water withdrawal and treatment facilities for use as a potable water supply, to estimate the cost to supply water and sewer service to the manufacturing buildings, and to provide the Town with a recommendation regarding acquisition of these facilities. The more recent SVMP report looked at the existing and future expansions of the utility systems for prospective industrial use.

Our project team is nearing construction completion on the Phase II/III electrical upgrades to the Town wastewater treatment plant (WWTP). We have been working closely with Town staff to ensure this project provides for the ultimate upgrades for the entire plant's electrical system. Town staff have been instrumental in assistance with this project with their knowledge of the plant layout and the plant systems. Between this work on the electrical systems and our previous SVMP evaluation report, Peed & Bortz staff is extremely familiar with the Town's WWTP.

Peed & Bortz has also been assisting Town staff with public works related projects. We have assisted Town staff in dealing with drainage issues, environmental questions, and the design/construction process for a new salt dome facility. These type of inquiries are exactly what an open-end contract facilitates; getting guidance and assistance from our personnel. We work with Town staff to look at multiple alternatives for designs including construction estimates for different levels of construction work. After Town staff input, we often revise our initial recommendations/estimates to reflect suggested modifications. The Ridgeway Avenue project is a great example of Peed & Bortz working with Town staff in proposing multiple options for solutions to a drainage issue.

We have been fortunate to provide assistance and proposals for other specialized requests from Town staff as well. We continue to assist the Town with SCADA improvements to the water and wastewater systems. We have submitted a proposal to assist with the McMinnis and Reynolds Spring upgrade projects.

## **XI. Proposed Presentation**

With the completion of recent Altavista projects, Peed & Bortz has gained an understanding of the needs of Town staff regarding new projects. We believe the basis for this project's success will be laid during early discussions and field visits with Town staff regarding their needs and expectations for these improvements. Peed & Bortz will work with Town staff during the PER process to outline potential sludge and vacuum systems at the WTP. Master Engineers will evaluate the structures of the WTP basins and the safety hardware (handrails, kickplates, etc.) connections to the concrete. As part of the PER stage, we will clearly identify the control and SCADA components required by Town staff for the new systems.

After the PER process, our design will ensure inclusion of all identified improvements will be noted for design and construction. We will verify and clearly identify expectations for control units, wiring and communication elements for fit and compliance with the current WTP layout.



Peed & Bortz understands the VDH (and EPA) requirements for a Drinking Water State Revolving Loan (DWSRF) funded project. We have substantial experience providing guidance and compliance documentation for the typical funding compliance requirements which include:

- Environmental reviews and categorical exclusions
- Design review submission requirements and approval
- Waterworks Construction Permit Certification
- Build America Buy American (formerly American Iron & Steel)
- Davis-Bacon Wage Requirements
- Disadvantaged Community solicitation (DBE/MBE)
- VDH review and approval of design, payment applications, and change orders
- VDH final inspection of constructed improvements

Peed & Bortz will work with Town staff during the bidding process and throughout construction administration. We (and our subconsultants) will work with the RPR to ensure contractor compliance with the contract documents and construction agreement.

Peed & Bortz looks forward to opportunity to meet with the Selection Committee and provide more details in regard to our plan for this project, our experience, and our overall qualifications.

**APPENDIX A.**

**MASTER ENGINEERS AND DESIGNERS, INC  
RATE TABLE**



## **SCHEDULE OF HOURLY RATES**

### **TYPICAL RATES BY CATEGORY**

Senior Engineer (Principal)	\$165.00/hour
Senior Engineer	\$155.00/hour
Senior Project Engineer	\$145.00/hour
Project Engineer	\$135.00/hour
Senior Design Engineer	\$125.00/hour
Design Engineer	\$115.00/hour
Senior Designer	\$115.00/hour
Assistant Engineer	\$105.00/hour
CADD Technician / Designer	\$ 85.00/hour
Field Technician/Draftsman	\$ 65.00/hour
Computer Operator	\$ 65.00/hour

### **REIMBURSABLE EXPENSES (COST x 1.10)**

Mileage	\$00.60/mile
Engineering Photocopies	\$5.00/sheet*
Meals & Lodging	cost x 1.10
Consultants	cost x 1.10

(\*Plus operators' time charges)

*Effective: 04/01/2022*

*(subject to change on an annual basis)*

## **APPENDIX B**

### **RESUMES**



# Peed & Bortz, L.L.C.

## Civil/Environmental Engineers

Russell N. Jackson, P.E.

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### Experience

1994-Current

Civil/Environmental Engineer

- Utility Pump Station Design
- Treatment plant design
- Utility system design
- General civil engineering design
- SCADA Systems

### Education

B.S./1998/Civil Engineering - Virginia Tech

### Active Registration

PE - Virginia 2002

### Representative Experience

Mr. Jackson has a wide range of experience in water and wastewater systems. He has designed projects on numerous municipal systems including water treatment plants, wastewater treatment plants, pump stations, storage tanks, and water and wastewater system extensions. This work has included the design, equipment selection, preparation of construction documents, and construction management, startup and operational assistance. He also has extensive experience modeling water distribution and wastewater collection systems for planning and design purposes, as well as development of and integration with Geographic Information Systems and Synchronous Control and Data Acquisition (SCADA) Systems. His experience is highlighted below:

### Job Specific Experience

**Whitethorn Raw Water Intake**, Gretna, VA. Source evaluation, design, and construction administration of a new 0.43 MGD raw water intake on Whitethorn Creek. The Town's existing stream supply had become inadequate during a recent drought, and as such, the Town required an additional supply to serve its needs and maintain permitted waterworks capacity. Evaluation of available sources identified Whitethorn Creek as the best available additional supply. Although it was not included in the Regional Water Supply Plan, it had been observed to maintain relatively steady flows during previous droughts. This was attributed to a relatively high percentage of groundwater contribution to the stream flow. An evaluation with year long flow monitoring was performed to verify adequacy of the stream, amend the Regional Water Supply Plan, and obtain a withdrawal permit. Raw water intake included wedgewire intake screen with air burst system and pump station with wetwell and redundant vertical turbine pumps to discharge to existing raw water line. Project also included SCADA system to allow remote monitoring and control of station from Town's water treatment plant and monitoring and recording of stream flows.

**Water System Improvements**, Gretna, Virginia. Design of numerous water system improvements to correct deficiencies noted by Department of Health and restore rated waterworks capacity. Design included 2,000 l.f. of 10" replacement finished water main reducing treatment plant discharge head loss by 50 feet and restoring pump capacity to permitted rate; 3,000 l.f. of 4" main to relocate low pressure services to hydro-pneumatic station reducing minimum allowable ground storage tank levels and increasing effective storage; 13,000 l.f. of 12" raw water main to new emergency intake; and emergency generator for WTP.

**Remote Water Facility SCADA Improvements**, Altavista, VA. Project Manager for the addition/upgrade of SCADA control systems to two springs, a major booster station and the raw water intake pump station. The systems included SCADA for the pumps, generators, water/pressure levels, flow rates, and chemical feeds. The bidding of the project was

coordinated with pre-approved providers in order to expedite bidding and reduce project costs.

**Water Treatment Plant Filter Improvements, Altavista, VA.** Project Manager for the Replacement of existing hydraulically actuated filter control valves with electrically actuated units, installation of new filter controls, replacement of existing galvanized surface wash piping, and related improvements. The systems included SCADA system improvements to aid in remote filter operations including backwashing of the filters. Construction administration included coordination efforts with WTP staff to ensure water service operations during construction.

**SCADA System, Rockingham County, VA.** Design of a new central SCADA system to monitor and control water facilities throughout the County. System replaced existing hybrid control systems at the County's Three Springs Water Treatment Facility and communicated with existing pump station and tank remote telemetry units, which were upgraded as part of the project. The new master telemetry unit at the treatment plant communicated with the newly installed membrane system PLC to provide status and alarm monitoring, data logging, and automated reporting for the membrane system and raw water supply well pumps. The master unit also provided automated control, status and alarm monitoring, data logging, and reporting for chemical feed systems, backwash waste disposal systems, and finished water pumps.

**Belmont & Highland Park Pump Station Replacements, Rockingham County, Virginia.** Project Engineer for design and construction administration of two new 0.45 MGD wastewater pump stations to replace existing stations. Due to site restrictions, one of existing wetwell/drywell stations was refitted with a suction lift skid mounted system, eliminating additional deep excavation and reducing construction cost to approximately half of budget amount.

**Mill Creek Lane Water Booster Project, Augusta County Service Authority, VA.** Design of water main improvements and a new tankless booster station to increase and stabilize pressures to an area of the existing system. Station design utilized a booster pump and variable frequency drive controller to maintain desired pressure.

**Three Springs Water Treatment Plant Upgrade, Rockingham County, VA.** Preliminary engineering study and design of upgrades to an existing 4.0 MGD groundwater treatment plant. The existing plant had included diatomaceous earth filters which were near the end of their useful life, required full time operator attendance, and required high operating pressures. Upgrades included a new 4.0 MGD membrane microfiltration system, semi-bulk liquid hypochlorite feed equipment, backwash settling tank discharge pump system, and tablet dechlorination system. Existing 250 HP well pumps were also replaced with 100 HP lower head, higher efficiency pumps to supply the membrane system (membrane system includes 60 HP transfer pump). The upgraded facility is approved for unattended operation and is typically staffed 8 hours per day.

**Effective Water Storage Improvements, Christiansburg, VA.** Design of two constant pressure water booster stations to provide increased pressure to multiple service areas which had limited effective storage in the system ground storage tank. Prior to the improvements, the storage tank level was required to be kept near full to maintain minimum 20 psi service pressure to the highest elevation services. The new 0.20 MGD and 0.13 MGD booster stations provide constant 45 psi pressure to these highest connections and reclaimed 100% effective storage in the ground storage tank. The Town had previously considered conventional hydropneumatic stations; however, constant pressure booster stations were proposed to significantly reduce construction cost, reduce operating costs, and provide more stable discharge pressure. Total construction cost for the new stations was approximately half of original budget for hydropneumatic stations.

# Peed & Bortz, L.L.C.

## Civil/Environmental Engineers

Scott Bortz, P.E.

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### Experience

1993-present

Civil Engineer

- Industrial site preparation and infrastructure development
- Urban and rural roadway design.
- Municipal water and wastewater design.
- Subdivision design.
- Major institutional and educational site development.

### Education

B.S./1993/Civil Engineering - Virginia Tech

### Active Registration

Professional Engineer, Virginia 1998

### Representative Experience

Mr. Scott Bortz, PE is a registered professional engineer in the state of Virginia. In 1993, he received a Bachelor of Science in Civil Engineering from Virginia Polytechnic Institute and State University. Mr. Bortz has been working in site and utility design since graduating. He has designed water and sewer extensions, suburban and rural public school sites, large government institutional sites, industrial park sites, industrial access roads, and storm water management facilities.

Mr. Bortz has designed municipal water and sewer projects throughout Virginia. As a founding partner in Peed & Bortz, LLC, Mr. Bortz has designed over 100 miles of utility lines. This includes large diameter transmission lines for both water and sewage, ranging from 6" to 24". In many cases these projects include water storage tanks, water booster stations, and sewer lift stations which require design calculations and performing hydraulic analyses.

### Job Specific Experience

**Gretna Industrial Park:** Gretna, VA. Project Engineer for Off-site utilities including, 2300 LF 10" Water line, 3,500 LF of 8" forcemain and a rail bore. Funding provided by TICR

**Gretna Industrial Park,** Gretna, VA Project Manager On-site utilities including, 1250 LF 10" Water line, 2400 LF of 8" forcemain, 2900 LF 8" gravity sewer and sanitary pump station. Design included the abandonment of an existing sanitary sewer pump station with the connection to the new station. Funding provided by TICR.

**Hedrick Reservoir,** Gretna, VA Project Engineer for the preliminary engineering design of a proposed 200 acre-foot water supply reservoir. Gretna, Virginia

**Whitethorn Creek Raw Water Supply,** Gretna, VA Project Engineer for a study and subsequent design & construction of Phase I (raw water line), Phase II (raw water line), Phase III (intake) and Phase IV (raw water bypass line) to provide supplement the existing Town reservoir with raw water from Whitethorn Creek. Funding provided by TICR.

**Phase I WWTP Electrical Improvements:** Altavista, VA. Project Manager for the construction of new central power building, central 2000 kw generator, and base infrastructure to continue with upgrading of the overall WWTP electrical systems. Funding provided by DEQ.

**Phase II/III WWTP Electrical Improvements:** Altavista, VA. Project Manager for the continued construction of electrical improvements/replacements for the majority of the WWTP systems including all underground electrical wiring and connection to a single electrical service. Design included substantial HVAC improvements/replacements and coordination efforts with staff to ensure suitable WWTP operation during construction. Funding provided by DEQ.

**Clarion Road Water Extension:** Altavista, VA. Project Manager for 2300 lf of 12" DIP water to provide a primary and redundant water source for Abbott. Design included improved hydraulics, easement coordination, a VDOT limited access road bore and wetland/stream coordination. Funding provided by the Town of Altavista.

**VDEM Generators:** Altavista, VA. Project Manager for purchase and installation of four diesel generators located at two springs, a major pump station and the WTP raw water intake pump station. Design included a substantial steel structure to elevate the raw water intake generator above the 500 year flood elevation. Funding provided by VDEM.

**Grahams Forge Sanitary Sewer Improvements, (Three Phases),** Grahams Forge, Virginia: Project Engineer for design of 28,000 l.f. of gravity sanitary sewer, 17,600 l.f. of force main and four sanitary pump stations serving the Grahams Forge area of Wythe County. The projects included an interstate bore, a VMRC permitted creek crossing, numerous main-line primary road crossings, and dozens of service line crossings.

**Wytheville to Rural Retreat Water Extension,** Wythe County, VA. Project Engineer for the design of 41,000 l.f. of 10" and 12" water mains in Wythe County.

**Sewer System Improvements,** Wythe County, VA. Project Engineer for design of Reed Creek interceptor, including 26,500 LF of 24" gravity sewer and a 700 gpm wastewater pump station. The interceptor was required for a better gravity connection for the north side of the Wythe County Progress Park.

**Speedwell Water Extension, Phase I,** Wythe County, Virginia: Project Engineer for the design of 61,000 l.f. of 8" water mains and a 300,000 gallon storage tank in Wythe County. This project included a railroad bore and multiple VMRC permitted creek crossings.

**Speedwell Water Extension, Phase II,** Wythe County, Virginia: Project Engineer for the design of 35,000 l.f. of 8" & 10" water mains and retrofit of an existing booster station in Wythe County.

**Progress Park South Park Pump Station and Sewer Conveyance,** Wythe County, Virginia: Project Manager for the design of 6200 l.f. of 12" force main and construction of a 1600 gpm triplex wastewater pump station in Wythe County. This project included Owner procured pipe, pumps and a generator in order to expedite the project to fit with a new industry timing requirements. The project included substantial wetland/stream and DEQ stormwater coordination. The force main was installed well within the time constraints and the pump station is scheduled for operation prior to any discharge from the industry.

**Lithia Road and Chapman Road Pump Station Improvements,** Town of Wytheville, Virginia: Project Manager for the replacement of design of 2600 lf of 12" HDPE force main and 2200 lf of 10" HDPE force main for two pump stations. This project included Owner procured pipe in order to expedite the project to for summer construction requirements due to the operation of the primary bus entrance for a middle school. The project included emergency procurement coordinated with an available contractor to install the pipe with in the summer construction window. The contractor operated under an emergency installation agreement with pre-determined unit prices. Estimated Town savings were \$100,000 for engineering services and over \$500,000 in construction costs.



# Peed & Bortz, L.L.C.

## Civil/Environmental Engineers

Jonathan McClure, E.I.T.

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<b>Experience</b>	<p>2018-Present: Civil Engineer</p> <ul style="list-style-type: none"><li>■ Rural water and wastewater design.</li><li>■ Municipal site preparation</li><li>■ Sewer system evaluation study</li><li>■ Construction administration</li><li>■ Stormwater quality and quantity management</li></ul>
<b>Education</b>	<p>B.S./2015/Civil Engineering – University of Texas at Austin</p>
<b>Active Registration</b>	<p>E.I.T., Virginia 2020</p>
<b>Representative Experience</b>	<p>After graduating from the University of Texas at Austin with a Bachelor of Science in Civil Engineering, Mr. McClure spent two years in the Peace Corps in Tanzania. After completion of the Corps commitment, he stayed in Tanzania from 2018-2019 working on a USAID project developing rural water infrastructure by rehabilitating water storage tanks and water lines. Since returning to the U.S., he has been working in Virginia on water and sewer extensions, sewer system evaluation studies, and site development. Mr. McClure is an Engineer in Training and is currently working towards his P.E. license.</p>
<b>Job Specific Experience</b>	<p><b>Stephen City Sewer Study:</b> Stephen City, Virginia: Project Engineer tasked with evaluating an existing sewer system and prioritizing repairs to reduce inflow and infiltration (I&amp;I). Field assessed manhole conditions and developed a GIS database for ~200 MH and ~42,000 LF of sewer. Coordinated and analyzed results of CCTV inspection and flow monitoring for the same system.</p> <p><b>Round Hill South Tank:</b> Round Hill, Virginia: Project Engineer tasked with site plan design and permitting of a half million gallon composite style elevated storage tank with telecommunication facilities.</p> <p><b>McGaheysville Lagoon Closure:</b> Rockingham County, Virginia: Project Engineer tasked with preparing CTC and CTO plans for DEQ to repurpose existing lagoons as equalization basins.</p> <p><b>Verona Water Line Relocation:</b> Verona, Virginia: Project Engineer assisting in a hydraulic study of relocating 3,500 LF of 14" water line serving government center, focusing on reconfigured pressure zones and effects on fire flow.</p> <p><b>Disinfection By Products Remediation:</b> Hurt, Virginia: Project Engineer tasked with reconfiguring hypochlorite feed and water piping at the Altavista WTP to reduce TTHMs in Hurt Drinking Water. During the project worked closely with VDH on CT calcs and hypochlorite feed design. Future work at the Hurt Tank is anticipated.</p> <p><b>Narrows Sewer Study:</b> Narrows, Virginia: Project Engineer tasked with inspecting an existing system and identifying repairs. As part of this project developed manhole numbering system, assessed manhole conditions, developed</p>

GIS database for ~400 MH and ~33,000 LF of sewer. Coordinate smoke testing, CCTV inspection, and flow monitoring for the same system.

**Clarion Road Waterline Extension:** Altavista, Virginia: As Project Engineer prepared plans and technical specifications for a 2,300LF extension of 12” water line to an industrial customer.

**Altavista WWTP Electrical Upgrades:** Altavista, Virginia: As a Drafter prepared site plan for 2,000 LF of underground feeder ductbanks with attention to avoiding conflict with existing waste water treatment plant utilities. As a Project Engineer assisted with construction administration over two years by reviewing pay apps, change orders, submittals, and AIS documentation.

**Village Market Fuel Well:** Chatham, Virginia: Project Engineer tasked with designing a new water connection for a local business with DEQ funded as part of remediation of a contaminated well. Prepared plans, 3D renderings, permits, and contract documents

**Montvale Earthwork Disposal Site:** Bedford County, Virginia: Project Engineer tasked with preparing grading and erosion control to install clean earth fill from VDOT construction on Rt. 460.

**Progress Park Sewer Conveyance:** Wytheville, Virginia: As a Project Engineer, designed and drew plans for a 2MGD sewer pump station. Continued working through the job with construction administration overseeing pay apps, change orders, and monthly progress meetings.

**Shuffleback Pond:** Pulaski County, Virginia: Project Engineer tasked with designing a private pond for recreational use.

**Professional  
Membership**

American Society of Civil Engineers



## JEREMY L. LUCAS, P.E.

### Senior Structural Engineer

### EDUCATION

M.S. Structural Engineering  
Virginia Tech

B.S. Civil & Environmental Engineering Lafayette  
College

### Sample Similar Projects

ROUND HILL, VIRGINIA  
WWTP Safety Grating & Stairs

WEST VIRGINIA WATER AUTHORITY  
Southlake Water Treatment Plant  
Improvements

ALTAVISTA, VIRGINIA  
Wastewater Treatment Plant Improvements

LYNCHBURG, VIRGINIA  
Wastewater Treatment Plant  
Temporary Shoring of Wet Wells

CHRISTIANSBURG, VIRGINIA  
Hills Water Tank  
Structural Analysis  
Anchorage for Seismic Load

CLARK COUNTY, VIRGINIA  
Water Tanks – Antenna Attachments

AUGUSTA COUNTY, VIRGINIA  
Berry Farm Water Treatment Plant

MIDDLETOWN, VIRGINIA  
Wastewater Treatment Plant  
Improvements

### SUMMARY OF EXPERIENCE

Mr. Lucas' experience includes condition assessments of existing facilities; development of feasibility studies and preliminary design development for adaptive reuse, restoration, renovation and new design for industrial, institutional, education, and municipal clients; design of industrial support structures, mezzanines and equipment platforms; design, rating and certification of material handling racks, lifting device, forklift attachments and personal fall restraint systems; and design of municipal and transportation structures.

He also fills the role of Safety Officer for Master Engineers and Designers.

### PROFESSIONAL REGISTRATION

VA, GA, KY, NV, IL, AL, AR



## M. GRANT BEASLEY, JR., P.E.

### LEED AP BD+C

#### Design Electrical Engineer

### EDUCATION

B.S. Electrical Engineering  
Virginia Tech

### Sample Similar Projects

VINTON, VIRGINIA  
Pumping Station Improvements

ALTAVISTA, VIRGINIA  
Wastewater Treatment Plant  
Improvements

FISHERVILLE, VIRGINIA  
Wastewater Treatment Facility  
Upgrades

AUGUSTA COUNTY, VIRGINIA  
Weyers Cave Wastewater  
Treatment Plant

ALLEGHENY COUNTY, VIRGINIA  
Low Moor  
Wastewater Treatment Plant  
Improvements

MIDDLETOWN, VIRGINIA  
Wastewater Treatment Plant  
Improvements

WEST VIRGINIA WATER AUTHORITY  
Southlake Water Treatment Plant  
Improvements

### SUMMARY OF EXPERIENCE

Mr. Beasley joined Master Engineers after serving as an Engineer / Technician for IJUS, LLC where he was responsible for analyzing and designing joint utility networks.

His recent design experience includes new electrical service entrances; exterior and interior lighting; emergency power; power for offices, libraries, commercial, municipal and manufacturing facilities; and communications, security and alarm systems.

Recently, he has developed a focus with solar power and electrical systems for wastewater treatment facilities.

### PROFESSIONAL REGISTRATION

VA, NC, WV

### PROFESSIONAL AFFILIATIONS

Illuminating Engineers Society

# ALTAVISTA WATER PLANT SEDIMENTATION AND SOLIDS HANDLING IMPROVEMENT

Town of Altavista, Virginia

JANUARY 17, 2023



**SUBMITTED BY**

Dewberry Engineers Inc.  
551 Piney Forest Road  
Danville, VA 24540

**SUBMITTED TO**

Town of Altavista  
510 7th Street  
Altavista, VA 24517



# TABLE OF CONTENTS



COVER LETTER	3
FIRM BACKGROUND, AVAILABLE RESOURCES, SUBCONTRACTORS, RANGE OF SERVICES, AND HOURLY RATES	4
Firm Background	4
Available Resources	5
Subcontractors	5
Range of Services	5
Hourly Rates	6
SIMILAR “AS NEEDED” GENERAL ENGINEERING CONTRACTS	7
SIMILAR INFRASTRUCTURE PROJECTS	10
KEY PERSONNEL	13
GRANT/LOAN PROGRAM FAMILIARITY	18
PROXIMITY	19
TOWN OF ALTAVISTA KNOWLEDGE	20
APPENDIX	
Approach and Schedule	21

January 17, 2023

Town of Altavista  
Attn: Gary Shanaberger  
510 7th Street  
Altavista, VA 24517

**RE: Altavista Water Plant Sedimentation and Solids Handling Improvement**

Dear Mr. Shanaberger,

Dewberry Engineers Inc. (Dewberry) understands the Town of Altavista's (Town's) water treatment plant requires improvements by adding an automated sludge removal system and installing a vacuum system to reduce the volume of water being sent to waste, ease operations, and minimize the resuspension of solids. As you will see in our proposal, Dewberry has unparalleled knowledge of your water treatment plant, an experienced project manager, and has similar experience at other water treatment plants. Dewberry has the knowledge and expertise to fully support the Town with the successful completion of this project because we offer the following:

**We Know the Town's Water Treatment Plant.** For nearly three decades, Dewberry has partnered with the Town on various treatment improvement projects. This experience includes performing a feasibility study as well as design and construction administration services to upgrade the water treatment plant from 2.5 MGD to 3.0 MGD. Through our experience working on previous projects and collaborating with your staff, we have a holistic understanding of your processes, procedures, and systems. This knowledge yields efficiency, positively impacts your schedule and budget, and increases the value of our design recommendations because we know your project drivers.

**Experienced Project Manager.** Scott Ehrhardt, PE, is a nationally recognized water practice expert with nearly four decades of experience in water and wastewater design and construction projects. He will lead this project and be your primary point of contact. Scott has been working with the Town for nearly three decades and wants to continue this partnership and be your trusted advisor. As a certified water and wastewater operator, Scott views projects not only from the design side but also from the operational side.

**Similar Project Experience.** Dewberry has performed the same services required at the Town's water treatment plant for Halifax County Service Authority and the Towns of Clarksville and Chatham and is also the design engineer of the existing backwash collection tank at the Altavista WTP. This experience will allow us to draw upon established and successful processes that can be applied to improvements for the Town of Altavista. We encourage you to contact our references for proof that the Dewberry team can deliver this project for the Town!

Our team is fully committed to the success of your project, and we look forward to continuing our relationship with the Town. Should you have any questions regarding our proposal, please do not hesitate to contact me at 434.549.8503 or [sehrhardt@dewberry.com](mailto:sehrhardt@dewberry.com).

Sincerely,



R. Scott Ehrhardt, PE  
Senior Associate, Senior Project Manager

# FIRM BACKGROUND, AVAILABLE RESOURCES, SUBCONTRACTORS, RANGE OF SERVICES, AND HOURLY RATES

## Firm Background

Dewberry is a multi-discipline firm with a proven history of providing professional services to public- and private-market clients. Recognized for combining unsurpassed commitment to client service with deep subject matter expertise, Dewberry is dedicated to solving clients' most complex challenges and transforming their communities. Established in 1956, Dewberry is headquartered in Fairfax, Virginia, with more than 60 locations and over 2,400 professionals nationwide.

Dewberry's assets totaled over \$277 million, including equipment, fixtures, vehicles, and receivables, as of December 31, 2021. In 2021, the combined gross revenue of Dewberry was \$490.5 million, with an EBITDA of \$31.4 million; and a debt-to-equity ratio of 1.02. The firm carries architects and engineers' professional liability insurance coverage by Lloyd's of London. Dewberry also carries general liability, automobile liability, excess liability, and worker's compensation coverage through Travelers Insurance Companies. Dewberry maintains ample cash reserves.

Dewberry has been providing engineering services for water treatment solutions for decades. We have extensive experience with water treatment processes, including designing the first ceramic membrane facility in the United States. We evaluate, upgrade, expand, and design individual treatment process facilities and also provide specialty design services for facility condition assessment and rehabilitation for structural repairs and electrical, controls, programming, and communications equipment. Our water treatment design works to improve both operational concerns and the overall treatment project. Our services include capacity evaluations, facility planning, equipment evaluation, selection and procurement, UV process evaluation and design, hydraulic analysis, plant flow modeling, and bench-, pilot- and full-scale demonstration studies.

## Water Treatment Services

- Bench-, pilot- and full-scale demonstration studies
- Feasibility studies
- Flow control and measurement
- Operational optimization
- Plant upgrade, expansion, and rehabilitation
- Process modifications
- Residuals treatment, handling, and disposal
- SCADA systems
- Structural design
- Treatability studies
- UV system upgrades

**#36**

**ENR Top 500  
Design Firm**

**#20**

**ENR Top 20 in  
Water Supply**

**200+**

**Water  
Professionals**

Available Resources

Dewberry's staff can provide the capacity and knowledge necessary to fulfill all tasks under this contract as they arise. This project will be managed out of our Danville, Virginia office, which is backed by more than 200 water professionals nationwide and 800 other qualified staff in the Commonwealth of Virginia that we can draw upon when necessary to meet all of the Town's needs for this project. Dewberry understands that there may be times during this project when a tight deadline, construction issue, or emergency requires an immediate response. Our team has the ability to provide rapid response. A large part of this success comes from always being accessible and responding promptly to all emails and phone calls. We are available to the Town of Altavista for all project needs because we are invested in each project we perform for you.

2,400+  
EMPLOYEES

800 in  
VIRGINIA

40 in the  
DANVILLE OFFICE

Subcontractors

Dewberry can perform all services for this project in-house. We do not propose any subcontractors.

Range of Services

As a full-service firm, Dewberry can offer the Town of Altavista our services for all disciplines required within your request for qualifications/proposals. Below are some of the more than 30 in-house offerings we provide:

Architecture

Economic Development

Electrical

Environmental

Grant Assistance

Interiors

Landscape Architecture

Mechanical

Planning/Programming

Plumbing

Site/Civil Design

Stormwater

Structural Design

Surveying

Transportation

Water/Wastewater

“I am thankful to have a team in Dewberry that I can count on, and who will deliver on their promise to meet tight schedules while producing high quality products.”

—RICHARD COCKE  
TOWN MANAGER, TOWN OF CHATHAM

## Standard Hourly Billing Rate Schedule

DEWBERRY	HOURLY RATES
<b>PROFESSIONAL</b>	
Principal	\$330.00
Architect I, II, III	\$100.00, \$120.00, \$135.00
Architect IV, V, VI	\$150.00, \$170.00, \$190.00
Architect VII, VIII, IX	\$210.00, \$230.00, \$255.00
Interior Designer I, II, III, IV	\$92.00, \$110.00, \$125.00, \$150.00
Engineer I, II, III	\$115.00, \$130.00, \$150.00
Engineer IV, V, VI	\$165.00, \$185.00, \$215.00
Engineer VII, VIII, IX	\$240.00, \$255.00, \$280.00
Geographer/GIS I, II, III	\$90.00, \$105.00, \$120.00
Geographer/GIS IV, V, VI	\$140.00, \$160.00, \$175.00
Geographer/GIS VII, VIII, IX	\$200.00, \$230.00, \$270.00
Professional I, II, III	\$100.00, \$120.00, \$140.00
Professional IV, V, VI	\$165.00, \$180.00, \$195.00
Professional VII, VIII, IX	\$215.00, \$240.00, \$265.00
<b>TECHNICAL</b>	
Designer I, II, III	\$110.00, \$130.00, \$150.00
Designer IV, V, VI	\$170.00, \$190.00, \$210.00
CADD Technician I, II, III, IV, V	\$80.00, \$100.00, \$120.00, \$135.00, \$165.00
Surveyor I, II, III	\$68.00, \$83.00, \$98.00
Surveyor IV, V, VI	\$112.00, \$125.00, \$140.00
Surveyor VII, VIII, IX	\$160.00, \$185.00, \$220.00
Technical I, II, III	\$85.00, \$100.00, \$120.00
Technical IV, V, VI	\$130.00, \$145.00, \$165.00
<b>EMERGENCY MANAGEMENT</b>	
Emergency Management I, II, III	\$80.00, \$100.00, \$130.00
Emergency Management IV, V, VI	\$165.00, \$215.00, \$280.00
<b>CONSTRUCTION</b>	
Construction Professional I, II, III	\$125.00, \$150.00, \$180.00
Construction Professional IV, V, VI, VIII	\$200.00, \$230.00, \$265.00, \$300.00
Inspector I, II, III	\$85.00, \$110.00, \$130.00
Inspector IV, V, VI, VII	\$150.00, \$165.00, \$190.00, \$220.00
<b>SURVEY FIELD CREWS</b>	
Fully Equipped 1, 2, 3, 4 Person Crews	\$145.00, \$175.00, \$220.00, \$265.00
With Laser Scanner 1, 2 Person	\$195.00, \$225.00
<b>ADMINISTRATION</b>	
Admin Professional I, II, III, IV	\$70.00, \$90.00, \$115.00, \$145.00
Non-Labor Direct Costs	Cost + 15%



# SIMILAR “AS NEEDED” GENERAL ENGINEERING CONTRACTS

## Halifax County Service Authority Term Contract

HALIFAX COUNTY, VA



### ● REFERENCE

Mark Estes, Executive Director  
434.575.4240  
mestes@hcsa.us

Dewberry has served Halifax County Service Authority under a term contract for water and wastewater services since 2015. We have provided architectural and engineering-related services to the County for more than 30 years on an as-needed basis. A sampling of projects under our current contract include:

**AMI Platform and Meter Replacement Implementation.** Assisted with procuring services for converting the entire service area from manual and AMR metering to a fully automated AMI system.

**Maple Avenue Wastewater Treatment Plant Sludge Study.** Prepared a preliminary engineering report and environmental review for evaluating alternatives for the disposal of sludge at the wastewater treatment plant.

**Water Treatment Plant Expansion Evaluation.** Prepared a preliminary engineering report and environmental review to evaluate alternatives for upgrading and expanding the water treatment plant.

**Seymour Drive and Hodges Street Waterline Improvements.** Through ARPA funding, providing design and construction phase services for waterline and stormwater improvements in the Town of South Boston.

## Pittsylvania County Term Contract for Professional Engineering Services

PITTSYLVANIA COUNTY, VA



### ● REFERENCE

Chris Adcock, PE, Executive Director  
434.836.6135  
chris.adcock@pittgov.org

Dewberry has served Pittsylvania County for over four decades on a wide variety of projects. We have served their public works department (formerly Pittsylvania County Service Authority) for two five-year terms. A sampling of projects includes:

**Pump Station Condition Assessment.** Inspected each of the 15 pump stations, documented deficiencies, and developed a weighted reliability decision matrix for ranking each pump station. Utilizing this matrix, our team developed recommendations for critical capital improvement needs, as well as established cost projections to be used by the County in a 5-year CIP.

**Horseshoe Road Waterline Extension.** Providing design and construction administration services for a waterline extension along Horseshoe Road in Pittsylvania County.

**Southern Virginia Multimodal Park Sewer Pump Station and Forcemain.** Providing design services for a 200 LF of gravity sewer, a duplex submersible pump station, and 2,000 LF of forcemain.

**Pump Stations Improvements and Brockway Sewer Upgrade.** Prepared a preliminary engineering report and environmental narrative meeting EDA funding requirements for the pump station improvement and sewer upgrade.

## Town of Chatham Indefinite Quality Contract

CHATHAM, VA



- **REFERENCE**  
Richard Cocke, Town Manager  
434.432.9515  
rcocke@chatham-va.gov

Dewberry has served the Town of Chatham for over two decades on a wide variety of projects. We have provided a full range of architectural and engineering services, including critical updates to the Town's water and sewer systems and grant application assistance. Representative projects include:

**Water Treatment Plant Renovations.** Assisted in securing a grant and provided design and construction administration services for improvements to the water treatment plant. Upgrades included improvements to the chlorine feed systems, filter rate-of-flow control valves, SCADA system, new emergency generator, and improvements to the facility solids handling system.

**Water and Sewer System Evaluation.** Prepared two preliminary engineering reports to evaluate the Town's water and sewer system, including distribution and collection systems and treatment facilities.

**Drought Management/Water Treatment Plant Intake.** Dewberry provided design and construction administration services for a new raw water intake with airburst system, reservoir discharge tower upgrades including new motor-operated gates and discharge flow monitoring, and a new telemetry system.

## Town of Clarksville As-Needed Engineering Services

CLARKSVILLE, VA



- **REFERENCE**  
Richard Elliott, Operation Director  
434.374.5513  
director@clarksvilleva.org

Dewberry has provided engineering consulting services to the Town of Clarksville on an on-call basis for over three decades. Select project experience includes:

**Water Treatment Plant Study and Design.** Provided engineering services for the evaluation and design to increase the Town's WTP capacity from 0.5 MGD to 1.0 MGD.

**Wastewater Treatment Plant Improvements.** Providing design services for improvements, including the construction of a biological activated sludge reactor to convert the secondary treatment process from a fixed film to an integrated fixed film and activated sludge process (IFAS) and replacement of mechanical equipment within the plant.

**Sewer System Improvements.** Provided funding assistance, preliminary engineering, design, and construction phase services for replacing influent and sludge pumps, replacement of clarifier drives, improvements to the UV disinfection effluent weir, and miscellaneous other improvements.

**Route 15 Water and Sewer Line Relocation.** Provided design services for relocating 6,900 LF of 12-inch diameter water line and 3,750 LF of 10-inch and 12-inch diameter sewer line.



## West Piedmont Planning District Commission On-Call Contract MULTIPLE LOCATIONS, VA



Smith River Interceptor Rehabilitation

### ● REFERENCE

Michael Armbrister, Executive Director  
276.638.3987  
marmbrister@wppdc.org

Dewberry serves as the general engineer for the regions served by the West Piedmont Planning District Commission under an annual contract. Areas include Pittsylvania, Patrick, Henry, and Franklin counties and the cities of Danville and Martinsville.

**Smith River Interceptor Rehabilitation.** Provided design services for 6.2 miles of 36-inch and 42-inch RCP and CMP.

**Beaver Creek Reservoir Dam.** Performed two phases of investigation and design services for renovations of the primary and emergency spillway.

**Summit View Tank Decommissioning and Waterline Upgrade.** Provided recommendations to upsize the existing 6-inch AC waterline from Grandview to Summit View with a new 10-inch waterline.

**Maple Lane Sanitary Sewer.** Designed a residential sewer pump station to collect the wastewater from six upstream homes, plug the sewer downstream from the blockage, and pump the sewer flows to the central City sewer system in the neighborhood.

**Water System Inventory.** Provided engineering services for an inventory and condition assessment of critical assets in the City of Martinsville water system.

## Louisa County Annual Contract for Water/Wastewater Services LOUISA COUNTY, VA



Zion Crossroads Wastewater Treatment Plant

### ● REFERENCE

Pam Baughman, General Manager  
804.967.1122  
pbaughman@louisa.org

Dewberry is serving as the County's general engineer for a variety of projects involving water and wastewater system improvements. Project elements include water line extensions, sanitary sewer extensions, wastewater treatment facilities, water storage tanks, pump stations, and site improvements. Recent projects include:

### **Zion Crossroads Water System Improvements.**

Project consists of four phases, including the design of approximately 30,000 LF of 4-inch, 6-inch, 12-inch, and 24-inch waterline, six wells, one 500,000 gallon elevated storage tank, and two directional bores.

**Route 22 Water System Improvements.** Project consisted of the design and construction of over 3,800 LF of 12-inch and 8-inch waterline, meter vaults, and appurtenances.

**Zion Crossroads Wastewater Treatment Plant and Sanitary Sewer Improvements.** Provided design and construction administration services for wastewater treatment plant upgrades, gravity sewer improvements, and pump station improvements.

**Water and Sewer System Master Plan.** Project activities included evaluating existing water and wastewater facilities, population and demand projections, and recommendations and budgetary cost estimates for system improvements required to meet existing and future demands.

## SIMILAR INFRASTRUCTURE PROJECTS



### Altavista Water Treatment Plant ALTAVISTA, VA

To satisfy the Town of Altavista's emergency short-term water needs, Dewberry provided engineering services for upgrading the Town's water treatment plant from 2.5 MGD to 3.0 MGD. Prior to design, a feasibility study was performed, weighing the best options for addressing the Town's water needs. One option included connecting the water treatment plant to the Campbell County Utilities and Service Authority system, which serves several industries in the surrounding community. The other option involved expanding the WTP to 5.0 MGD. Negotiations with American Electric Power (AEP) and DEQ, along with safe yield analyses, were necessary to verify the proposed 5.0 MGD raw water withdrawal could be permitted.

Phase I of the upgrade was completed to meet the immediate water needs of the Town. Phase 1B was completed to upgrade all systems, including chemical feed, rate-of-flow controllers, filter rehabilitation, emergency power generation, concrete rehabilitation, installation of a new solids collection and transfer facility, upgrades to turbidity and pH monitoring equipment, and installation of a data acquisition system with future SCADA capability.

### Water Treatment Plant Solids Diversion HALIFAX COUNTY, VA

Dewberry designed improvements at the Halifax County Service Authority (HCSA) 4.0 mgd water treatment plant, including adding an automatic sludge removal system in the sedimentation basins and a backwash equalization basin and pumping system. Solids collected by the sludge removal system is continuously wasted to the equalization tank, which also receives backwash from the high rate dual media filters. This combined wastestream is then mixed and pumped on a controlled basis to the Town's collection system. This system was required to eliminate the direct discharge of solids to a nearby receiving stream.



#### ● REFERENCE

Mark Estes, Executive Director  
434.575.4240  
mestes@hcsa.us





● **REFERENCE**

Richard Elliott, Operation Director  
434.374.5513  
director@clarksvilleva.org

## Clarksville Water Treatment Plant CLARKSVILLE, VA

Dewberry provided engineering services for the evaluation and design to increase the Town's WTP capacity from 0.5 MGD to 1.0 MGD. Alternatives investigated included conventional expansion, use of dissolved air floatation (DAF), and expansion by use of a pulsed bed clarifier. Based on piloting and final treatment and cost considerations, the pulsed bed clarifier (Superpulsator) was chosen for the final design. Disinfection Byproducts (DBP) formation potential testing was performed to help select treatment processes and to optimize distribution system operations.

Design included a pulsed bed clarifier, new operations buildings, raw and finished water pumping facilities, chemical feed systems, conversion of single media filters to high rate dual media filters, powdered activated carbon, chlorine dioxide feed, monitoring equipment, and SCADA system. Dewberry also designed 11,000 LF of waterline and a new 300,000-gallon elevated tank.

## Water Treatment Plant Upgrades CHATHAM, VA

This WTP was constructed over 40 years ago and required upgrades to replace equipment and improve reliability. In addition, due to recent droughts and increasing water demands, the town required upgrades at two reservoirs to control the release of water into Cherrystone Creek, which serves as the raw water source of the WTP. Finally, a 50-year-old intake on Cherrystone Creek required replacement.

In response, Dewberry provided the following design and construction administration services:

- Chemical feed system upgrades
- Replacement of filter rate-of-flow control valves
- New generator
- Chlorine feed modifications
- Backwash equalization basin improvements
- New raw water intake with air burst system
- Upgrade and automation of reservoir discharge towers, including new motor-operated gates, and discharge flow monitoring
- New telemetry system



● **REFERENCE**

Richard Cocke, Town Manager  
434.432.9515  
rcocke@chatham-va.gov





## Lake Monticello Water Treatment Plant PALMYRA, VA

Dewberry provided evaluation, design, and construction administration services for sedimentation basin improvements for the Lake Monticello Water Treatment Plant (WTP), a 1.38 MGD conventional high-rate surface water treatment plant located in Palmyra, Virginia. The upgrades included the installation of plate settlers and a vacuum sludge collection system to improve the sedimentation basin performance. The improvements were recommended in a complete WTP audit conducted by Dewberry prior to the project.

## NECWTP Sedimentation Basin Improvements LOUISA COUNTY, VA

Dewberry assisted the Louisa County Water Authority with improvements to their existing sedimentation basin solids removal system. The existing facility has two sedimentation basins rated for 0.5 MGD with a scraper system. The newly designed system is an automated vacuum system with a plate settler system to enhance solids removal. The addition of the new system will lower the frequency of filter backwashing, saving operations and maintenance costs and increasing the solids concentration. The anticipated construction cost is \$800,000, with construction scheduled to begin by mid-2023.



### ● REFERENCE

Pam Baughman, General Manager  
540.967.1122  
pbaughman@louisa.org

## KEY PERSONNEL

Dewberry has assembled a team with extensive experience in water treatment plant sedimentation and solids handling improvement projects. As project manager, **Scott Ehrhardt, PE**, will be your primary point of contact. Scott was the project manager for Altavista's water treatment plant update in the late 1990s. We have a long-term relationship working with the Town—a familiarity that will only benefit the outcomes of this project.

We are excited to get started and be a part of the Town's team with this important project. Dewberry's expertise and institutional knowledge of the Town and its infrastructure surpass that of our competitors—providing the Town with a team that can hit the ground running on day one. Additionally, Scott's treatment experience across the Commonwealth on similar projects adds a new perspective—both of which will significantly benefit the Town and its goals for this project.



### HALIFAX IDA



### PROJECT MANAGEMENT

#### PROJECT MANAGER

**Scott Ehrhardt, PE**

#### PRINCIPAL-IN-CHARGE

**Brian K. Bradner, PE**



### TECHNICAL SUPPORT

#### DESIGN

**Drew Arnold, PE**

**Martin Collins**

#### ELECTRICAL / I&C

**Matt Fergen, PE**

**Brandon Whelan, PE**

#### STRUCTURAL

**Joe Wolhar, PE**

**Maggie Moore, PE**

“Dewberry’s ability to develop a total package of funding resources, innovative design and value engineering has resulted in several large and successful projects for the Authority.”

—MARK ESTES, EXECUTIVE DIRECTOR

HALIFAX COUNTY SERVICE AUTHORITY



## Scott Ehrhardt, PE

### PROJECT MANAGER

Scott has extensive experience in the operations and design of water and wastewater treatment facilities, distribution/collection systems, raw water intakes, and storage facilities. He served as project manager for the design of new and rehabilitation of over 30 small and large water and wastewater treatment facilities. Design experience also includes permitting and designing six raw water intake structures and related pumping facilities with capacities of up to 65 MGD for municipal clients and large power producers. Operational experience at numerous water and wastewater facilities, coupled with design experience, provides him with a unique holistic perspective regarding troubleshooting, design, operations of biological and physical processes, and process optimization.

#### Relevant Experience

- Altavista Water Treatment Plant, Altavista, VA, Project Manager
- Water Treatment Plant Solids Diversion, Halifax County, VA, Project Manager
- Clarksville Water Treatment Plant, Clarksville, VA, Project Manager
- Water Treatment Plant Upgrades, Danville, VA, Project Manager
- Water Treatment Plant Upgrades, Chatham, VA, Project Manager
- Eden Wastewater Treatment Plant North Aeration Basin Replacement, Eden, NC, Project Manager
- Water Treatment Plant Improvements, Martinsville, VA, Project Manager
- Water Treatment Plant Expansion, Emporia, VA, Project Manager
- Wastewater Treatment Plant Expansion, U.S. Marine Corps, Cherry Point, NC, Project Manager
- Industrial Wastewater Treatment Plant Evaluation and Pretreatment Assessment, U.S. Marine Corps, Cherry Point, NC, Project Manager
- Maple Avenue Wastewater Treatment Plant Expansion, Halifax County, VA, Project Manager
- Wastewater Treatment Plant Upgrades, Boydton, VA, Project Manager
- Wastewater Treatment Plant Expansion, Oxford, NC, Project Manager
- Zion Crossroads Wastewater Treatment Plant, Louisa County, VA, Project Manager
- Wastewater Treatment Plant to Serve Microsoft, Mecklenburg County, VA, Project Manager
- Wastewater Treatment Plant Expansion, Kenbridge, VA, Project Manager
- Wastewater Treatment Plant Upgrades, U.S. Marine Corps, Cherry Point, NC, Project Engineer

#### EXPERIENCE HIGHLIGHTS

Over 38 years experience in design and construction of municipal treatment projects

Over two decades of experience supporting the Town of Altavista

Presented over a dozen presentations that are associated with the water industry

#### EDUCATION

MS • Civil/Environmental Engineering • Virginia Polytechnic Institute and State University

BS • Civil Engineering • Virginia Polytechnic Institute and State University

#### REGISTRATIONS

Professional Engineer • VA, NC

Water Works Operator (Class I)

Certified Wastewater Operator (Class I)

#### YEARS OF EXPERIENCE

Dewberry • 34

Total • 38

#### AFFILIATIONS

Water Environment Federation (WEF)

American Water Works Association (AWWA)



## Drew Arnold, PE

### DESIGN

Drew is experienced in water/wastewater treatment design, biological process modeling (BioWin), on-site wastewater disposal, sewer collection system and pump station design, hydraulic modeling, treated wastewater reclamation, sewer I/I studies, permitting and regulatory agency communication, construction administration services, preliminary engineering reports, funding assistance, and cost estimating.

### Relevant Experience

- Wastewater Treatment Plant Expansion, U.S. Marine Corps, Cherry Point, NC, Project Engineer
- Maple Avenue Wastewater Treatment Plant Sludge Study, Halifax County, VA, Project Engineer
- Wastewater Treatment Plant Improvements, South Hill, VA, Project Engineer
- Industrial Wastewater Treatment Plant Evaluation and Pretreatment Assessment, U.S. Marine Corps, Cherry Point, NC, Project Engineer
- Water Treatment Plant Expansion Evaluation, Halifax County, VA, Project Engineer
- Water Treatment Plant Expansion Evaluation, Clarksville, VA, Project Engineer
- Eden Wastewater Treatment Plant North Aeration Basin Replacement, Eden, NC, Project Engineer
- Danville Water Treatment Plant Stormwater Improvements, Danville, VA Project Engineer

#### EDUCATION

MS • Civil Engineering •  
Virginia Polytechnic Institute  
and State University

BS • Physics • Hampden-  
Sydney College

#### REGISTRATIONS

Professional Engineer • VA,  
NC

#### YEARS OF EXPERIENCE

Dewberry • 6

Total • 6



## Martin Collins

### DESIGN

Martin has 22 years of experience as a civil designer and has been involved in a variety of utility design projects for state, municipal, and private clients. He is proficient in AutoCAD, Civil 3D, Carlson Civil and Survey Suite, AutoTurn 9, Plant 3D, ArcMap 10, GPS Pathfinder, WaterCAD V8i Series 5, Hydraflow, and FlowMaster.

### Relevant Experience

- Water Treatment Plant Expansion, Emporia, VA, Designer
- Drought Management and Water Treatment Plant Intake PER, Chatham, VA, Designer
- Water Treatment Plant Upgrades, Danville, VA, Project Manager
- Water Treatment Plant Solids Diversion, Halifax County, VA, Designer
- Wastewater Treatment Plant Upgrades, Boydton, VA, Designer
- Wastewater Treatment Plant Expansion, U.S. Marine Corps, Cherry Point, NC, Designer
- Eden Wastewater Treatment Plant North Aeration Basin Replacement, Eden, NC, Designer
- Maple Avenue Wastewater Treatment Plant Expansion, Halifax County, VA, Designer
- Wastewater Treatment Plant Upgrades, South Hill, VA, Designer

#### EDUCATION

Diploma • Drafting and  
Design • Patrick Henry  
Community College

#### YEARS OF EXPERIENCE

Dewberry • 22

Total • 22





## **Matt Fergen, PE**

### **ELECTRICAL / I&C**

Matt specializes in water and wastewater instrumentation and electrical design. His diverse experiences include work from the pump station to the plant level. His expertise includes intelligent Motor Control Center design, instrumentation and controls for generator systems, wastewater treatment plant process controls, and pump station controls of various size stations. He also has electrical experience in low and medium voltage distribution, power system and arc flash studies, variable frequency drives, and cable tray system design.

#### ● **EDUCATION**

BS • Electrical Engineering •  
University of North Carolina  
at Charlotte

#### ● **REGISTRATIONS**

Professional Engineer • VA,  
NC, CO, MI, SC, MD, FL

#### ● **YEARS OF EXPERIENCE**

Dewberry • 2

Total • 10

#### **Relevant Experience**

- Henderson Water Reclamation Facility Finished Water Pump Replacement, Henderson, NC, Electrical Engineer
- Industrial Wastewater Treatment Plant Evaluation and Pretreatment Assessment, U.S. Marine Corps, Cherry Point, NC, Electrical Engineer
- Ashland Wastewater Treatment Plant Screening Upgrade, Hanover County, VA, Electrical Engineer
- Kilmarnock Wastewater Treatment Plant Improvements, Town of Kilmarnock, VA, Electrical Engineer
- Governor's Park Interim Water Treatment Plant, Clay County, FL, Electrical Engineer
- Gulf Shores Wastewater Treatment Plant Headworks, Gulf Shores, AL, Electrical Engineer
- Neptune Beach Wastewater Treatment Facility Phase 1, Neptune Beach, FL, Electrical Engineer



## **Brandon Whelan, PE**

### **ELECTRICAL**

Brandon is an electrical engineer with 23 years of experience in electrical design, medium voltage electrical distribution, and power system studies in the heavy industrial, pharmaceutical, healthcare, and renewable energy industries. His experience includes design projects involving site-wide medium voltage distribution with multiple low and medium voltage substations, co-generation, and multiple utility substations. Brandon's design experience includes protective relay upgrades, industrial data network design, 15kV switchgear replacements, overhead line power distribution, and various process-driven electrical design projects.

#### **Relevant Experience**

- Boydton Wastewater Treatment Plant Upgrades, Boydton, VA, Electrical Engineer
- Industrial Wastewater Treatment Plant Evaluation and Pretreatment Assessment, U.S. Marine Corps, Cherry Point, NC, Electrical Engineer
- Clarksville Wastewater Treatment Plant Improvements, Clarksville, VA, Electrical Engineer
- Kilmarnock Wastewater Treatment Plant Improvements, Town of Kilmarnock, VA, Electrical Engineer
- Governor's Park Interim Water Treatment Plant, Clay County, FL, Electrical Engineer
- Water Treatment Plant Lighting Design, Bay County, FL, Electrical Engineer

#### ● **EDUCATION**

BS • Electrical Engineering •  
University of North Carolina  
at Charlotte

#### ● **REGISTRATIONS**

Professional Engineer • VA,  
NC, TX, NJ, MS, KY, IA, AL

#### ● **YEARS OF EXPERIENCE**

Dewberry • 3

Total • 23



**Joe Wolhar, PE**  
**STRUCTURAL**

Joe has 35 years of experience in the design of structural systems for many types of projects, including educational facilities, institutional buildings, office buildings, industrial buildings, health care facilities, warehouses, military facilities, utility structures, water and wastewater treatment structures, site structures, and structural evaluations.

**Relevant Experience**

- Water Treatment Plant Improvements, Emporia, VA, Structural Engineer
- Wastewater Treatment Plant Expansion, Building 4376P, U.S. Marine Corps, Cherry Point, NC, Structural Engineer
- Butterball Sanitary Wastewater Treatment Plant Replacement, Mt. Olive, NC, Structural Engineer
- Angier Wastewater Treatment Facility, Angier, NC, Structural Engineer
- Highway 211 Water Treatment Plant Improvements, Brunswick County, NC, Structural Engineer
- Maple Avenue Wastewater Treatment Plant Expansion, Halifax County, VA, Structural Engineer
- Wastewater Treatment Plant to Serve Microsoft, Mecklenburg County, VA, Structural Engineer
- Wastewater Treatment Plant Upgrade and Expansion, Boynton, VA, Structural Engineer

• **EDUCATION**

MS • Civil Engineering  
• North Carolina State University

BS • Civil Engineering  
• North Carolina State University

• **REGISTRATIONS**

Professional Engineer • VA, NC

• **YEARS OF EXPERIENCE**

Dewberry • 31

Total • 35



**Maggie Moore, PE**  
**STRUCTURAL**

Maggie is a structural engineer with experience designing tunnels, manholes, wastewater and water treatment structures, pipe supports, and other utility structures. Her strengths are her attention to detail, research abilities, and technical structural knowledge.

**Relevant Experience**

- Water Treatment Plant Expansion, Emporia, VA, Structural Engineer
- Water Treatment Plant Solids Diversion, Halifax County, VA Structural Engineer
- Bay County Water Treatment Plant Lime Slurry, Bay County, FL, Structural Engineer
- Drought Management and Water Treatment Plant Intake PER, Chatham, VA, Structural Engineer
- Governor's Park Interim Water Treatment Plant, Clay County, FL, Structural Engineer
- Maple Avenue Wastewater Treatment Plant Expansion, Halifax County, VA, Structural Engineer
- Doswell Water Treatment Plant Structural Inspection, Hanover County, VA, Structural Engineer
- Industrial Wastewater Treatment Plant Evaluation and Pretreatment Assessment, U.S. Marine Corps, Cherry Point, NC, Structural Engineer
- Freeport Wastewater Treatment Plant Expansion, Freeport, FL, Structural Engineer

• **EDUCATION**

MS • Structural Engineering and Mechanics • North Carolina State University

BS • Civil Engineering  
• North Carolina State University

BS • Engineering Physics • Elon University

• **REGISTRATIONS**

Professional Engineer • VA, NC, SC, FL

• **YEARS OF EXPERIENCE**

Dewberry • 12

Total • 13

## GRANT/LOAN PROGRAM FAMILIARITY

Dewberry has vast experience in helping communities develop funding sources and are proud of the relationships we maintain with key agencies. Our team has assisted with Federal and State Grant/Loan applications and performed work on Grant/Loan funded projects for decades. As a result, we are thoroughly familiar with the requirements and administration of the most commonly sought-after funding programs. The following table is a sampling of Dewberry's funding experience.

CLIENT	PROJECT	SOURCE OF FUNDING
Danville-Pittsylvania Regional Industrial Facility Authority	Cyber Park Southern Virginia Megasite at Berry Hill Waterline	EDA, Tobacco Commission, VDOT EDA
Pittsylvania County	Ringgold West Industrial Park Brosville Industrial Park Ringgold East Industrial Park West Fork Waterline Pump Station Condition Assessment	USDA-RD, EDA, VDOT Tobacco Commission, EDA VDOT, EDA, Tobacco Commission Tobacco Commission, EDA USDA-RD
City of Martinsville, VA	Smith River Interceptor Rehabilitation Beaver Creek Reservoir Spillway Improvements Jones Creek Interceptor Improvements	DEQ-CWSRF, EDA DEQ-CWSRF, EDA EDA
Halifax County Service Authority	Maple Avenue Wastewater Treatment Plant Improvement Sutphin Interceptor Improvements Waster Treatment Plant Upgrade	EDA, STAG, Tobacco Commission, USDA-RD USDA-RD VDH-DWSRF, BIL
Town of Clarksville, VA	Water and Wastewater Treatment Improvements	USDA-RD, EDA
Town of Chatham, VA	Water PER, Wastewater Treatment Plant, Sewer Collection System, Water Treatment Plant Expansion	VDH, USDA-RD, EDA
City of Eden, NC	North Aeration Basin Regional Waterline Improvements to Service Berry Hill Industrial Park	EDA NC DWSRF, EDA

“When I first visited the Town of Port Royal and realized their water quality crisis, I was overwhelmed with their challenge to find an affordable solution that could be sustainable with just 75-80 water users. **Not only did the project engineer (Dewberry) come up with an affordable solution**, but VDH Office of Drinking water, USDA Rural Development, and SERCAP all jumped on board and contributed funding and technical support. This was probably the most rewarding project collaboration of my career.”

— TARA DELANEY

USDA RURAL DEVELOPMENT

## PROXIMITY

Work under this contract will be managed out of our Danville office, which is approximately 40 miles away from Altavista, as shown in the map to the right. The proximity of our office, coupled with our depth of staff and available capacity, and the level of in-house services that our team provides, also allows us to be on-site to consult with you within hours of your call. This enhances our ability to truly be “on-call” as an extension of your staff while keeping costs for these services low.

Dewberry can be on site within two hours of your request.



“After working with Dewberry on numerous important projects for the Town of Clarksville over the past 30 years, I still do not hesitate to reach out to them with my questions. I have found their team to be very professional and responsive in providing the guidance I need.”

—RICHARD ELLIOT, DIRECTOR OF PUBLIC WORKS  
TOWN OF CLARKSVILLE



# TOWN OF ALTAVISTA KNOWLEDGE

Dewberry has a nearly 30-year relationship with the Town of Altavista. In fact, our relationship goes back even further than three decades, as Dewberry's founder and chairman emeritus, Sid Dewberry, was from the area. We are familiar with both the water and sewer systems for the Town and have provided design services for the Altavista Water Treatment Plant, which included performing a feasibility study as well as design and construction administration services to upgrade the plant from 2.5 MGD to 3.0 MGD. Additionally, Dewberry provided architectural services for the renovations to Altavista Elementary School and Altavista Middle/High School.

We are dedicated to providing the Town of Altavista with the same superb service that we have delivered to the Town in the past, and we look forward to serving the Town in the future.



Altavista Elementary School



Altavista Water Treatment Plant



Altavista Applebee's

## APPENDIX: APPROACH AND SCHEDULE

### Automated Sludge Removal System

#### General

The existing backwash and sedimentation basin collection tank were constructed to store and pump backwash water and sedimentation basin solids to the Town's WWTP. Technological advancements in automated sludge removal equipment now afford the Town an opportunity to improve water quality as well as improve operations of the solids backwash collection tank. Water quality improvements anticipated from this project include the reduction of disinfection byproducts (DBPs) and reducing the release of iron and manganese from deposited sludge in the sedimentation basin. Since waste solids will be collected and conveyed continuously to the backwash collection tank, resuspension of any deposited solids utilizing existing mixers is expected to improve significantly. Features of the automated sludge removal system that will be detailed in the preliminary design phase of this project include the following:

#### SOLIDS REMOVAL SYSTEM

Multiple reliable systems are now available for the continuous removal of solids from sedimentation basins. A system Dewberry recently designed for the Halifax County Service Authority (HCSA) WTP utilizes a telescoping type collection manifold to eliminate the use of hoses that are often more prone to maintenance problems. Dewberry will discuss the various available systems with Altavista and involve staff in selecting the system that best meets operational and fiscal needs.



Dewberry assisted HCSA with a solids diversion project including installation of an automated sludge removal system.

#### STILLING WALL

The stilling walls are beginning to fail and require replacement. We recommend that the Town use this opportunity to demolish the stilling walls and replace them with an aluminum stilling wall with bottom-hinged flaps that will allow the continuous sludge removal system to access solids that deposit behind the stilling wall. This will be key in eliminating the need to drain and clean this area behind these stilling walls and ensure superior uniform distribution of flocculated water into the front of the sedimentation basins.

#### GROUTING AND DISCHARGE OF COLLECTED SOLIDS

During design, the bottoms of the sedimentation basins will be surveyed to determine the limits of grouting to ensure the basin floor is modified to enhance the performance of the traveling suction collector lines. Solids collected by this system will utilize available hydraulic grade in the basins for conveyance via the existing sedimentation drain piping to the facility solids equalization basin. No pumping will be necessary.

#### BACKWASH COLLECTION TANK

This tank was originally designed to allow for automatic intermediate-level and bottom-level withdrawal to remove backwash water only (intermediate-level withdrawal) or the removal of heavier deposited solids (bottom withdrawal). The addition of the continuous sludge removal system will simplify this operation by allowing the intermediate withdrawal to remain closed and the bottom withdrawal to remain open and be continuously used for the conveyance of solids to the WWTP. Dewberry will work with Altavista to develop control logic of this revised scenario to ensure rate and time of day discharges will be performed to minimize impacts to the receiving sewer interceptor and the Town's WWTP. Controls designed to replace existing older controls will provide the flexibility to receive input to disable or slow pumping operations when high flows and/or heavy rain occur at the WWTP. If the Town wishes to replace the pumps, Dewberry will re-evaluate the minimum flow rates and resulting line scouring velocities necessary to ensure a reliable operation of the backwash pumping station and forcemain.

#### SCADA

Operating status and any fault conditions of the automated solids removal system and all digital and analogue outputs from level, mixing, and pumping systems at the backwash collection tank will be integrated with the existing WTP SCADA system. Dewberry intends to coordinate with the current integrator utilized by



the Town as well as Town operational staff to ensure representative SCADA graphics, equipment status, and data display and capture are optimized for both the backwash tank and the automated sedimentation basin solids removal system.

## Hydraulic Evaluation

### General

Flocculated water is not being distributed uniformly across all sedimentation basins. Operators also have difficulty isolating flocculation tanks to perform independent draining and cleaning or perform general maintenance.

### Investigation of Sedimentation Basin Distribution

Based on Dewberry's familiarity with this WTP and similar facilities, there is often a hydraulic advantage created by inlet and/or outlet flumes and channels that will result in non-uniform flow rates through sedimentation basins. Trying to correct for this advantage by throttling flow through mud valves on the influent distribution channel will result in sheering of floc, thus negatively affecting settling performance. The best way to correct this condition is to focus on properly isolating flow distribution within the effluent channel that distributes flow to individual filter gullets.

To identify improvements necessary to correct the sedimentation basin flow imbalance, Dewberry will focus on improvements within the sedimentation basin effluent channel to provide, to the extent feasible, effective hydraulic isolation within this channel so that flow from each sedimentation basin can be dedicated exclusively to the respective filter (i.e., all flow from sedimentation basin No. 5 will flow direct to Filter No. 5, all flow from sedimentation basin No. 4 will flow to Filter No. 4 and so on). By doing this, the rate-of-flow controllers for each filter will ensure the most uniform flow distribution across all sedimentation basins.

### Flocculation Tanks

To identify solutions for properly isolating flocculation tanks so the tanks can be taken out of service, we will investigate replacing existing hand stop gates with gear-operated mechanical stop gates. Our recent site visit reveals this will present some challenges, given the operators of any new mechanical stop gates will protrude into the already restricted walkways around the flocculation basins. Limited removal of handrails at strategic locations and providing equivalent fall protection with removable grating at small openings will be investigated as a possible resolution to address restricted walkways, thereby allowing for the replacement of manual stop gates with mechanical stop gates.

## Structural Improvements

### General

Structural improvements are requested to repair walkways, stilling and baffle walls, general building defects, tanks, and handrails.

### Flocculation Tanks, Sedimentation Basins, and Building

Having assessed and performed repairs at numerous water treatment facilities and visited the Altavista WTP, Dewberry is prepared to utilize in-house structural engineers and architects to evaluate defects in concrete components of the flocculation and sedimentation basins as well as the building. Moisture and repeated freeze-thaw cycles experienced at water treatment facilities lead to accelerated deterioration of concrete and the exterior of buildings. The effects of this are most common at the flocculation and sedimentation basins on walkway areas and at exposed expansion and cold joints, particularly at and above the water surface of the flocculation and sedimentation basins. Dewberry will assess the condition of these structures through visual inspection and sounding to identify the limits of repair needs. Depending on the type of defect found, typical repairs recommended may include:

- Epoxy or urethane injection
- Water stop repairs
- Expansion material replacement
- Spalled concrete removal and replacement
- Resurfacing with high-build coating repair systems
- Complete demolition and replacement



Dewberry's structural engineers will evaluate defects in concrete components of the flocculation and sedimentation basins as well as the building.

## Sedimentation Stilling/Baffle Wall

The sedimentation basin stilling walls exhibit the highest degree of deterioration at this facility. Dewberry will recommend replacing these walls with an aluminum stilling wall that features a hinged bottom gate to enable the new sludge removal system to access and remove sludge that deposits behind this wall.

## Handrails

The condition will be assessed, and remedial actions will be discussed with the Town to ensure final recommendations provide desired service life and functionality while minimizing long-term maintenance requirements. Any recommended modifications will be code compliant.

## Preliminary Engineering Services

VDH requires that a Preliminary Engineering Conference (PEC) be held to discuss projects that have the potential to affect operations. Depending on the outcome of the PEC, VDH will require specific preliminary engineering information to be submitted in a report for review and approval. To prepare for the PEC meeting, Dewberry proposes conducting another site visit to review the scope of work with the Town and obtain any additional information that is believed relevant and helpful for the PEC meeting.

- Site Visit
  - Review scope of work
  - Interview operational staff to develop a clear understanding of concerns and operations
  - Perform additional preliminary condition assessment work
  - Obtain any additional drawings and/or information on equipment affected by this project
- Preliminary Engineering Conference (PEC)
  - Utilizing preliminary findings from the site visit, Town staff and Dewberry will meet with VDH
  - Obtain consensus on a concise format and content of a PER to meet the specific needs of this project
- Preliminary Engineering Report (PER)
  - Develop a PER with the following general content (i.e., content to be finalized during PEC):
    - General information

- Existing facilities (location map, history, water production and trends, condition of existing facilities)
- Need for project (health, sanitation, and security, aging infrastructure, alternatives considered, description, design criteria, environmental impacts, sustainability considerations, cost estimates)
- Selection of an alternative (life cycle cost analysis, con-monetary factors)
- Proposed project (recommended alternative (preliminary project design, project schedule, permit requirements, sustainability considerations, total project cost estimate (engineer's opinion of probable cost), annual operating budget and financial considerations)
- Conclusions and recommendations
- Submit draft PER to the Town for review and comment.
- Seal and submit the final PER to VDH for review, approval, and reimbursement of grant funds to the Town
- Develop a proposal for additional services for the Design and Construction Phases of this project

## Design Phase Services

### Design Phase Services

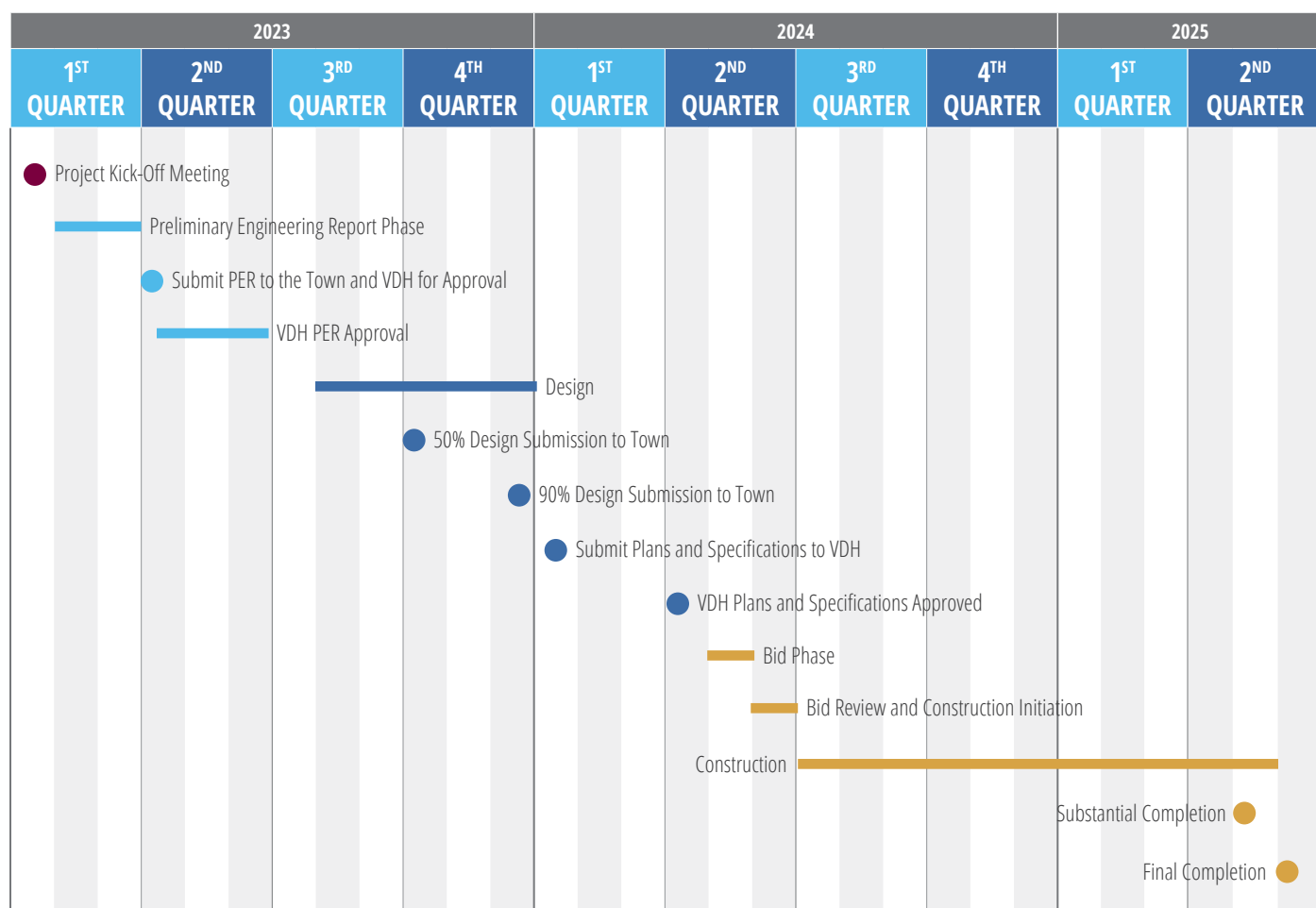
- Kickoff meeting
- Refine basis of design and perform final design calculations
- Provide monthly status reports on the project to the Town
- Provide 50% plans to the Town for review
- Hold a 50% design review meeting to review the plans and address any comments from the Town
- Provide 90% plans and specifications, as well as a cost estimate to the Town for review and comment
- Submit revised plans and specifications to the Town
- Submit plans and specifications to VDH for review
- Address all comments, issue final plans and specifications, and obtain a Certificate to Construct (CTC) from VDH



## Construction Administration Services

- Prepare advertisement
- Distribution of bid documents to contractors and plan rooms
- Lead a pre-bid meeting
- Provide contractor clarifications
- Issue addenda
- Assist in bid opening
- Issue notice of award
- Prepare agreement
- Lead a pre-construction meeting
- Issue notice to proceed
- Lead monthly progress meetings
- Provide inspection at monthly progress meetings
- Review shop drawings
- Review monthly pay applications
- Review and issue change orders
- Provide substantial completion certification and punch list
- Prepare record documents
- Issue final completion certification

## SCHEDULE





[www.dewberry.com](http://www.dewberry.com)



TOWN OF ALTAVISTA  
TOWN COUNCIL WORK  
SESSION  
February 28, 2023  
AGENDA COVER SHEET

AGENDA ITEM #: 4.4

**UNFINISHED ITEMS-Referred From Previous Meetings**

**Title: VRA Financing for the Sedimentation and Solids Handling.**

**Staff Resource: Tom Fore, RT Taylor with Davenport, Gary Shanaberger**

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**Action(s):**

Staff in collaboration with Davenport's RT Taylor recommend the 30-year financing option for the Sedimentation and Solids Handling Project. Staff would ask Council to approve the 30-year financing option with Virginia Resources Authority.

**Explanation:**

The Town of Altavista was awarded financing for their Sedimentation and Solids Handling Project from the Virginia Department of Health. Staff is bringing this to Council for approval.

**Background:**

The funding package consists of \$2,340,000 as principal forgiveness (grant), and \$660,000 as a loan, with a choice of terms: 20 years or 30 years (of the design life of the project, whichever is less). The interest rate on a 20-year loan will be set at 1% below the 20-year market rate in the month before loan closing; and the interest rate shall not be less than 1%. Recently, the 20-year market rate less 1% program subsidy has varied between 1.25% to 2.6%. The interest rate on a 30-year loan will be set at 0.5% below the 30-year market rate in the month before the loan closes; and the interest rate shall not be less than 1.5%. Recently, the 30-year market rate less 0.5% program subsidy has varied between 2.4% to 3.5%.

**Funding Source(s):**

VDH/VRA Financing

**Attachments:** *(click item to open)*



TOWN OF ALTAVISTA  
TOWN COUNCIL WORK  
SESSION  
February 28, 2023  
AGENDA COVER SHEET

AGENDA ITEM #: 5.1

**NEW ITEMS FOR DISCUSSION**

**Title: DAWN - Environmental Testing**

**Staff Resource: Sharon D. Williams, AICP, Community Development Director**

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**Action(s):**

Approve the additional testing; and authorize Staff to apply for a remediation grant on behalf of DAWN.

**Explanation:**

Staff is requesting that Town Council authorize Stantec to create a remediation plan for contaminants found at DAWN during the Phase II Environmental Assessment under the Town's brownfields grant for up to \$20,000.

**Background:**

Stantec, the town's environmental consultant, completed a Vapor Intrusion Assessment (VIA) for DAWN of the former Moorefield Cleaners, located at 717 7th Street. Contaminants were found that exceeded residential and industrial standards. Stantec recommends engineering controls (i.e. vapor intrusion mitigation system, vapor barrier) be implemented to protect site users that could be funded under the town's brownfields grant.

Currently, the town has \$137,000 available for the use of site assessments or project planning. The grant expires on September 30, 2023; however the town may submit a request for an extension.

Once the plan has been created, Stantec recommends that the Town apply for a remediation grant on behalf of DAWN. The estimated cost for the remediation is \$30,000.

The remediation must occur before DAWN can occupy the building.

**Funding Source(s):**

Virginia Brownfields Restoration and Economic Redevelopment Assistance Fund (VBAF) Site Assessment and Planning Grant

**Attachments:** *(click item to open)*

[\*attachment. Moorefield\\_Cleaners\\_Vapor\\_Assessment\*](#)



### 3.1 Laboratory Analyses Quality Control (QC) Observations and Interpretations

Laboratory QA/QC results indicate that the vapor samples arrived at the laboratory in proper containers. Laboratory analytical report copies are included in *Appendix C*. All samples were received by the laboratory on November 09, 2022, each analyzed within their respective holding times.

The laboratory conducted sample preparations in accordance with T0-15 for VOCs. Laboratory reporting included sample identification related to laboratory sample numbers, appropriate dates, analysts, analytical methods, appropriate dilution factors, quantitation levels, and method detection limits.

Laboratory QA/QC analyses indicate that the analytical results for indoor air/sub-slab soil gas samples collected appear to be usable. No significant leaks were detected in sample containers.

## 4 Discussion of Findings and Conclusions

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This Phase II ESA has been prepared in accordance with generally accepted environmental methodologies referred to in ASTM E 1903-19 and contains all of the limitations inherent in those methodologies. No other warranties, expressed or implied, are made as to the professional services provided under the terms of our contract and included in this report. Based on analytical results and field observations, findings are discussed and conclusions and recommendations are presented in this section.

### 4.1 Constituents of Concern

#### 4.1.1 Sub-Slab Soil Gas (SSSG)

Multiple VOCs were noted within the SSSG samples collected for analysis above laboratory detection limits. Most notable of these exceedances 1,3-butadiene, Benzene, PCE, and TCE, each of which were intermittently identified above their respective VDEQ VRP Tier III Residential and/or Industrial Screening Levels. All four SSSG samples exceeded the Industrial Screening level for PCE and TCE constituents. Sample SSSG-3 exhibited, overall, the highest VOC concentrations. This sample was obtained in the main warehouse room of the Site, where drycleaning operations were likely conducted.

#### 4.1.2 Indoor Air

Multiple VOCs were noted within IA samples collected for analysis above laboratory detection limits. Benzene, Naphthalene, PCE, TCE, and xylenes, constituents were intermittently identified above their respective residential screening levels. Furthermore, concentrations of Naphthalene and TCE were identified above their respective Industrial screening levels in samples IA-1, IA-2, and IA-4.

### 4.2 Evaluation of Data Quality

The data gathered during this assessment has been deemed acceptable from a quality assurance perspective and is sufficient to determine whether the Subject Property has an indoor air contaminant condition to potentially effect onsite users.

### 4.3 Summary of Findings

Laboratory analytical results in this investigation indicate the presence of VOCs within the sub-slab and indoor air above residential and industrial screening levels. Analytical data gathered from the vapor samples collected for analysis suggest a broad impact throughout the entirety of the onsite structure.

Indoor air exposure to sub-slab soil gas can be exacerbated through the existence or creation of preferential pathways that bridge areas of contamination and onsite structures (subsurface utilities, subsurface construction, etc.). Cardno considers the elevated concentrations of sub-slab soil gas, in particular, to pose a risk to site users. If future redevelopment activities encounter groundwater, additional risks may accrue to construction workers and/or trespassers.

## 5 Recommendations

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Based on the results of these comprehensive assessments, Cardno recommends the following:

- Screening level assessments of the sampling results reported here suggest a moderate impact from exposure to indoor air and sub-slab soil gas. If the existing hardscape (concrete slab) is removed or should excavation activities be conducted, Cardno recommends engineering controls and worker protection measures (proper ventilation, air monitoring, etc.) be implemented to mitigate residential and worker exposure to potentially harmful soil, groundwater, and/or soil vapor. In addition, any excavated soils should be characterized prior to offsite removal or disposal.
- Given the identified vapor intrusion risks, Cardno recommends engineering controls (i.e. vapor intrusion mitigation system, vapor barrier) be implemented to protect site users.
- Stantec recommends this Site be entered into the Virginia Voluntary Remediation Program (VRP).



TOWN OF ALTAVISTA  
TOWN COUNCIL WORK  
SESSION  
February 28, 2023  
AGENDA COVER SHEET

AGENDA ITEM #: 5.2

**NEW ITEMS FOR DISCUSSION**

**Title: Planning Commission 2022 Annual Report**

**Staff Resource: Sharon D. Williams, AICP, Community Development Director**

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**Action(s):**

Receive the report.

**Explanation:**

The Code of Virginia request the Planning Commission submit an report annually to the governing body concerning the operation of the commission and the status of planning within its jurisdiction.

**Background:**

**Funding Source(s):**

N/A

**Attachments:** *(click item to open)*

[\*Altavista Planning Commission 2022 Annual Report.pdf\*](#)



## TOWN OF ALTAVISTA PLANNING COMMISSION ANNUAL REPORT - 2022

### COMMISSIONERS

John Jordan, Chair  
Marie Mitchell, Vice Chair  
Vice Mayor Reggie Bennett  
Meghan Bolling  
Ashby Robinson

### OVERVIEW

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The Altavista Planning Commission is comprised of five citizens appointed by Town Council. The Commission fulfills the duties identified in Section 15.2-2221 of the Code of Virginia. The Planning Commission is the official planning body for review of the future growth and development of the Town of Altavista pursuant to the adopted Comprehensive Plan and Town Ordinances. The Community Development Department is the lead department that supports the work of the Planning Commission by providing planning guidance and technical review. The Town Attorney serves a valuable role in advising the Planning Commission and staff – when needed – on land use matters. Town citizens also provide critical contributions through input and involvement during citizen comment periods and public hearings.

### MEMBERSHIP

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NAME	TERM EXPIRES
John Jordan, Chairman	November 2026
Reggie Bennett ( <i>Council Liaison</i> )	December 2026
Marie Mitchell, Vice Chair	March 2026
Meghan Bolling	February 2026
Ashby “A.J.” Robinson	December 2026

### STAFF

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NAME	POSITION
Sharon D. Williams, AICP	Community Development Director
J. Johnson Eller, Jr.	Town Attorney
Crystal Hailey	Assistant Town Clerk



## REGULATORY CASES

Case #	DATE OF COMMISSION ACTION	COMMISSION Action	Date of Council Action	Town Council Vote	APPLICANT	REQUEST
SUP-22-01	July 5, 2022	Recommended Approval (5-0)	August 9, 2022	Approved (6-0)	DAWN (Donation A Week Neighbor, Inc.)	A Special User Permit (SUP) to authorize a food pantry at 717 7 <sup>th</sup> St in the C-2 Zoning District pursuant to Sec. 86.782 of the Zoning Ordinance.
RZ-22-01	August 1, 2022	Recommended Approval 5-0	August 9, 2022	Approved (9-0)	Town of Altavista	An ordinance to zone Tax Parcel #69-4-4-3 to the Industrial (M) Zoning District, which parcel was brought within the corporate limits of the Town of Altavista from Campbell County, by a Boundary Line Adjustment ordered by the Campbell County Circuit Court on June 24, 2022, effective July 1, 2022.

## ORDINANCE AMENDMENTS

Case #	DATE OF COMMISSION ACTION	COMMISSION Action	Date of Council Action	Town Council Vote	APPLICANT	REQUEST
OA-22-01	August 1, 2022	Recommended Approval (5-0)	September 13, 2022	Approved (5-0)	Town of Altavista	An ordinance to amend Sec. 86-139 of the Zoning Ordinance to permit flagpoles up to 35' in height by-right and additional height w/ a Special Use Permit in the R-1 Zoning District.
OA-22-02	August 1, 2022	Recommended Approval (5-0)	September 13, 2022	Approved (5-0)	Town of Altavista	An ordinance to amend Sec. 86-199 of the Zoning Ordinance to permit flagpoles up to 35' in height by right and additional height w/ a Special Use Permit in the R-2 Zoning District.
OA-22-03	August 1, 2022	Recommended Approval (5-0)	September 13, 2022	Approved (5-0)	Town of Altavista	An ordinance to amend Sec. 86-327 of the Zoning Ordinance to permit flagpoles up to 35' in height by right and additional height w/ a Special Use Permit in the C-1 Zoning District.

OA-22-04	August 1, 2022	Recommended Approval (5-0)	September 13, 2022	Approved (5-0)	Town of Altavista	An ordinance to amend Sec. 86-356 of the Zoning Ordinance to permit flagpoles up to 40' in height by right and additional height w/ a Special Use Permit in the C-2 Zoning District.
OA-22-05	August 1, 2022	Recommended Approval (5-0)	September 13, 2022	Approved (5-0)	Town of Altavista	An ordinance to amend Sec. 86-188 of the Zoning Ordinance to permit flagpoles up to 45' in height by right and additional height w/ a Special Use Permit in the M Zoning District.
OA-22-06	N/A	N/A	November 25, 2022	Take No Action (refund applicant) (5-2)	Pivot Energy	A request to amend the Zoning Ordinance to permit large scale utility solar in the C-2 & M Zoning Districts with a Special Use Permit.

## COMMUNITY DEVELOPMENT ADMINISTRATION

### Applications

- **70 Zoning Permits were issued in 2022**
- **31 of the Zoning Permits were for new businesses or changes in ownership in 2022**
- **13 plats were approved**

Name	Location	Type of Business
Riverside Drycleaners of Danville, Inc	1025 Main St	Former Riverside Dry Cleaner
Sunset Slush Cool Bus	Varies	Mobile Restaurant
Body Boss Transformations LLC	521 Main St	Body Sculpting
Main Street Buffett	1014 Main St	Restaurant (new owner)
Treasia Smith	206 Frazier Rd	Cleaning Service*
DAWN (Donation A Week Neighbor)	717 7 <sup>th</sup> St	Food Pantry
Jonathon Arway	1010 7 <sup>th</sup> St	Computer work, sales, crafts*
Black Crow Firearm Training	821 Main St	Office
Sherry McCulloch -Shear Perfection	612 7 <sup>th</sup> St	Salon – new tenant
Mint & Honey	503 7 <sup>th</sup> St	Salon
Keystone Novelties	1301 Main St	Fireworks (temporary vendor)
Pop's Bait & Tackle	103 Wood Ln	Bait & Tackle
Nails By Angela	613 Broad Street	Salon
Karl Miller Realty	616 Campbell Ave	Real Estate Office
Puff & Play	1107 Main St	Skill Games – new owner
Armory Consultants	1502 Avondale Dr	Consultant
M&M Cleaners	804 Main St	Dry Cleaner
Gabby's Cut & Buzz	613 Broad St	Salon – new tenant
Revamped	2187 Lynch Mill Rd	Retail
AltaVegas	1200 Avondale Ave	Multi-Family new owner
Perfect Canvas Salon	613 Broad St	Salon
Peggy Myers	613 Broad St	New Tenant –Salon name change

Name	Location	Type of Business
Community Veterinary Clinic	1301 Main St	Mobile Vet -Tractor Supply
KDR Convenience	1308 Main St	Convenience Store new owner
Janes Attic	613 Main St	Retail
Peace of Pie Pizzeria LLC	519 Broad St	Restaurant
Mazen Inc (Joy Food Store)	1028 Main St	Convenience Store -new owner
KDR Convenience LLC	1205 Main St	Convenience Store new owner
Sonny Enterprises	1032 Main St	Vape Shop
Allure LLC	901 7 <sup>th</sup> St	Salon – name change
Joan Tyree	613 Broad St	Salon Tenant – name change

\* H. O. – Home Occupation

### Temporary Food Truck/Mobile Restaurant Permits for festivals/events:

Unbeatable Pita	Mission BBQ	Chief's BBQ	Bella's Burgers & Shakes
SWVA Concessions	Big Blue Ice Cream Truck	Hardman Smoke	Bennie's Seafood
Watts Poppin & Chillin	Buddy's BBQ	Claire Parker's BBQ	Three Into One
Pop's Good Humor	Kona Ice of Lynchburg	Boardwalk Baker Cheesecake	
Air Strip Grill			

### Two (2) new single-family dwellings were built or under construction in 2022

1301 3<sup>rd</sup> Street

1301 4<sup>th</sup> Street

### Violations

During 2022, staff received seventy-seven (77) confirmed code enforcement complaints. Sixty-nine (69) complaints were abated.

## COMMUNITY DEVELOPMENT SPECIAL PROJECTS

In August 2021 work began on the update to the Comprehensive Plan between the Planning Commission, Town staff, and the Central Virginia Planning District Commission staff. This work continued in 2022. An online survey and paper survey was created to gather input from citizens and the Planning Commission completed a SOAR (Strength, Opportunity, Aspiration, Results) Analysis. Plan was restructured, made visually appealing, and inclusive, Altavista's history and historic district were added, demographic data updated based on 2020 Census, Town Plans where Community Development or Planning Commission were mentioned as an implementer was added or referenced in the plan and the Goals & Objectives for the Town were updated in the categories of Housing, Economic Development, Community Facilities, Natural & Cultural Resources, Land Use, and Transportation. The Plan was adopted by Town Council on December 13, 2022 and is officially known as the *2045 Comprehensive Plan*.

Town staff completed work on establishing a Town-based Geographical Information System (GIS). This will allow staff to share information about streets, zoning and overlay districts, and the recommended Future Land Use designations from the Comprehensive Plan. This information is not available on the Campbell County GIS application. Staff shared a link to this portal on the Community Development page of the Town's website.

An online permit application portal was created and posted to the Town's website. This allows citizens to apply for permits without having to come to Town Hall.

The town completed the renovation of the vacant fire station, next to Town Hall, into an accelerator, incubator, and coworking space known as Spark Innovation Center. The facility is expected to open to the public in early 2023.

The Town formed a project team for its Acquire Renovate Sell (ARS) Program which is a grant funded by the Virginia Department of Housing and Community Development (DHCD). This program will allow the town and its partners to purchase undervalued homes, renovate, and sell them. It also permits funds to be used for new construction. Under the program guidelines a maximum of \$45,000 in ARS funds will be awarded per project to restore the home to a comparable market state. The \$45,000 will include \$2,000 for performance deliverables (acquisition: \$500, renovation: \$1,000, resale: \$500) incurred by the provider and \$2,500 for the rehab specialist. The remaining \$40,500 will be available for renovation draws and contingencies. When the house is sold, the town will repay DHCD \$40,500. Any profit can be used for the town to create its own program. The town's first three projects will be in the Mosley Heights neighborhood. The Town owned one lot in this neighborhood before applying for the grant. In response to a Notice of Violation (NOV) a property owner offered to sell a blighted property on 13<sup>th</sup> St and 2 vacant lots on 15<sup>th</sup> St to the town. These properties will be developed as single-family dwellings.

#### **ALTAVISTA ADVANTAGE**

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Kaitlin Smith, Perfect Canvas Salon, received a \$10,000 loan through the Altavista Advantage Program. This was a 60-month, no interest loan that allowed her to purchase equipment and fixtures for her new salon located at 613 Broad St.

The US Department of Agriculture (USDA) notified the Town that the remaining \$31,000 in this revolving loan fund would be de-obligated on November 10, 2022. The Town was awarded a Rural Business Enterprise Grant (RBEG) in June of 2014 for \$99,500. Six (6) businesses were assisted through this program.

#### **ALTAVISTA ON TRACK (AOT) SPECIAL PROJECTS**

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On May 14, 2022, AOT hosted its first spring festival known as Vista River Fest. AOT hosted three (3) bands, a petting zoo, photo booth, food trucks, and craft breweries. There was no charge to attend the event and it was AOT's thanks to the citizens and businesses of Altavista for their support.

Altavista On Track awarded a Downtown Business Investment Grant (DBGI) to one (1) downtown business: Perfect Canvas Salon at 613 Broad St. This grant provided three (3) months

of rent and utility subsidies to assist the business with getting started without incurring large upfront costs.

In July, the Town and AOT amended their Memorandum of Understanding to provide funding which allowed AOT to hire a full-time Executive Director. Previously, a Town employee was hired to manage the day-to-day activities of the nonprofit. This arrangement provided AOT additional autonomy to manage and direct the Executive Director.

#### **PLANNING COMMISSION 2023 WORK PLAN**

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- Update the Subdivision Ordinance.
- Begin the update to the Zoning Ordinance.
- Continue to explore ways to provide an improved housing stock that meets the needs of citizens.





TOWN OF ALTAVISTA  
TOWN COUNCIL WORK  
SESSION  
February 28, 2023  
AGENDA COVER SHEET

AGENDA ITEM #: 5.3

**NEW ITEMS FOR DISCUSSION**

**Title: Board of Zoning Appeals Annual Report**

**Staff Resource: Sharon D. Williams, AICP, Community Development Director**

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**Action(s):**

Receive the report.

**Explanation:**

The Code of Virginia § 15.2-2308(c) and Section 86-731 of the Zoning Ordinance requires that the Board of Zoning Appeals submit an annual report of their actions. In accordance with these requirements, the following report has been approved by the Board of Zoning Appeals.

**Background:**

**Funding Source(s):**

N/A

**Attachments:** *(click item to open)*

[\*BZA 2022 Annual Report.pdf\*](#)



P.O. Box 420  
510 Seventh Street  
Altavista, VA 24517  
Phone (434) 369-5001  
Fax (434) 369-4369

## Board of Zoning Appeals – Annual Report for 2022

Dear Town Council,

The Altavista Board of Zoning Appeals (BZA) respectfully submits this annual report to Town Council for activities during 2022. The BZA held its organizational meeting on April 25, 2022, which was the only meeting of the year. Wilson Dickerson was re-elected as Chairman and Laney Thompson was re-elected Vice Chair.

Following are the BZA members and their term:

Wilson Dickerson	(August 2023)
Laney Thompson	(February 2025)
Bobby Hull	(December 2026)
Gary Penn	(March 2027)
Deborah Robinson	(March 2027)

*Terms are for five (5) years.*

Thank you for the continued opportunity to serve the Town of Altavista, Town Council, and the citizens of Altavista.

Wilson Dickerson, Jr.

Wilson Dickerson, Jr.  
Board of Zoning Appeals Chairman

Sharon D. Williams

Sharon D. Williams, AIP  
Community Development Director/  
Board of Zoning Appeals Secretary



TOWN OF ALTAVISTA  
TOWN COUNCIL WORK  
SESSION  
February 28, 2023  
AGENDA COVER SHEET

AGENDA ITEM #: 5.4

**NEW ITEMS FOR DISCUSSION**

**Title: FY2024-2028 Capital Improvement Plan (CIP) Discussion**

**Staff Resource: Matt Perkins, Assistant Town Manager; Tobie Shelton, Finance Director**

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**Action(s):**

Review and Discuss FY 2024-2028 Draft Capital Improvement Plan for Town departments, as follows:  
Avoca, Public Works, and Parks and Recreation

**Explanation:**

In November 2022 the Altavista Town Council received the Capital Improvement Plan (CIP) project sheets detailing large capital projects for all Town departments. This will be the first opportunity for Council to provide staff input and direction on the working document.

**Background:**

Annually, the Town is required to adopt a budget prior to July 1st, the beginning of the new fiscal year. During last year's budget process, it was the consensus of Council to receive the draft capital budget much earlier in the budget process to allow more time to review the working document to ensure it reflects changing community needs, priorities, and funding opportunities.

**Funding Source(s):**

To initiate capital projects, the Town of Altavista utilizes funding from the General Fund, Utility (Enterprise) Fund, State Highway Fund, and the Cemetery Fund. These funds are supported through a variety of sources including taxes, user fees, utility billings, and state funds to name a few.

**Attachments:** *(click item to open)*

[\*CIP-draft\\_FY2024-FY2028\\_council-02.28.2023.pdf\*](#)

*DRAFT – Capital Improvement Program*

**AVOCA**

FY2024-2028 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: AVOCA Museum

DIVISION: AVOCA

PROJECT NAME: Mansion Décor Improvements

LOCATION: Avoca Museum

YEAR: FY 2024

ACCT#:

Type of Project: ☐ New ☐ Expansion ☒ Replacement ☐ Renovation

Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Unappropriated Subsequent Years										
			Budget Year 1 FY2023		Budget Year 2 FY2024		Budget Year 3 FY2025		Budget Year 4 FY2026		Budget Year 5 FY2027		Future Budget Years
	\$ 30,000	\$ -	\$ 30,000		\$ -		\$ -		\$ -		\$ -		\$ -

PROJECT COSTS

ACTIVITY	FY2024	FY2025	FY2026	FY2027	FY2028	FUTURE
Planning, Surveying, Design, Engineering						
Land/ROW/Acquisition:						
In House Services (In Kind)						
Site Preparation & Improvements	\$ 30,000					
Permits/Inspections/Misc.						
Building/Utility Construction:						
Legal/Misc.						
Heavy Equip./Apparatus:						
Light Equip/Furniture:						
Other:						
Total Capital Cost Estimate:	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate.	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2024	FY2025	FY2026	FY2027	FY2028	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2024	FY2025	FY2026	FY2027	FY2028	FUTURE
General Fund							
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants (List)							
Bonds (List)							
Reserve (List)							
Other - Avoca Bldg. Maint. Funds		\$ 30,000					
TOTAL	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL:							\$ 30,000

Project Description:

In FY2016, a CIP project replaced the 25 year-old wallpaper and draperies in the Mansion's Parlor, Entrance Hall, Second Floor Landing, Halls, Campbell Gallery, Fauntleroy Gallery, and a portion of the Blue Room. Still needed are new wallpaper and draperies for the Pink & Blue Rooms along with those for the Chamber, Dining Room, Bathroom and Library.

Justification/Linkage:

Continued tourism promotion and maintaining high-quality community facilities and services.





FY2024-2028 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: AVOCA Museum

DIVISION: AVOCA

PROJECT NAME: Fence Replcement

LOCATION: Avoca Museum

YEAR: FY 2024

ACCT#:

Type of Project:

☐ New

☐ Expansion

☒ Replacement

☐ Renovation

					Unappropriated Subsequent Years							
Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Budget		Budget		Budget		Budget		Future Budget Years	
			Year 1	FY2023	Year 2	FY2024	Year 3	FY2025	Year 4	FY2026	Year 5	FY2027
	\$ 40,000	\$ -	\$ 40,000		\$ -		\$ -		\$ -		\$ -	

PROJECT COSTS

ACTIVITY	FY2024	FY2025	FY2026	FY2027	FY2028	FUTURE
Planning, Surveying, Design, Engineering						
Land/ROW/Acquisition:						
In House Services (In Kind)						
Site Preparation & Improvements	\$ 40,000					
Permits/Inspections/Misc.						
Building/Utility Construction:						
Legal/Misc.						
Heavy Equip./Apparatus:						
Light Equip/Furniture:						
Other:						

Total Capital Cost Estimate:	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate.	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2024	FY2025	FY2026	FY2027	FY2028	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						

TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2024	FY2025	FY2026	FY2027	FY2028	FUTURE
General Fund							
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants (List)							
Bonds (List)							
Reserve (List)							
Other - Avoca Bldg. Maint. Funds		\$ 40,000					

TOTAL	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL:							\$ 40,000

Project Description:

The white picket fence, a historical aesthetic to the museum grounds, needs to be replaced. Numerous poles and supporting crossbars, integral to its stability, have deteriorated to a point that they are no longer salvagable.

Justification/Linkage:

Continued tourism promotion and maintaining high-quality community facilities and services.



FY2024-2028 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT:AVOCA MuseumDIVISION:AVOCA

PROJECT NAME:Museum Grounds DrainageLOCATION:Avoca Museum

YEAR: FY2026ACCT#:

Type of Project:☒ New ☐ Expansion  
☐ Replacement ☐ Renovation

Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Unappropriated Subsequent Years									
			Budget Year 1 FY2023		Budget Year 2 FY2024		Budget Year 3 FY2025		Budget Year 4 FY2026		Budget Year 5 FY2027	
	\$ 16,000	\$ -	\$ -	\$ 16,000	\$ -	\$ -	\$ -	\$ -	\$ -			

PROJECT COSTS

ACTIVITY	FY2024	FY2025	FY2026	FY2027	FY2028	FUTURE
Planning, Surveying, Design, Engineering						
Land/ROW/Acquisition:						
In House Services (In Kind)						
Site Preparation & Improvements		\$ 16,000				
Permits/Inspections/Misc.						
Building/Utility Construction:						
Legal/Misc.						
Heavy Equip./Apparatus:						
Light Equip/Furniture:						
Other:						

Total Capital Cost Estimate:	\$ -	\$ 16,000	\$ -	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate.	\$ -	\$ 16,000	\$ -	\$ -	\$ -	\$ -

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2024	FY2025	FY2026	FY2027	FY2028	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

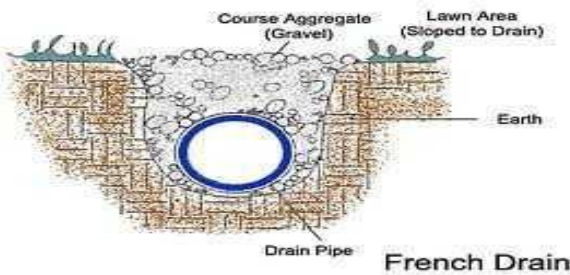
METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2024	FY2025	FY2026	FY2027	FY2028	FUTURE
General Fund							
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants (List)							
Bonds (List)							
Reserve (List)							
Other - Acoca Bldg. Maint. Funds			\$ 16,000				
TOTAL	\$ -	\$ -	\$ 16,000	\$ -	\$ -	\$ -	\$ -
TOTAL:							\$ 16,000

Project Description: The museum's Arboretum is situated upon a natural wetland. After a heavy rainfall, water tends to sit in two low-lying areas in the Arboretum. Proposal: Placement of 2 French drains in both areas to clear standing water away with a drainage pipe. The drainage pipe would lead to a ditch which is located 20 yds. from the first site and about 30 yds. from the other.

Justification/Linkage: Continued tourism promotion and maintaining high-quality community facilities and services.

Picture Area:



FY2024-2028 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: AVOCA Museum

DIVISION: AVOCA

PROJECT NAME: Trash Can Receptacle Enclosure

LOCATION: Avoca Museum

YEAR: FY 2027

ACCT#:

Type of Project: ☐ New ☒ Expansion ☐ Replacement ☐ Renovation

					Unappropriated Subsequent Years								
Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Budget		Budget		Budget		Budget		Budget		Future Budget Years
			Year 1	FY2023	Year 2	FY2024	Year 3	FY2025	Year 4	FY2026	Year 5	FY2027	
	\$ 12,000	\$ -	\$ -		\$ -		\$ 12,000		\$ -		\$ -		\$ -

PROJECT COSTS

ACTIVITY	FY2024	FY2025	FY2026	FY2027	FY2028	FUTURE
Planning, Surveying, Design, Engineering						
Land/ROW/Acquisition:						
In House Services (In Kind)						
Site Preparation & Improvements			\$ 12,000			
Permits/Inspections/Misc.						
Building/Utility Construction:						
Legal/Misc.						
Heavy Equip./Apparatus:						
Light Equip/Furniture:						
Other:						

Total Capital Cost Estimate:	\$ -	\$ -	\$ 12,000	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate.	\$ -	\$ -	\$ 12,000	\$ -	\$ -	\$ -

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2024	FY2025	FY2026	FY2027	FY2028	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2024	FY2025	FY2026	FY2027	FY2028	FUTURE
General Fund							
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants (List)							
Bonds (List)							
Reserve (List)							
Other - Acoca Bldg. Maint. Funds				\$ 12,000			
TOTAL	\$ -	\$ -	\$ -	\$ 12,000	\$ -	\$ -	\$ -
TOTAL:							\$ 12,000

Project Description:

The large number of trashcans need to have an attractive enclosure depicting the architechual period of the mansion.

Justification/Linkage:

The trashcans are a distraction from the beauty and appeal from the museum.



*DRAFT – Capital Improvement Program*

# **Public Works**

FY2024-2028 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT:Public WorksDIVISION:Street Department

PROJECT NAME:PavingLOCATION:Town Wide

YEAR:FY2024ACCT#:010-4104-602.81-30 - 020-4101-601.60-36

Type of Project:

☐ New

☐ Expansion

☐ Replacement

☒ Renovation

				Unappropriated Subsequent Years							
Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Budget Year 1 FY2024	Budget Year 2 FY2025	Budget Year 3 FY2026	Budget Year 4 FY2027	Budget Year 5 FY2028	Future Budget Years			
	\$ 2,460,000	\$ -	\$ 820,000	\$ -	\$ 820,000	\$ -	\$ 820,000	\$ -			

PROJECT COSTS

ACTIVITY	FY2024	FY2025	FY2026	FY2027	FY2027	FUTURE
Planning, Surveying, Design, Engineering						
Land/ROW/Acquisition						
In House Services (In Kind)						
Site Preparation & Improvements						
Permits/Inspections/Misc.						
Building/Utility Construction						
Legal/Misc.						
Heavy Equip./Apparatus						
Light Equip./Furniture						
Other (Paving)	\$ 820,000		\$ 820,000		\$ 820,000	
Total Capital Cost Estimate:	\$ 820,000	\$ -	\$ 820,000	\$ -	\$ 820,000	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate.	\$ 820,000	\$ -	\$ 820,000	\$ -	\$ 820,000	\$ -

NEW OR ADDITIONAL IMPACT ON OPERATING BUDGET

Type of Expenditure	FY2024	FY2025	FY2026	FY2027	FY2028	FUTURE
Salaries/Benefits						
Professional & Consulting Services						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

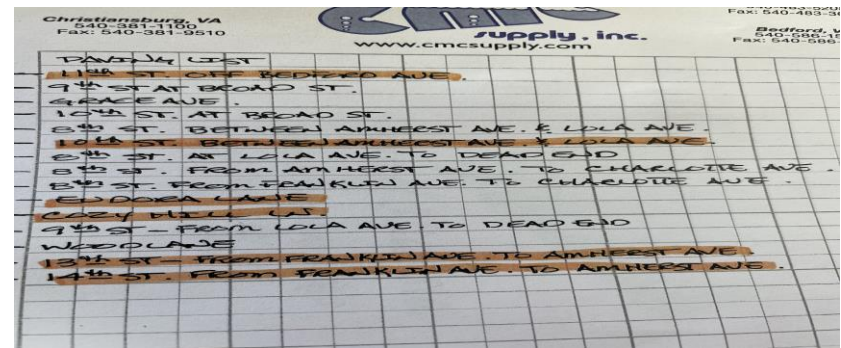
Funding Sources	Previous Allocation (Earmarked)	FY2024	FY2025	FY2026	FY2027	FY2028	FUTURE
General Fund		\$ 20,000		\$ 20,000		\$ 20,000	
Highway Fund		\$ 800,000		\$ 800,000		\$ 800,000	
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants (List)							
Bonds (List)							
Reserve (List)							
Other (List)							
TOTAL	\$ -	\$ 820,000	\$ -	\$ 820,000	\$ -	\$ 820,000	\$ -
TOTAL:							\$ 2,460,000

Project Description:

2024 Paving schedule, 11th Street, Frazier Road, 10th Street, Eudora Lane, 13th Street, 14th Street, 9th Street, Unnamed Alley, Grace Ave, 10th Street, 8th Street, Wood Lane & Edgewood

Justification/Linkage:

Council Goals, Master Plans, or Dept. Goals & Objectives: Create and maintain high-quality Community facilities and Infrastructure.





FY2024-2028 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT:

Public Works

DIVISION:

Street Department

PROJECT NAME:

Stream Banks Clearing and Right of way clearing

LOCATION:

Area between English Auto Alignment/Elba

YEAR:

FY2024

ACCT#:

010-4101-601.81-30 / 020-4101-608.82-30

Type of Project:

☐ New

☐ Expansion

☐ Replacement

☒ Renovation

Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Unappropriated Subsequent Years										
			Budget Year 1 FY2023		Budget Year 2 FY2024		Budget Year 3 FY2025		Budget Year 4 FY2026		Budget Year 5 FY2027		Future Budget Years
\$ 50,000	\$ 300,000	\$ -	\$ 50,000		\$ 50,000		\$ 50,000		\$ 50,000		\$ 50,000		\$ -

PROJECT COSTS

ACTIVITY	FY2024	FY2025	FY2026	FY2027	FY2027	FUTURE
Planning, Surveying, Design, Engineering						
Land/ROW/Acquisition						
In House Services (In Kind)						
Site Preparation & Improvements						
Permits/Inspections/Misc.						
Building/Utility Construction						
Legal/Misc.						
Heavy Equip./Apparatus						
Light Equip/Furniture						
Other						
	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	

Total Capital Cost Estimate:	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate.	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ -

NEW OR ADDITIONAL IMPACT ON OPERATING BUDGET

Type of Expenditure	FY2024	FY2025	FY2026	FY2027	FY2028	FUTURE
Salaries/Benefits						
Professional & Consulting Services						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

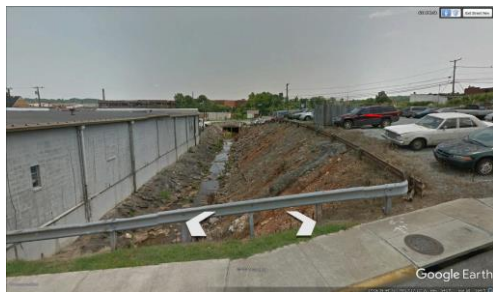
Funding Sources	Previous Allocation (Earmarked)	FY2024	FY2025	FY2026	FY2027	FY2028	FUTURE
General Fund		\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	
Highway Fund		\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants (List)							
Bonds (List)							
Reserve (List)							
Other (List)							
TOTAL	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ -
TOTAL:							\$ 250,000

Project Description:

Clearing of banks along creeks and Right of ways for drainage easements

Justification/Linkage:

To maintain a healthy creek free of excessive and impeding vegetation and for staff to be able to maintain sewer line and drainage.



FY2024-2028 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT:

Public Works

DIVISION:

Building & Grounds

PROJECT NAME:

Purchase New 96" Exmark Mower

LOCATION:

Public Works

YEAR:

FY

2024

ACCT#:

010-4101-601.82-06

Type of Project:

☒ New

☐ Expansion

☐ Replacement

☐ Renovation

					Unappropriated Subsequent Years								
Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Budget Year 1   FY2023		Budget Year 2   FY2024		Budget Year 3   FY2025		Budget Year 4   FY2026		Budget Year 5   FY2027		Future Budget Years
\$ 25,000	\$ 40,500	\$ 15,500							\$ -		\$ -		\$ -

PROJECT COSTS

ACTIVITY	FY2024	FY2025	FY2026	FY2027	FY2028	FUTURE
Planning, Surveying, Design, Engineering						
Land/ROW/Acquisition:						
In House Services (In Kind)						
Site Preparation & Improvements						
Permits/Inspections/Misc.						
Building/Utility Construction:						
Legal/Misc.						
Heavy Equip./Apparatus:						
Light Equip/Furniture:	\$ 25,000					
Other:						

Total Capital Cost Estimate:	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate.	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2024	FY2025	FY2026	FY2027	FY2028	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2024	FY2025	FY2026	FY2027	FY2028	FUTURE
General Fund	\$ 15,500	\$ 25,000					
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants (List)							
Bonds (List)							
Reserve (List)							
Other (List)							
TOTAL	\$ 15,500	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL:							\$ 40,500

Project Description:

Staff has identified the need to purchase this mower to remain at English Park to be used to mow English Park and the new development of the field on Eagle Trail.

Justification/Linkage:

This mower will be able to finish cut the new fields on Eagle Trail and the mowing of English Park.



FY2024-2028 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT:Public WorksDIVISION:Streets

PROJECT NAME:Replace 2012 Chevrolet 1 Ton Dump TruckLOCATION:Public Works

YEAR:2024ACCT#:020-4101-601.81-02

Type of Project:

☐ New

☐ Expansion

☒ Replacement

☐ Renovation

					Unappropriated Subsequent Years								
Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Budget Year 1 FY2024		Budget Year 2 FY2025		Budget Year 3 FY2026		Budget Year 4 FY2027		Budget Year 5 FY2028		Future Budget Years
\$ 52,750	\$ 90,750		\$ 38,000		\$ -		\$ -		\$ -		\$ -		\$ -

PROJECT COSTS

ACTIVITY	FY2024	FY2025	FY2026	FY2027	FY2028	FUTURE
Planning, Surveying, Design, Engineering						
Land/ROW/Acquisition:						
In House Services (In Kind)						
Site Preparation & Improvements						
Permits/Inspections/Misc.						
Building/Utility Construction:						
Legal/Misc.						
Heavy Equip./Apparatus:						
Light Equip/Furniture:	\$ 38,000					
Other:						

Total Capital Cost Estimate:	\$ 38,000	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate.	\$ 38,000	\$ -	\$ -	\$ -	\$ -	\$ -

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2024	FY2025	FY2026	FY2027	FY2028	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2024	FY2025	FY2026	FY2027	FY2028	FUTURE
General Fund							
Highway Fund	\$ 52,750	\$ 38,000					
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants (List)							
Bonds (List)							
Reserve (List)							
Other (List)							
TOTAL	\$ 52,750	\$ 38,000	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL:							\$ 90,750

Project Description:

The current unit is 12 years old with 88,983 miles and is up for replacement. The life expectancy of the current vehicle is 10 years. We will replace this unit with a 1-ton truck with a dump body and plow for snow removal.

Justification/Linkage:

To replace vehicles & equipment with high mileage/hours or ones that are costing a significant amount due to maintenance. This unit is used within the Street Department.



FY2024-2028 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT:Public WorksDIVISION:Streets/B&G

PROJECT NAME:Replace 2010 Pickup TruckLOCATION:Public Works

YEAR: FY2024ACCT#:010-4101-601.81-02 / 020-4101-601.81-02

Type of Project:

☐ New

☐ Expansion

☒ Replacement

☐ Renovation

Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Unappropriated Subsequent Years					Future Budget Years
			Budget Year 1 FY2024	Budget Year 2 FY2025	Budget Year 3 FY2026	Budget Year 4 FY2027	Budget Year 5 FY2028	
\$ 19,400	\$ 46,800	\$ 27,400			\$ -	\$ -		\$ -

PROJECT COSTS

ACTIVITY	FY2024	FY2025	FY2026	FY2027	FY2028	FUTURE
Planning, Surveying, Design, Engineering						
Land/ROW/Acquisition						
In House Services (In Kind)						
Site Preparation & Improvements						
Permits/Inspections/Misc.						
Building/Utility Construction						
Legal/Misc.						
Heavy Equip./Apparatus						
Light Equip/Furniture	\$ 9,700	\$ 9,700				
Other						
Total Capital Cost Estimate:	\$ 9,700	\$ 9,700	\$ -	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate.	\$ 9,700	\$ 9,700	\$ -	\$ -	\$ -	\$ -

NEW OR ADDITIONAL IMPACT ON OPERATING BUDGET

Type of Expenditure	FY2024	FY2025	FY2026	FY2027	FY2028	FUTURE
Salaries/Benefits						
Professional & Consulting Services						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2024	FY2025	FY2026	FY2027	FY2028	FUTURE
General Fund	\$ 6,860	\$ 2,430	\$ 2,430				
Highway Fund	\$ 20,540	\$ 7,270	\$ 7,270				
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants (List)							
Bonds (List)							
Reserve (List)							
Other (List)							
TOTAL	\$ 27,400	\$ 9,700	\$ 9,700	\$ -	\$ -	\$ -	\$ -
Transfer Out of Reserves (Earmark)		(\$8,000)	(\$8,000)				
TOTAL:						\$ 46,800	

Project Description:

The current unit is 14 years old with 79,888 miles and is up for replacement. The life expectancy of the current vehicle is 10 years. This vehicle has been scheduled for replacement in FY2025, as it will be 15 years old with an estimate of 100,000 miles. The plan is to replace this unit with a 3/4 ton truck pickup with plow for snow removal.

Justification/Linkage:

To replace vehicles & equipment with high mileage/hours or ones that are costing a significant amount due to maintenance. This unit is used within the Street Department.





FY2024-2028 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT:

Public Works

DIVISION:

Administration

PROJECT NAME:

Fuel System Update

LOCATION:

Public Works Shop

YEAR:

FY 2024

ACCT#:

Various

Type of Project:

☐ New

☐ Expansion

☒ Replacement

☐ Renovation

Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Unappropriated Subsequent Years						
			Budget Year 1 FY2024	Budget Year 2 FY2025	Budget Year 3 FY2026	Budget Year 4 FY2027	Budget Year 5 FY2028	Future Budget Years	
\$ 4,000	\$ 35,270	\$ 14,000	\$ 17,270	\$ -	\$ -	\$ -	\$ -	\$ -	

PROJECT COSTS

ACTIVITY	FY2024	FY2025	FY2026	FY2027	FY2028	FUTURE
Planning, Surveying, Design, Engineering						
Land/ROW/Acquisition:						
In House Services (In Kind)						
Site Preparation & Improvements						
Permits/Inspections/Misc.						
Building/Utility Construction:	\$ 17,270					
Legal/Misc.						
Heavy Equip./Apparatus:						
Light Equip./Furniture:						
Other:						
Total Capital Cost Estimate:	\$ 17,270	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate.	\$ 17,270	\$ -	\$ -	\$ -	\$ -	\$ -

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2024	FY2025	FY2026	FY2027	FY2028	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2024	FY2025	FY2026	FY2027	FY2028	FUTURE
General Fund	\$ 4,500	\$ 4,250					
Highway Fund	\$ 4,500	\$ 4,250					
Enterprise Fund (W)	\$ 4,500	\$ 4,250					
Enterprise Fund (WW)	\$ 4,500	\$ 4,520					
Grants (List)							
Bonds (List)							
Reserve (List)							
Other (List)							
TOTAL	\$ 18,000	\$ 17,270	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL:							\$ 35,270

Project Description:

Staff has identified a need to replace and update the current Fuel computer system. The current system was planned to be replaced in 2021 but we found out that we did not appropriate enough funds for this project.

Justification/Linkage:

Current Fuel System is 20 plus years old and will need to be updated in order to operate on windows 10 computer system. The current system is operating on a stand alone computer and is not connected to the server. When this is changed out and updated this system will be placed on the network and the information will be backed up daily on the server.





FY2024-2028 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: Public Works

DIVISION: Buildings & Grounds

PROJECT NAME: Shreve Park Fountain Upgrade (lights & pump)

LOCATION: Shreve Park

YEAR: FY 2024

ACCT#: 010-4104-602.81-30

Type of Project: ☐ New ☐ Expansion ☒ Replacement ☐ Renovation

Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Unappropriated Subsequent Years						
			Budget Year 1 FY2024	Budget Year 2 FY2025	Budget Year 3 FY2026	Budget Year 4 FY2027	Budget Year 5 FY2028	Future Budget Years	
	\$ 40,000	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT COSTS

ACTIVITY	FY2024	FY2025	FY2026	FY2027	FY2028	FUTURE
Planning, Surveying, Design, Engineering						
Land/ROW/Acquisition:						
In House Services (In Kind)						
Site Preparation & Improvements						
Permits/Inspections/Misc.						
Building/Utility Construction:						
Legal/Misc.						
Heavy Equip./Apparatus:						
Light Equip/Furniture:	\$ 40,000					
Other:						

Total Capital Cost Estimate:	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate.	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2024	FY2025	FY2026	FY2027	FY2028	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						

TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2024	FY2025	FY2026	FY2027	FY2028	FUTURE
General Fund		\$ 40,000					
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants (List)							
Bonds (List)							
Reserve (List)							
Other (List)							

TOTAL	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL:							\$ 40,000

Project Description:

Fountain needs upgrade due to current conditions due to age of fountain.

Justification/Linkage:

Aged fountain needs upgrade for appearance and functions to be pleasing to the public.



FY2024-2028 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT:Public WorksDIVISION:Streets

PROJECT NAME:Bedford Ave. Decorative Streetlights ProjectLOCATION:Bedford Ave. (Train Trestle to CL)

YEAR:2024ACCT#:010-4101-601.81-30

Type of Project:

☐ New

☐ Expansion

☒ Replacement

☐ Renovation

Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Budget Year 1 FY2024	Unappropriated Subsequent Years					
				Budget Year 2 FY2025	Budget Year 3 FY2026	Budget Year 4 FY2027	Budget Year 5 FY2028	Future Budget Years	
	\$ 675,500	\$ -	\$ 336,200	\$ 339,300	\$ -	\$ -		\$ -	

PROJECT COSTS

ACTIVITY	FY2024	FY2025	FY2026	FY2027	FY2028	FUTURE
Planning, Surveying, Design, Engineering	\$ 10,000					
Land/ROW/Acquisition						
In House Services (In Kind)						
Site Preparation & Improvements	\$ 326,200					
Permits/Inspections/Misc.						
Building/Utility Construction						
Legal/Misc.						
Heavy Equip./Apparatus						
Light Equip/Furniture						
Other						

Total Capital Cost Estimate:	\$ 336,200	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ 3,100	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate.	\$ 339,300	\$ -	\$ -	\$ -	\$ -	\$ -

NEW OR ADDITIONAL IMPACT ON OPERATING BUDGET

Type of Expenditure	FY2024	FY2025	FY2026	FY2027	FY2028	FUTURE
Salaries/Benefits						
Professional & Consulting Services						
Materials & Supplies						
Maintenance/Fuel	\$ 3,100					
Other						

TOTAL	\$ 3,100	\$ -	\$ -	\$ -	\$ -	\$ -
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METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2024	FY2025	FY2026	FY2027	FY2028	FUTURE
General Fund		\$ 339,300					
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants (List)							
Bonds (List)							
Reserve (List)							
Other (List)							

TOTAL	\$ -	\$ 339,300	\$ -	\$ -	\$ -	\$ -	\$ -
Transfer Out of Reserves (Earmark)							
TOTAL:						\$ 339,300	

Project Description:

Installation of thirty-two (32) sixteen foot decorative streetlights along Bedford Avenue from the railroad underpass to the Town Limits (Windy Ridge Dr.) Consideration of seeking VDOT TAP funding for partial funding.

Justification/Linkage:

Increase safety for pedestrians.



FY2024-2028 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: Public Works

DIVISION: Streets/Utilities W/WW

PROJECT NAME: Additional Road Plates

LOCATION: Public Works

YEAR: FY 2024

ACCT#: Various

Type of Project:

☒ New

☐ Expansion

☒ Replacement

☐ Renovation

Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Unappropriated Subsequent Years					
			Budget Year 1 FY2024	Budget Year 2 FY2025	Budget Year 3 FY2026	Budget Year 4 FY2027	Budget Year 5 FY2028	Future Budget Years
	\$ 41,000	\$ -	\$ 41,000	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT COSTS

ACTIVITY	FY2024	FY2025	FY2026	FY2027	FY2028	FUTURE
Planning, Surveying, Design, Engineering						
Land/ROW/Acquisition:						
In House Services (In Kind)						
Site Preparation & Improvements						
Permits/Inspections/Misc.						
Building/Utility Construction:						
Legal/Misc.						
Heavy Equip./Apparatus:						
Light Equip/Furniture:	\$ 41,000					
Other:						
Total Capital Cost Estimate:	\$ 41,000	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate.	\$ 41,000	\$ -	\$ -	\$ -	\$ -	\$ -

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2024	FY2025	FY2026	FY2027	FY2028	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2024	FY2025	FY2026	FY2027	FY2028	FUTURE
General Fund		\$ 10,250					
Highway Fund		\$ 10,250					
Enterprise Fund (W)		\$ 10,250					
Enterprise Fund (WW)		\$ 10,250					
Grants (List)							
Bonds (List)							
Reserve (List)							
Other (List)							
TOTAL	\$ -	\$ 41,000	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL:							\$ 41,000

Project Description:

These road plates will be used during all construction, to provide a temporary surface for traffic to pass over while construction is underway.

Justification/Linkage:

These plates provide safety protection for our citizens and for our staff.



FY2024-2028 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT:Public WorksDIVISION:Streets

PROJECT NAME:Street Light Upgrades to LED Heads and/or BulbsLOCATION:Downtown

YEAR:2024ACCT#:010-4101-601.81-30

Type of Project:

☐ New

☐ Expansion

☒ Replacement

☐ Renovation

				Unappropriated Subsequent Years							
Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Budget		Budget		Budget		Budget		Future Budget Years
			Year 1	FY2024	Year 2	FY2025	Year 3	FY2026	Year 4	FY2027	
	\$ 65,000	\$ -	\$ 32,500		\$ 32,500		\$ -				\$ -

PROJECT COSTS

ACTIVITY	FY2024	FY2025	FY2026	FY2027	FY2028	FUTURE
Planning, Surveying, Design, Engineering						
Land/ROW/Acquisition						
In House Services (In Kind)						
Site Preparation & Improvements						
Permits/Inspections/Misc.						
Building/Utility Construction						
Legal/Misc.						
Heavy Equip./Apparatus						
Light Equip/Furniture						
Other	\$ 32,500	\$ 32,500				
Total Capital Cost Estimate:	\$ 32,500	\$ 32,500	\$ -	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate.	\$ 32,500	\$ 32,500	\$ -	\$ -	\$ -	\$ -

NEW OR ADDITIONAL IMPACT ON OPERATING BUDGET

Type of Expenditure	FY2024	FY2025	FY2026	FY2027	FY2028	FUTURE
Salaries/Benefits						
Professional & Consulting Services						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2024	FY2025	FY2026	FY2027	FY2028	FUTURE
General Fund		\$ 32,500	\$ 32,500				
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants (List)							
Bonds (List)							
Reserve (List)							
Other (List)							
TOTAL	\$ -	\$ 32,500	\$ 32,500	\$ -	\$ -	\$ -	\$ -
TOTAL:							\$ 65,000

Project Description:

To save on electrical cost on the street lights as well as to change the bulbs to white color to make them brighter, the bulbs will be changed to LED lights. Retrofitting the heads and changing to LED bulbs will be required. Town Staff will change out 25 lights in FY2022 and continue each year until the project is completed. Approximately 3 years.

Justification/Linkage:

To create and maintain high-quality community facilities and services





FY2024-2028 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT:

Public Works

DIVISION:

Streets/ PW

PROJECT NAME:

Replace ODB/Extreme Vac LCT Trailer Leaf Vac

LOCATION:

Public Works

YEAR:

FY 2024

ACCT#:

010-4101-601.81-06

Type of Project:

☐ New

☐ Expansion

☒ Replacement

☐ Renovation

Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Budget Year 1 FY2024	Unappropriated Subsequent Years					Future Budget Years
				Budget Year 2 FY2025	Budget Year 3 FY2026	Budget Year 4 FY2027	Budget Year 5 FY2028		
	\$ 75,000	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	

PROJECT COSTS

ACTIVITY	FY2024	FY2025	FY2026	FY2027	FY2028	FUTURE
Planning, Surveying, Design, Engineering						
Land/ROW/Acquisition:						
In House Services (In Kind)						
Site Preparation & Improvements						
Permits/Inspections/Misc.						
Building/Utility Construction:						
Legal/Misc.						
Heavy Equip./Apparatus:	\$ 75,000					
Light Equip/Furniture:						
Other:						
Total Capital Cost Estimate:	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate.	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2024	FY2025	FY2026	FY2027	FY2028	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2024	FY2025	FY2026	FY2027	FY2028	FUTURE
General Fund		\$ 75,000					
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants (List)							
Bonds (List)							
Reserve (List)							
Other (List)							
TOTAL	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL:							\$ 75,000

Project Description:

Replace older Leaf Vac. It has used it's useful service life. Newest was replaced in 2015.

Justification/Linkage:

The staff has determined that the old vac is no longer useful and has a lot of wear and tear., and is no longer reliable. Continuing to have both will assist in keeping leaves up for citizens and keeping our ditches clean.





FY2024-2028 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT:Public WorksDIVISION:Building and Grounds

PROJECT NAME:Trailer for 2 MowersLOCATION:Public Works

YEAR: FY2024ACCT#:010-4101-601.82-06

Type of Project:☒ New ☐ Expansion  
☐ Replacement ☐ Renovation

Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Unappropriated Subsequent Years					
			Budget Year 1 FY2024	Budget Year 2 FY2025	Budget Year 3 FY2026	Budget Year 4 FY2027	Budget Year 5 FY2028	Future Budget Years
	\$ 18,000		\$ 18,000	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT COSTS

ACTIVITY	FY2024	FY2025	FY2026	FY2027	FY2028	FUTURE
Planning, Surveying, Design, Engineering						
Land/ROW/Acquisition:						
In House Services (In Kind)						
Site Preparation & Improvements						
Permits/Inspections/Misc.						
Building/Utility Construction:						
Legal/Misc.						
Heavy Equip./Apparatus:						
Light Equip/Furniture:	\$ 18,000					
Other:						

Total Capital Cost Estimate:	\$ 18,000	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate.	\$ 18,000	\$ -	\$ -	\$ -	\$ -	\$ -

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2024	FY2025	FY2026	FY2027	FY2028	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2024	FY2025	FY2026	FY2027	FY2028	FUTURE
		\$ 18,000					
General Fund							
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants (List)							
Bonds (List)							
Reserve (List)							
Other (List)							
TOTAL	\$ -	\$ 18,000	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL:							\$ 18,000

Project Description:

Building and Grounds Department is currently using two smaller trailers to transport there mowers to verious sites to mow. Where as they are having to drop of one mower and go back to pick up to second one. This is due to having two crews mowing at different locations.

Justification/Linkage:

Staff has identified the need for this trailer for the Building and Grounds to safely transport more then one 60" mower to various sites.

FY2024-2028 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT:Public WorksDIVISION:Sanitation

PROJECT NAME:Solid Waste Can ReplacementLOCATION:Public Works

YEAR:2024ACCT#:010-4102-601.81-06

Type of Project:

☐ New

Expansion

☒ Replacement

Renovation

				Unappropriated Subsequent Years									
Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Budget Year 1 FY2024		Budget Year 2 FY2025		Budget Year 3 FY2026		Budget Year 4 FY2027		Budget Year 5 FY2028		Future Budget Years
\$ 5,000	\$ 30,000	\$ -	\$ 5,000		\$ 5,000		\$ 5,000		\$ 5,000		\$ 5,000		\$ -

PROJECT COSTS

ACTIVITY	FY2024	FY2025	FY2026	FY2027	FY2028	FUTURE
Planning, Surveying, Design, Engineering						
Land/ROW/Acquisition						
In House Services (In Kind)						
Site Preparation & Improvements						
Permits/Inspections/Misc.						
Building/Utility Construction						
Legal/Misc.						
Heavy Equip./Apparatus						
Light Equip/Furniture	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	
Other						

Total Capital Cost Estimate:	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate.	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ -

NEW OR ADDITIONAL IMPACT ON OPERATING BUDGET

Type of Expenditure	FY2024	FY2025	FY2026	FY2027	FY2028	FUTURE
Salaries/Benefits						
Professional & Consulting Services						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2024	FY2025	FY2026	FY2027	FY2028	FUTURE
General Fund		\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants (List)							
Bonds (List)							
Reserve (List)							
Other (List)							
TOTAL	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ -
TOTAL:							\$ 25,000

Project Description:

Due to the age of our current solid waste cans staff is recommending that we implement a can replacement program. Our current cans are 15 years old with a life expectancy of 10 years. After 10 years the cans become brittle and began to crack and split. It is our goal to start replacing at least 75 cans per year. Currently we have over 1,600 cans.

Justification/Linkage:

Life expectancy of the cans are 10 years.



FY2024-2028 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT:

Public Works

DIVISION:

Street Department

PROJECT NAME:

Sidewalk, Curb & Gutter & Drainage

LOCATION:

Town Wide

YEAR:

FY 2024

ACCT#:

020-4101-608.82-30

Type of Project:

☐ New

☐ Expansion

☐ Replacement

☒ Renovation

				Unappropriated Subsequent Years									
Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Budget Year 1 FY2024		Budget Year 2 FY2025		Budget Year 3 FY2026		Budget Year 4 FY2027		Budget Year 5 FY2028		Future Budget Years
\$ 75,000	\$ 450,000	\$ -	\$ 75,000		\$ 75,000		\$ 75,000		\$ 75,000		\$ 75,000		\$ -

PROJECT COSTS

ACTIVITY	FY2024	FY2025	FY2026	FY2027	FY2028	FUTURE
Planning, Surveying, Design, Engineering						
Land/ROW/Acquisition						
In House Services (In Kind)						
Site Preparation & Improvements						
Permits/Inspections/Misc.						
Building/Utility Construction						
Legal/Misc.						
Heavy Equip./Apparatus						
Light Equip/Furniture						
Other	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	
Total Capital Cost Estimate:	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate.	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ -

NEW OR ADDITIONAL IMPACT ON OPERATING BUDGET

Type of Expenditure	FY2024	FY2025	FY2026	FY2027	FY2028	FUTURE
Salaries/Benefits						
Professional & Consulting Services						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2024	FY2025	FY2026	FY2027	FY2028	FUTURE
General Fund							
Highway Fund		\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants (List)							
Bonds (List)							
Reserve (List)							
Other (List)							
TOTAL	\$ -	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ -
TOTAL:							\$ 375,000

Project Description:

Staff identified areas of improvements such as: sidewalk replacement, handicap access, and storm water that will improve the overall appearance of the community.

Justification/Linkage:

To improve the physical appearance and quality of the town, sidewalks, storm water management, and address safe pedestrian traffic.



FY2024-2028 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT:

Public Works

DIVISION:

Buildings and Grounds

PROJECT NAME:

Replace 2012 Chevrolet 1-Ton Dump Truck

LOCATION:

Public Works

YEAR:

FY 2024

ACCT#:

010-4101-601.81-02

Type of Project:

☐ New

☐ Expansion

☒ Replacement

☐ Renovation

Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Unappropriated Subsequent Years					
			Budget Year 1 FY2024	Budget Year 2 FY2025	Budget Year 3 FY2026	Budget Year 4 FY2027	Budget Year 5 FY2028	Future Budget Years
	\$ 80,000	\$ 41,900	\$ 14,450	\$ 23,650			\$ -	\$ -

PROJECT COSTS

ACTIVITY	FY2024	FY2025	FY2026	FY2027	FY2028	FUTURE
Planning, Surveying, Design, Engineering						
Land/ROW/Acquisition						
In House Services (In Kind)						
Site Preparation & Improvements						
Permits/Inspections/Misc.						
Building/Utility Construction						
Legal/Misc.						
Heavy Equip./Apparatus						
Light Equip/Furniture	\$ 14,450	\$ 23,650				
Other						
Total Capital Cost Estimate:	\$ 14,450	\$ 23,650	\$ -	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate.	\$ 14,450	\$ 23,650	\$ -	\$ -	\$ -	\$ -

NEW OR ADDITIONAL IMPACT ON OPERATING BUDGET

Type of Expenditure	FY2024	FY2025	FY2026	FY2027	FY2028	FUTURE
Salaries/Benefits						
Professional & Consulting Services						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2024	FY2025	FY2026	FY2027	FY2028	FUTURE
General Fund	\$ 41,900	\$ 14,450	\$ 23,650				
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants (List)							
Bonds (List)							
Reserve (List)							
Other (List)							
TOTAL	\$ 41,900	\$ 14,450	\$ 23,650	\$ -	\$ -	\$ -	\$ -
Transfer Out of Reserves (Earmark)		(\$13,000)	(\$13,000)	(\$13,000)	(\$13,000)	TOTAL:	\$ 80,000

Project Description:

The current unit is 7 years old with 68,000 miles and is up for replacement. The life expectancy of the current vehicle is 10 years. This vehicle has been scheduled for replacement in FY2025 as it will be 13 years old with an estimate of 126,285 miles. The plan is to replace this unit with a 1-ton truck with a dump body and plow for snow removal.

Justification/Linkage:

To replace vehicles & equipment with high mileage/hours or ones that are costing a significant amount due to maintenance. This unit is used within the Street Department.



*DRAFT – Capital Improvement Program*

# **Parks & Recreation**



FY2024-2028 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT:

Public Works

DIVISION:

Parks and Recreation

PROJECT NAME:

Create Trail Access to Pittsylvania Ave

LOCATION:

English Park

YEAR:

FY2024

ACCT#:

010-4104-602.82-26

Type of Project:

☒ New

☐ Expansion

☐ Replacement

☐ Renovation

					Unappropriated Subsequent Years								
Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Budget		Budget		Budget		Budget		Budget		Future Budget Years
			Year 1	FY2024	Year 2	FY2025	Year 3	FY2026	Year 4	FY2027	Year 5	FY2028	
	\$ 355,000		\$ 25,000		\$ 50,000		\$ 280,000		\$ -		\$ -		\$ -

PROJECT COSTS

ACTIVITY	FY2024	FY2025	FY2026	FY2027	FY2028	FUTURE
Planning, Surveying, Design, Engineering		\$25,000	\$15,000			
Land/ROW/Acquisition:						
In House Services (In Kind)						
Site Preparation & Improvements						
Permits/Inspections/Misc.						
Building/Utility Construction:			\$265,000			
Legal/Misc.						
Heavy Equip./Apparatus:						
Light Equip/Furniture:						
Other:	\$25,000	\$25,000				

Total Capital Cost Estimate:	\$25,000	\$50,000	\$280,000	\$-	\$-	\$-
Total Operating Impact Estimate:	\$-					\$-
Total Expenditure Estimate.	\$25,000	\$50,000	\$280,000	\$-	\$-	\$-

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2024	FY2025	FY2026	FY2027	FY2028	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$-	\$-	\$-	\$-	\$-	\$-

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2024	FY2025	FY2026	FY2027	FY2028	FUTURE
General Fund		\$25,000	\$50,000	\$140,000			
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants (Pursue VDOT TAP funding)				\$140,000			
Bonds (List)							
Reserve (List)							
Other (List)							
TOTAL	\$-	\$25,000	\$50,000	\$280,000	\$-	\$-	\$-
TOTAL:							\$355,000

Project Description:

Create a trail connection between English Park and Shreve Park along Pittsylvania Avenue.

Justification/Linkage:

To expand and enhance the public park system by increasing pedestrians circulation. Project #8 - 2018 Parks & Trails Master Plan.



FY2024-2028 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT:

Public Works

DIVISION:

Parks and Recreation

PROJECT NAME:

Walking/Biking Trail Connection to Lane Access Road

LOCATION:

English Park

YEAR:

FY2024

ACCT#:

010-4104-602.82-26

Type of Project:

☒ New

Expansion

☐ Replacement

Renovation

				Unappropriated Subsequent Years									
Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Budget Year 1 FY2024		Budget Year 2 FY2025		Budget Year 3 FY2026		Budget Year 4 FY2027		Budget Year 5 FY2028		Future Budget Years
\$ 15,000	\$ 110,000		\$ 15,000		\$ 15,000		\$ 15,000		\$ 20,000		\$ 30,000		\$ -

PROJECT COSTS

ACTIVITY	FY2024	FY2025	FY2026	FY2027	FY2028	FUTURE
Planning, Surveying, Design, Engineering				\$ 20,000		
Land/ROW/Acquisition:						
In House Services (In Kind)						
Site Preparation & Improvements						
Permits/Inspections/Misc.						
Building/Utility Construction:					\$ 30,000	
Legal/Misc.						
Heavy Equip./Apparatus:						
Light Equip/Furniture:						
Other:	\$ 15,000	\$ 15,000	\$ 15,000			
Total Capital Cost Estimate:	\$ 15,000	\$ 15,000	\$ 15,000	\$ 20,000	\$ 30,000	\$ -
Total Operating Impact Estimate:	\$ -					\$ -
Total Expenditure Estimate.	\$ 15,000	\$ 15,000	\$ 15,000	\$ 20,000	\$ 30,000	\$ -

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2024	FY2025	FY2026	FY2027	FY2028	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2024	FY2025	FY2026	FY2027	FY2028	FUTURE
General Fund	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 20,000		
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants (Pursue VDOT TAP funding)						\$ 30,000	
Bonds (List)							
Reserve (List)							
Other (List)							
TOTAL	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 20,000	\$ 30,000	\$ -
TOTAL:							\$ 110,000

Project Description:

To make a connection between 3rd Street and Lane Access Road to allow bikes and pedestrians to connect to English Park.

Justification/Linkage:

To expand and enhance the public park system by increasing pedestrians circulation. Project #9 - 2018 Parks & Trails Master Plan.

FY2024-2028 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT:

Public Works

DIVISION:

Parks and Recreation

PROJECT NAME:

War Memorial Ballfield Renovations

LOCATION:

English Park

YEAR:

FY2024

ACCT#:

010-4104-602.82-26

Type of Project:

☒ New

☐ Expansion

☐ Replacement

☐ Renovation

				Unappropriated Subsequent Years									
Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Budget Year 1 FY2024		Budget Year 2 FY2025		Budget Year 3 FY2026		Budget Year 4 FY2027		Budget Year 5 FY2028		Future Budget Years
	\$ 63,750		\$ 63,750		\$ -		\$ -		\$ -		\$ -		\$ -

PROJECT COSTS

ACTIVITY	FY2024	FY2025	FY2026	FY2027	FY2028	FUTURE
Planning, Surveying, Design, Engineering						
Land/ROW/Acquisition:						
In House Services (In Kind)						
Site Preparation & Improvements	\$ 63,750					
Permits/Inspections/Misc.						
Building/Utility Construction:						
Legal/Misc.						
Heavy Equip./Apparatus:						
Light Equip/Furniture:						
Other:						
Total Capital Cost Estimate:	\$ 63,750	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -					\$ -
Total Expenditure Estimate.	\$ 63,750	\$ -	\$ -	\$ -	\$ -	\$ -

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2024	FY2025	FY2026	FY2027	FY2028	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2024	FY2025	FY2026	FY2027	FY2028	FUTURE
		\$ 63,750					
General Fund							
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants (Pursue VDOT TAP funding)							
Bonds (List)							
Reserve (List)							
Other (List)							
TOTAL	\$ -	\$ 63,750	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL:							\$ 63,750

Project Description:

Renovation to War Memorail Ballfield to include new infield skin, sod renovation, new pitcher's mound and Batter's Box, and drainage work. Work will be done in coordination with the Altavista High Schools Athletic Director.

Justification/Linkage:

Contiunued support of community park amenities including those that support local sports programs.



FY2024-2028 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT:Public WorksDIVISION:Parks and Recreation

PROJECT NAME:Altavista Skate ParkLOCATION:TBD

YEAR: FY2024ACCT#:010-4104-602.82-26

Type of Project:☒ New☐ Expansion☐ Replacement☐ Renovation

				Unappropriated Subsequent Years									
Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Budget		Budget		Budget		Budget		Budget		Future Budget Years
			Year 1	FY2024	Year 2	FY2025	Year 3	FY2026	Year 4	FY2027	Year 5	FY2028	
	\$ 215,000	\$ -	\$ 15,000		\$ 200,000		\$ -		\$ -		\$ -		\$ -

PROJECT COSTS

ACTIVITY	FY2024	FY2025	FY2026	FY2027	FY2028	FUTURE
Planning, Surveying, Design, Engineering	\$ 15,000	\$ 10,000				
Land/ROW/Acquisition:						
In House Services (In Kind)						
Site Preparation & Improvements		\$ 35,000				
Permits/Inspections/Misc.						
Building/Utility Construction:		\$ 155,000				
Legal/Misc.						
Heavy Equip./Apparatus:						
Light Equip/Furniture:						
Other:						
Total Capital Cost Estimate:	\$ 15,000	\$ 200,000	\$ -	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -					\$ -
Total Expenditure Estimate.	\$ 15,000	\$ 200,000	\$ -	\$ -	\$ -	\$ -

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2024	FY2025	FY2026	FY2027	FY2028	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2024	FY2025	FY2026	FY2027	FY2028	FUTURE
General Fund		\$ 15,000	\$ 180,000				
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants (List)			\$ 15,000				
Bonds (List)							
Reserve (List)							
Other (List)			\$ 5,000				
TOTAL	\$ -	\$ 15,000	\$ 200,000	\$ -	\$ -	\$ -	\$ -
TOTAL:							\$ 215,000

Project Description:

The creation of a safe, accessible space in the Altavista Community for all levels of skaters to enjoy the sport, provide a forum for residents and vistors to meet and share in outdoors experience. The project will be in two (2) phases. Phase one will be for planning, financial feasibility and preliminary design. Phase 2, if needed, will be the construction phase.

Justification/Linkage:

To expand recreational opportunities in the community for Altavista residents.





FY2024-2028 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT:Public WorksDIVISION:Parks and Recreation

PROJECT NAME:Repaving/Striping Trade Lot Parking AreaLOCATION:Trade Lot

YEAR:2024ACCT#:010-4104-602.81-30

Type of Project:

☐ New

☐ Expansion

☒ Replacement

☐ Renovation

					Unappropriated Subsequent Years								
Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Budget		Budget		Budget		Budget		Future Budget Years		
			Year 1	FY2024	Year 2	FY2025	Year 3	FY2026	Year 4	FY2027	Year 5	FY2028	
	\$ 232,000	\$ -	\$ 46,400		\$ 185,600		\$ -		\$ -		\$ -		\$ -

PROJECT COSTS

ACTIVITY	FY2024	FY2025	FY2026	FY2027	FY2028	FUTURE
Planning, Surveying, Design, Engineering						
Land/ROW/Acquisition:						
In House Services (In Kind)						
Site Preparation & Improvements						
Permits/Inspections/Misc.						
Building/Utility Construction:	\$ 46,400	\$ 185,600				
Legal/Misc.						
Heavy Equip./Apparatus:						
Light Equip/Furniture:						
Other:						
Total Capital Cost Estimate:	\$ 46,400	\$ 185,600	\$ -	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -					\$ -
Total Expenditure Estimate.	\$ 46,400	\$ 185,600	\$ -	\$ -	\$ -	\$ -

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2024	FY2025	FY2026	FY2027	FY2028	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2024	FY2025	FY2026	FY2027	FY2028	FUTURE
General Fund		\$ 46,400	\$ 185,600				
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants (List)							
Bonds (List)							
Reserve (List)							
Other (List)							
TOTAL	\$ -	\$ 46,400	\$ 185,600	\$ -	\$ -	\$ -	\$ -
TOTAL:							\$ 232,000

Project Description:

The existing parking lot is not to uniform dimensions and has excess areas that could be reduced to eliminate paving and introduce green space. The use of uniform dimensions would improve the circulation and appearance of the lot without affecting the functionality or available parking spaces. The improvements shown on the plan fit within the existing paved area, and paving could be removed to create this feature.

Justification/Linkage:

To expand and enhance the public park system. Parks & Trails Master Plan #6





FY2024-2028 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT:Public WorksDIVISION:Parks and Recreation

PROJECT NAME:War Memorial Park EntranceLOCATION:Shreve Park

YEAR: FY2024ACCT#:

Type of Project:

☐ New

☐ Expansion

☐ Replacement

☒ Renovation

Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Unappropriated Subsequent Years										
			Budget Year 1 FY2024		Budget Year 2 FY2025		Budget Year 3 FY2026		Budget Year 4 FY2027		Budget Year 5 FY2028		Future Budget Years
	\$ 50,250	\$ -	\$ 15,000		\$ 35,250		\$ -		\$ -		\$ -		\$ -

PROJECT COSTS

ACTIVITY	FY2024	FY2025	FY2026	FY2027	FY2028	FUTURE
Planning, Surveying, Design, Engineering						
Land/ROW/Acquisition:						
In House Services (In Kind)						
Site Preparation & Improvements		\$ 35,250				
Permits/Inspections/Misc.						
Building/Utility Construction:						
Legal/Misc.						
Heavy Equip./Apparatus:						
Light Equip/Furniture:						
Other:	\$ 15,000					

Total Capital Cost Estimate:	\$ 15,000	\$ 35,250	\$ -	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -					\$ -
Total Expenditure Estimate.	\$ 15,000	\$ 35,250	\$ -	\$ -	\$ -	\$ -

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2024	FY2025	FY2026	FY2027	FY2028	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2024	FY2025	FY2026	FY2027	FY2028	FUTURE
General Fund		\$ 15,000	\$ 35,250				
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants (List)							
Bonds (List)							
Reserve (List)							
Other (List)							
TOTAL	\$ -	\$ 15,000	\$ 35,250	\$ -	\$ -	\$ -	\$ -
TOTAL:							\$ 50,250

Project Description:

Renovations are needed to the entrance of the War Memorial Park to enhance and make this area more attractive. An entry would be created that is identifiable as the "front door" to War Memorial Park. The new entry should utilize the existing piers, overhead sign, and memorial with enhancements to make an entry befitting a lovely park and noble cause.

Justification/Linkage:

Included as part of the Recreational Park and Trails Master Plan; Project #5

