



Town of Altavista

Town Council Work Session Agenda

J.R. "Rudy" Burgess Town Hall
510 7th Street
Altavista, VA 24517

Tuesday, March 24, 2015

5:00 PM Council Work Session

- 1. Call to Order**
- 2. Agenda Amendments/Approval**
- 3. Public Comments –Agenda Items Only**
- 4. Introductions and Special Presentations**
- 5. Items Contingent for the Regular Meeting**
 - a. Melinda Tank High Pressure Zone project discussion
 - b. Main Street Waterline (Project 1B) funding discussion
 - c. Main Street program/Economic Development discussion
 - d. PCB Update / DEQ "Voluntary Remediation Program" Response Letter
- 6. Items Scheduled for the Regular Meeting Agenda**
- 7. Public Comments – Comments are limited to three (3) minutes per speaker.**
- 8. Adjournment**

NEXT SCHEDULED REGULAR TOWN COUNCIL MEETING: TUESDAY, APRIL 14, 2015 @ 7:00 p.m.

Notice to comply with Americans with Disabilities Act: Special assistance is available for disabled persons addressing Town Council. Efforts will be made to provide adaptations or accommodations based on individual needs of qualified individuals with disability, provided that reasonable advance notification has been received by the Town Clerk's Office. For assistance, please contact the Town Clerk's Office, Town of Altavista, 510 Seventh Street, Altavista, VA 24517 or by calling (434) 369-5001.

Thank you for taking the time to participate in your Town Council meeting. The Mayor and Members of Council invite and encourage you to attend whenever possible because good government depends on the interest and involvement of citizens.



Town of Altavista, Virginia Work Session Agenda Form

Meeting Date: March 24, 2015

Agenda Item: Melinda Tank High Pressure Zone project

Summary: At the February 24th Town Council Work Session, the Director of Public Works/Utilities David Garrett gave an update on pressure issues and potential solutions in the area around the Melinda Elevated Water Tank. Following that meeting, Mr. Garrett consulted with our engineers to look at potential costs of the project as well as the cost for design of the project.

At the March 10th Town Council meeting, the attached information was included in the agenda packet and following a brief discussion it was decided to place this item on tonight's agenda.

Council Discussion: Council is requested to direct staff in regard to the thoughts on this issue, most notably whether to proceed with the project and the design work.

Staff Evaluation: This project will assist the customers in the area in regard to pressure issues while allowing the Town to better utilize the capacity of the water tank.

Budget/Funding: The estimated project budget for construction is approximately \$554,000. The engineer's proposal for the design work is \$85,000. Staff would need direction in regard to how this project would be funded, if borrowing is the preferred choice then it could be combined with the Main Street Waterline project (1B).

Legal Evaluation: The Town Attorney will be available to address legal issues.

Staff Recommendations: Staff would recommend proceeding with the project.

Council Recommendations:

☐ Additional Work Session ☐ Regular Meeting ☐ No Action
Consensus Poll on Action ____ (Aye) ____ (Nay)



**ALTAVISTA TOWN COUNCIL
Agenda Item Summary - Staff Report**

Date: March 5, 2015
To: Mayor Mattox and Council members
FROM: Waverly Coggsdale, Town Manager
SUBJECT: Melinda Water Tank pressure issues

Background and discussion

At your last Town Council Work Session, David Garret, Director of Public Works and Utilities gave an update on various topics. David specifically mentioned issues regarding water pressure for citizens in close proximity to the tank and the ability to only use a very limited amount of water from the tank due to those pressure issues.

Since that update, David has drafted correspondence regarding the need to begin the process to correct these issues. In addition, David requested and received from WW Associates a proposal for the engineering services associated with such a project. The proposal is a lump sum of \$85,000. The engineer's Concept Cost Estimate for the project is approximately \$553,700; this figure includes construction (\$522,600), 5% contingency (\$26,100) and easement costs (\$5,000). At this time, staff is seeking Council's guidance on this project. Total project cost is estimated at \$638,700. Staff will provide options for funding the project, at the Council meeting.

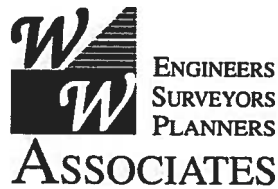
Recommendation

Approval of engineering proposal, if a funding source is identified for the project.

Action(s) requested or suggested motion:

"I move that the WW Associates proposal for Engineering Design Services for the Melinda High Pressure Zone project in the amount of \$85,000 be approved."

Attachments: Memo from David Garrett (Director of Public Works/Utilities); WW Associates proposal; WW Associates Concept Cost Estimate; and Project maps



March 2, 2015

Mr. David T. Garrett
Director of Public Works/Utilities
Town of Altavista
1311 3rd Street
Altavista, Virginia 24517

Re: Engineering Design Services
Melinda High Pressure Zone

Dear Mr. Garrett:

We are pleased to submit this engineering fee proposal to provide surveying and engineering services to the Town of Altavista (Town) to create a high pressure zone around the Melinda Water Tank.

The Town has a 1.5 million gallon ground storage tank at 1618 Melinda Drive. This tank has an overflow elevation of 880, is 48 feet tall, and serves the higher elevations of the Town's water system. Water is pumped into the Melinda Tank by the Bedford Avenue Pump Station, with a pumping rate of 330 gallons per minute.

The Melinda Tank is surrounded by residences at the same elevation as the base of the tank. When the water level in the Melinda Tank drops more than a few feet, the water pressure serving the residences drops below 20 psi, generating complaints of low pressure. Many of the residences near the Melinda Tank have two stories, which further exacerbates low pressure issues. Due to this limitation of water level, the Town is unable to access the water contained in the Melinda Tank to supplement the lower water pressure zone during times of high demands.

The Town wishes to improve the available pressure to the residences adjacent to the Melinda Tank, and also access the water stored in the Melinda Tank to supply the Bedford zone. WW Associates has recommended that the Town create a separate boosted or high pressure to serve the residences in close proximity to the Melinda Tank. The Town would like to move forward with the design of this high pressure system.

The high pressure zone will be served by booster pumps and a hydropneumatic tank supplied by the Melinda Tank. A pre-engineered concrete building will be constructed on the Melinda Tank site to house the booster pumps, piping, and controls for the hydropneumatic tank. The higher pressure water will be connected to the existing meters for 27 residences along Melinda Drive and Avondale Drive via a new four-inch water

lines. A six-inch manifold line will convey the water from the booster station to Avondale Drive and Melinda Drive. The four-inch lines will be installed in the Town right-of-way, while the manifold line will require an easement.

Our scope of services will include:

- Preparation of a Preliminary Engineering Report (PER) for the proposed improvements. The PER will document the limits of the new service area, pressure requirements, pump and hydropneumatic tank sizing, site layout, and building plan. A hydraulic analysis will be performed documenting the ability of the high pressure system to provide adequate pressure. The booster pump at the Bedford Tank will also be reviewed to determine its ability to quickly refill the Tank. A letter PER will be prepared documenting the design requirements, and will contain concept sketches, a project schedule, and a cost estimate. Following review by the Town, the PER will be submitted to VDH for approval.
- Field surveying of the Tank lot to prepare a site plan for the booster building improvements, along with route surveys of the new four and six-inch water lines. Necessary deed research will be performed to document property lines, and will be used as the basis of the proposed easement from the Tank to Avondale Drive. This information will be used to create a base map for the project site conditions.
- Design Services consisting of:
 - Preparation of drawings and technical specifications for site grading and improvements at the Tank lot; connection to the existing 10-inch water line and installation of 2,600 LF of new water lines; booster pumps, hydropneumatic tank, and associated piping and controls; electrical supply and emergency generator; pre-engineered building; and system testing and startup.
 - Preparation of contract documents.
 - Submission of plans and specifications to VDH for review and approval.
- Bidding assistance to include distribution of bidding documents, addressing bidding questions, attendance at a pre-bid meeting, issuing addendum as needed, attendance at the bid opening, a recommendation of award, and preparation of contracts.
- Construction Services to include addressing contractor questions/clarifications, hold monthly progress meetings and prepare meeting minutes, review and approve monthly pay requests, perform a substantial completion inspection and preparation of punch list, assist with startup, and perform final inspection. The construction period is estimated to be six months.
- Post-construction services include obtain contractor's red-line drawings, preparation of VDH Certificate of Completion Statement, and contract close-out.

We propose to provide these engineering and surveying services for the following lump sum fees:

<u>Task</u>	<u>Lump Sum Fee</u>
Preliminary Engineering Report	\$ 6,000
Field Survey and Base Map Preparation	\$ 7,500
Preparation of one easement plat	\$ 1,500
Design Services	\$ 40,000
Bidding Services	\$ 3,000
Construction Services	\$ 25,000
Post-Construction Services	<u>\$ 2,000</u>
Total	\$ 85,000

This proposal is based on the following considerations:

1. Application and submittal fees will be paid by the Town
2. One construction contract will be prepared for the scope of work,
3. The following items are considered additional services:
 - a. Zoning and site plan reviews
 - b. Geotechnical services
 - c. Stormwater management plan
 - d. Construction stakeout

Invoicing for lump sum fees will be on a monthly basis based on our estimate of percent completion. Payment for these services will be within 30 calendar days from the time the bill is issued by WW Associates.

We appreciate the opportunity to be of continued service to the Town of Altavista and look forward to working with you on this project. Should this proposal be deemed acceptable, please sign below and return a signed copy to this office.

Sincerely,

WW Associates, Inc.


Town of Altavista, Virginia

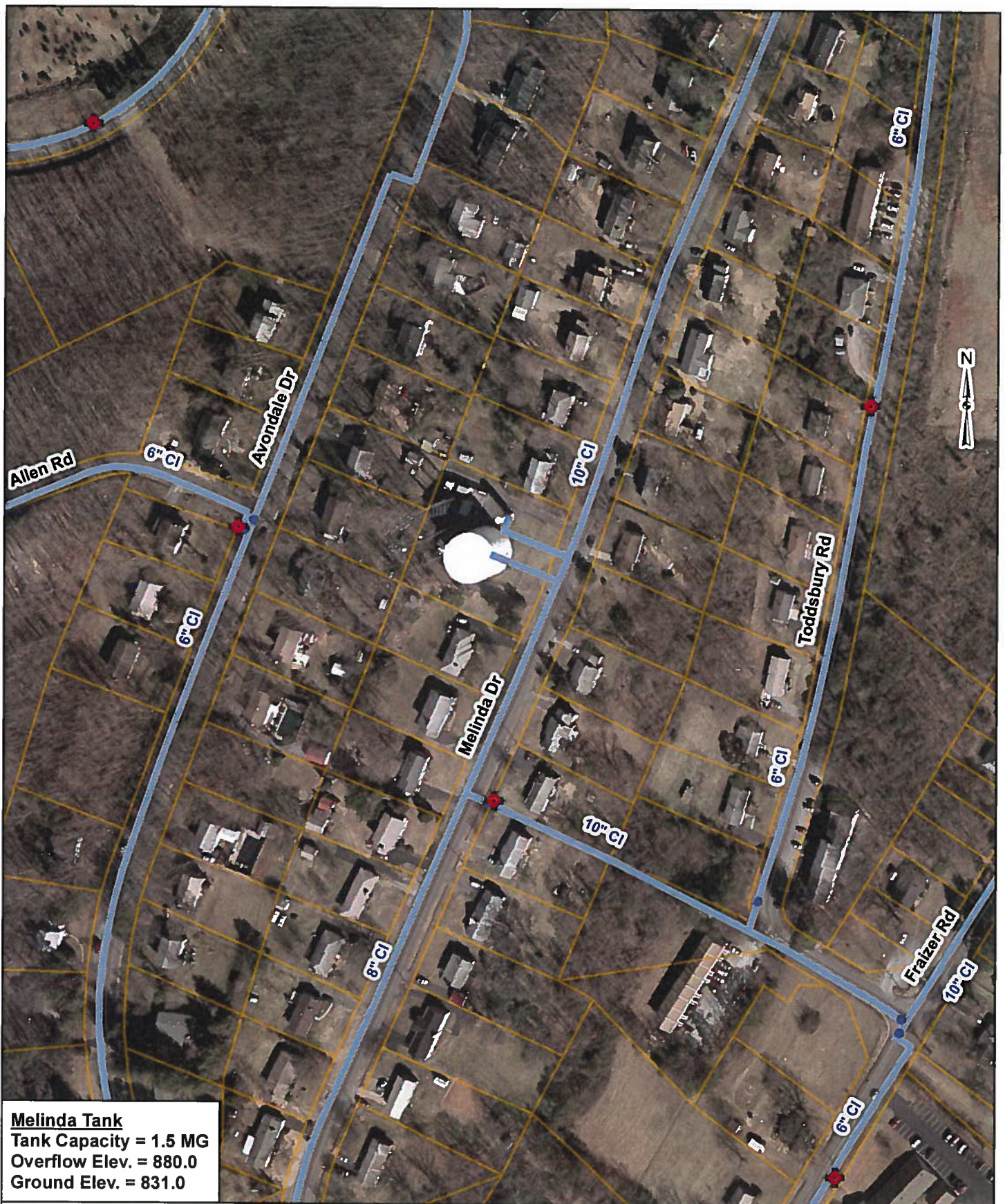


Ronald B. Smith, P.E.
Senior Associate

David T. Garrett Date
Director of Public Works/Utilities

P.O. Box 4119 ■ Lynchburg, VA 24502
Telephone (434) 316-6080 ■ Fax (434) 316-6081

Project: Melinda Drive High Pressure Zone		<div><div>ENGINEERS SURVEYORS PLANNERS</div><div>ASSOCIATES</div><div><div>P. O. Box 4119 Lynchburg, VA 24501 Phone: 434.316.6090</div><div>3640 Avonmore Square Place Charlottesville, VA 22911 Phone: 434.984.1700</div></div><div>www.wwassociates.net</div></div>						
Location: Town of Altavista, VA								
WWA Project No:								
Date: 25-Jul-14								
Estimate By: JMF								
Checked By: RBS/HFW								
Status: Preliminary								
Page: 1 of 1								
Description: Concept Cost Estimate								
Item	Units	Quantity	Unit Material Cost	Total Material Costs	Unit Labor Cost	Total Labor Costs	Total Unit Costs	Total Cost
Booster Pump Station	EA	1	\$150,000	\$150,000	\$100,000	\$100,000	\$250,000	\$ 250,000
10-inch Wet Tap	EA	1	\$5,000	\$5,000	\$3,000	\$3,000	\$8,000	\$ 8,000
6-inch Water Line	LF	485	\$25	\$12,125	\$25	\$12,125	\$50	\$ 24,250
4-inch Water Line	LF	2,080	\$20	\$41,600	\$20	\$41,600	\$40	\$ 83,200
Service Laterals	EA	30	\$100	\$3,000	\$300	\$9,000	\$400	\$ 12,000
Blow-Off Assembly	EA	4	\$500	\$2,000	\$1,000	\$4,000	\$1,500	\$ 6,000
Pavement Repair (4" water line)	Tons	76	\$50	\$3,800	\$50	\$3,800	\$100	\$ 7,600
Subtotals:				\$217,525		\$173,525		\$ 391,100
5% Sales Tax on Materials								\$ 10,900
						SUBTOTAL		\$ 402,000
					CONSTRUCTION MARKUP @ 30%			\$ 120,600
					CONSTRUCTION TOTAL			\$ 522,600
					CONTINGENCY OF 5%			\$ 26,100
					ENGINEERING & ADMINISTRATION @ 15%			\$ 78,390
						EASEMENT BUDGET		\$ 5,000
						TOTAL PROJECT		\$ 633,000



Melinda Tank
 Tank Capacity = 1.5 MG
 Overflow Elev. = 880.0
 Ground Elev. = 831.0

IF THIS DRAWING IS A REDUCTION
 GRAPHIC SCALE MUST BE USED

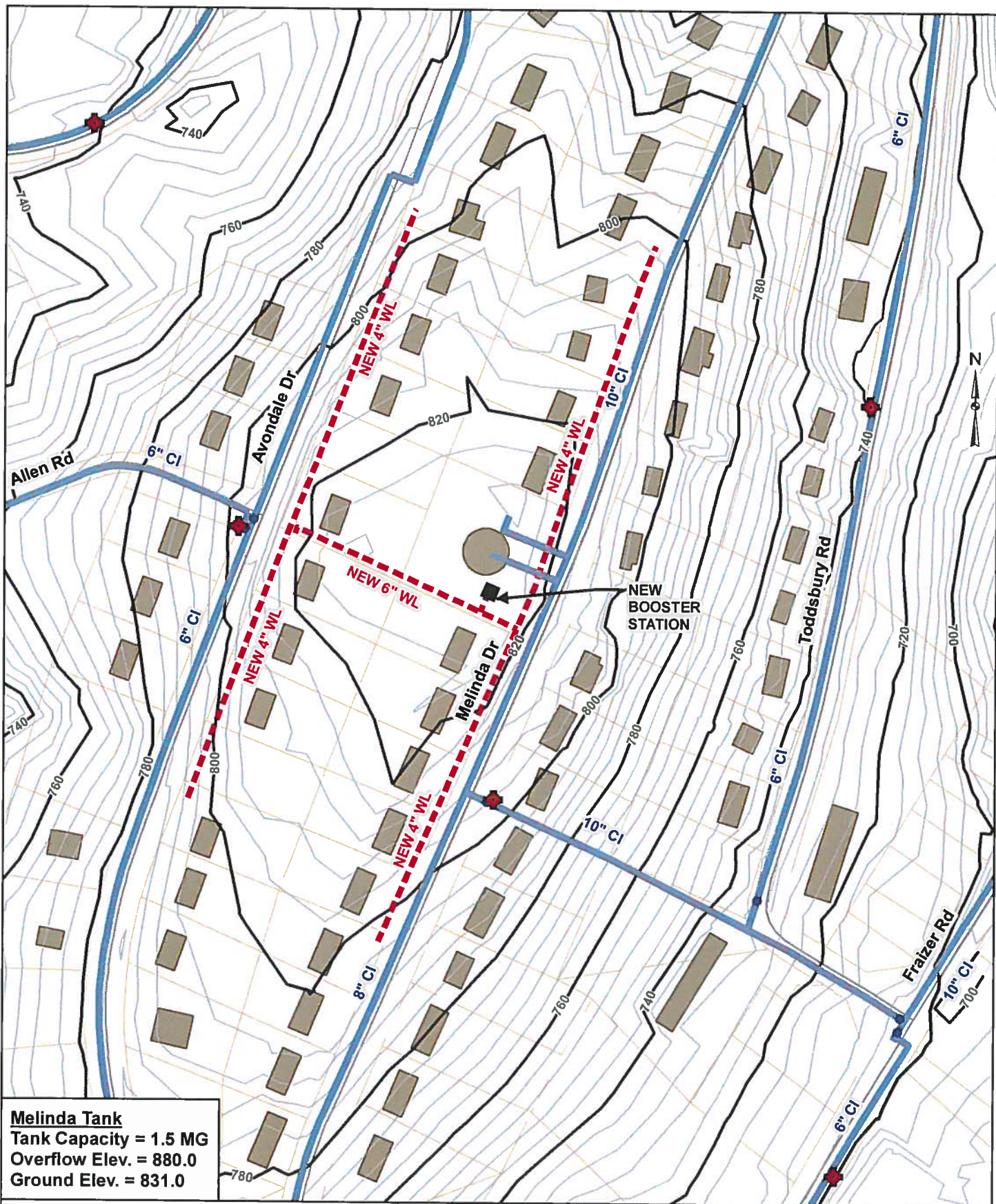
Aerial Imagery © 2007 Commonwealth of Virginia

200 100 0 200 Feet



W ENGINEERS
W SURVEYORS
 PLANNERS
ASSOCIATES
 P.O. Box 4119 3040 Avenue Square Place
 Lynchburg, VA 24502 Charlottesville, VA 22913
 Phone 434 316 6680 Phone 434 984 2700
 www.wvaassociates.net

DESIGNED BY:	PROJECT:		
DRAWN BY:	Town of Altavista, Virginia		
CLP	TITLE:		
REVIEWED BY:	Melinda Storage Tank		
HFW	WVA NUMBER:	FILE NAME:	SCALE:
6.00		MelindaTank.mxd	1" = 200'
			DATE:
			07/18/14



Melinda Tank
 Tank Capacity = 1.5 MG
 Overflow Elev. = 880.0
 Ground Elev. = 831.0

IF THIS DRAWING IS A REDUCTION
 GRAPHIC SCALE MUST BE USED

Aerial Imagery © 2007 Commonwealth of Virginia

200 100 0 200 Feet



W ENGINEERS
W SURVEYORS
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 P.O. Box 4119 3040 Avenue Square Place
 Lynchburg, VA 24502 Charlottesville, VA 22911
 Phone: 434.316.0080 Phone: 434.984.2700
 www.wvaassociates.net

DESIGNED BY:

DRAWN BY:

REVIEWED BY:

WW4 NUMBER:

PROJECT:

Town of Altavista, Virginia

TITLE:

Melinda Storage Tank
 Proposed Water Line

FILE NAME:

MelindaTank.mxd

SCALE:

1" = 200'

DATE:

07/23/14



Town of Altavista, Virginia Work Session Agenda Form

Meeting Date: March 24, 2015

Agenda Item: Main Street Waterline (Project 1B) funding

Summary: At the March 10th Town Council Regular Meeting, the attached information was provided in regard to possible funding for the Main Street Waterline project. Following discussion at the meeting, it was decided to place this item on tonight's agenda.

Council Discussion: Council is requested to direct staff in regard to the thoughts on this issue, most notably whether to proceed with the process of borrowing the funds.

Staff Evaluation: The Proposed FY2016 Budget has "undesignated funds in an amount sufficient to cover the debt service amount. The debt service is calculated on a 20 year loan.


Budget/Funding: The engineer's estimated project construction cost is \$1,770,000. Staff would need direction in regard to how this project would be funded, if borrowing is the preferred choice then it could be combined with the Melinda High Pressure Zone project, if that moves forward.

Legal Evaluation: The Town Attorney will be available to address legal issues.

Staff Recommendations: Staff would recommend proceeding with the borrowing for this project.

Council Recommendations:

☐ Additional Work Session ☐ Regular Meeting ☐ No Action
Consensus Poll on Action ____ (Aye) ____ (Nay)

Project: Main Street Water Line Project 1B		<div>ENGINEERS SURVEYORS PLANNERS ASSOCIATES <small>P. O. Box 4119 Lynchburg, VA 24502 Phone: 434.316.6080</small> <small>3040 Avemore Square Place Charlottesville, VA 22911 Phone: 434.984.2700</small> www.wvasociates.net</div>						
Location: Town of Altavista, VA								
WWA Project No: 214066.03								
Date: 3/515								
Estimate By: JMF								
Checked By: RBS/HFW								
Status: Final								
Page: 1 of 1								
Description: Construction Costs								
Item	Units	Quantity	Unit Material Cost	Total Material Costs	Unit Labor Cost	Total Labor Costs	Total Unit Costs	Total Cost
Mobilization	LS	\$1			\$100,000	\$100,000	\$100,000	\$ 100,000
12" Pressure Class 350 D.I. Water Main Piping	LF	6,700	\$40	\$268,000	\$40	\$268,000	\$80	\$ 536,000
Fire Hydrant Assembly	EA	7	\$2,305	\$16,135	\$335	\$2,345	\$2,640	\$ 18,480
12" Gate Valve w/Valve Box	EA	7	\$1,550	\$10,850	\$210	\$1,470	\$1,760	\$ 12,320
Near Side Service Connection	EA	20	\$25	\$500	\$200	\$4,000	\$225	\$ 4,500
Far Side Service Connection	EA	20	\$100	\$2,000	\$400	\$8,000	\$500	\$ 10,000
Trench Excavation & Backfill (3' Wide/4' Deep)	CY	3,000	0	\$0	\$8	\$24,000	\$8	\$ 24,000
Rock Excavation (Estimate 10% All Excavation is in Rock)	CY	300	0	\$0	\$85	\$25,500	\$85	\$ 25,500
Coarse Aggregate Fill (to Replace Excavated Rock)	CY	300	\$32	\$9,600	\$8	\$2,400	\$40	\$ 12,000
Saw Cut Existing Pavement (each side of trench on Main St.)	LF	13,400	\$0	\$0	\$2	\$26,800	\$2	\$ 26,800
VDOT No. 21B aggregate backfill and base	Tons	4,900	\$10	\$49,000	\$10	\$49,000	\$20	\$ 98,000
VDOT BM-25.0 Asphalt Base (10"thick x 5'wide)	Tons	1,850	\$35	\$64,750	\$35	\$64,750	\$70	\$ 129,500
Tack Coat (.10 Gal/SY)	Gal	520	\$1	\$520	\$1	\$520	\$2	\$ 1,040
VDOT SM-9.5A Surface Asphalt (1.5" thick x 5' wide)	Tons	270	\$35	\$9,450	\$35	\$9,450	\$70	\$ 18,900
8-inch Water Main								
8-inch Pressure Class 52 DIP	LF	1,750	\$30	\$52,500	\$30	\$52,500	\$60	\$ 105,000
Excavation (3.0' wide x 4' deep)	CY	778	\$0	\$0	\$4	\$3,111	\$8	\$ 6,222
Rock Excavation (Estimate 10% All Excavation is in Rock)	CY	78	0	\$0	\$85	\$6,611	\$85	\$ 6,611
Coarse Aggregate Fill (to Replace Excavated Rock)	CY	78	\$32	\$2,489	\$8	\$622	\$40	\$ 3,111
Pipe Bedding VDOT No. 21A (4-inches)	Tons	90	\$10	\$900	\$10	\$900	\$20	\$ 1,800
Backfill and compact soil material	CY	770	\$0	\$0	\$6	\$4,620	\$6	\$ 4,620
Service Connections (Near Side)	EA	15	\$25	\$375	\$200	\$3,000	\$225	\$ 3,375
Service Connections (Far Side)	EA	15	\$100	\$1,500	\$400	\$6,000	\$500	\$ 7,500
Fire Hydrant Assembly	EA	4	\$2,305	\$9,220	\$335	\$1,340	\$2,640	\$ 10,560
8-inch Gate Valve w/ Valve Box	EA	6	\$855	\$5,130	\$210	\$1,260	\$1,065	\$ 6,390
Air Release Valve Assembly	EA	1	\$3,000	\$3,000	\$1,000	\$1,000	\$4,000	\$ 4,000
Saw Cut Existing Pavement (each side of trench)	LF	3,500	\$0	\$0	\$2	\$7,000	\$2	\$ 7,000
VDOT No. 21B aggregate backfill and base	Tons	1,300	\$10	\$13,000	\$10	\$13,000	\$20	\$ 26,000
VDOT BM-25.0 Asphalt Base (10"thick x 5'wide)	Tons	480	\$35	\$16,800	\$35	\$16,800	\$70	\$ 33,600

Item	Units	Quantity	Unit Material Cost	Total Material Costs	Unit Labor Cost	Total Labor Costs	Total Unit Costs	Total Cost
Tack Coat (.10 Gal/SY)	Gal	130	\$1	\$130	\$1	\$130	\$2	\$ 260
VDOT SM-9.5A Surface Asphalt (1.5" thick x 5' wide)	Tons	70	\$35	\$2,450	\$35	\$2,450	\$70	\$ 4,900
Traffic Control	LS	1	\$0	\$0	\$20,000	\$20,000	\$20,000	\$ 20,000
Seeding, E&S Control	LS	2	\$500	\$1,000	\$2,000	\$4,000	\$2,500	\$ 5,000
Subtotals:				\$539,299		\$730,579		\$ 1,269,878
5.3% Sales Tax on Materials								\$ 26,814
						SUBTOTAL		\$ 1,296,692
						CONSTRUCTION MARKUP @ 30%		\$ 389,008
						CONTINGENCY OF 5%		\$ 84,285
						TOTAL AFTER CONSTRUCTION MARKUP		\$ 1,770,000

\$2,500,000

Town of Altavista

Bank Loan @ 4% 20 years

10/1/2015 Closing

Debt Service Schedule

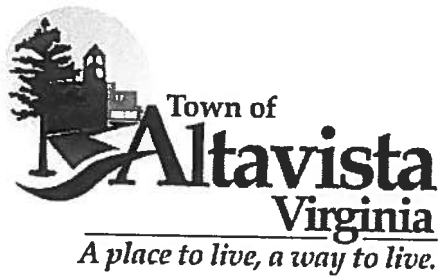
Date	Principal	Coupon	Interest	Total P+I
06/30/2016	-	-	50,000.00	50,000.00
06/30/2017	83,300.00	4.000%	98,334.00	181,634.00
06/30/2018	86,600.00	4.000%	94,936.00	181,536.00
06/30/2019	90,200.00	4.000%	91,400.00	181,600.00
06/30/2020	93,900.00	4.000%	87,718.00	181,618.00
06/30/2021	97,700.00	4.000%	83,886.00	181,586.00
06/30/2022	101,700.00	4.000%	79,898.00	181,598.00
06/30/2023	105,800.00	4.000%	75,748.00	181,548.00
06/30/2024	110,200.00	4.000%	71,428.00	181,628.00
06/30/2025	114,600.00	4.000%	66,932.00	181,532.00
06/30/2026	119,300.00	4.000%	62,254.00	181,554.00
06/30/2027	124,200.00	4.000%	57,384.00	181,584.00
06/30/2028	129,300.00	4.000%	52,314.00	181,614.00
06/30/2029	134,500.00	4.000%	47,038.00	181,538.00
06/30/2030	140,000.00	4.000%	41,548.00	181,548.00
06/30/2031	145,800.00	4.000%	35,832.00	181,632.00
06/30/2032	151,700.00	4.000%	29,882.00	181,582.00
06/30/2033	157,900.00	4.000%	23,690.00	181,590.00
06/30/2034	164,300.00	4.000%	17,246.00	181,546.00
06/30/2035	171,000.00	4.000%	10,540.00	181,540.00
06/30/2036	178,000.00	4.000%	3,560.00	181,560.00
Total	\$2,500,000.00	-	\$1,181,568.00	\$3,681,568.00

Yield Statistics

Bond Year Dollars	
Average Life	\$29,539.20
Average Coupon	11.816 Years
	4.00000000%
Net Interest Cost (NIC)	4.00000000%
True Interest Cost (TIC)	4.00000000%
Bond Yield for Arbitrage Purposes	4.00000000%
All Inclusive Cost (AIC)	4.1354669%

IRS Form 8038

Net Interest Cost	4.00000000%
Weighted Average Maturity	11.816 Years



TO: Mayor Mattox and Members of Town Council

FROM: Waverly Coggsdale, Town Manager WC

RE: Project supplemental financial information

DATE: March 10, 2015

On tonight's agenda there are items that involve two utility improvement projects: 1) Project 1B Main Street Waterline; and 2) Melinda High Pressure. It is estimated that the two project costs would be approximately \$2.5 million.

As supplemental information I have attached a Debt Service Schedule for \$2.5 million. The anticipated annual debt service is \$181,560 for 20 years. Preliminary estimates for FY2016 indicate that the Enterprise Fund may have approximately \$190,000 of revenue that could be used for debt service.

In addition below are some of the funds that are currently in the Town's Investments and Deposits report, which is attached to under the Consent Agenda.

- Undesignated Reserve Balance \$2,538,036.20
- General Fund CIP Reserves \$3,084,084.43
- Enterprise Fund CIP Reserves \$ 187,229.04
- General Fund Policy Funds \$4,982,908.00
- Enterprise Fund Policy Funds \$1,330,495.00



Town of Altavista, Virginia Work Session Agenda Form

Meeting Date: March 24, 2015

Agenda Item: Main Street program/Economic Development discussion

Summary: At the March 10th Town Council Regular Meeting, the attached information was provided in regard to approval of the job title, job description and salary grade for the part-time Main Street position that was voted on last April to move from AOT to the Town's ED department. At the meeting, it was discussed and ultimately decided that a discussion about the Main Street program and the Town's Economic Development department would be held at tonight's work session.

Council Discussion: Council is requested to direct staff on this item.

Staff Evaluation: At the AOT Board's request the Town Council voted to bring the part time position under the Town's Economic Development department, which will allow for a more unified effort toward Town-wide efforts.

Budget/Funding: This move is neutral, as the Town has funded AOT at a \$35,000 level annually and now would provide AOT \$5,000 for the Board's expenses and direct the remaining \$30,000 to the ED budget for the position and related expenses.

Legal Evaluation: The Town Attorney will be available to address legal issues.

Staff Recommendations: Staff would recommend, based on the Council's vote at their April 2014 meeting, approval of the job title/job description and salary grade which will enable the position to be filled.

Council Recommendations:

☐ Additional Work Session ☐ Regular Meeting ☐ No Action
Consensus Poll on Action ____ (Aye) ____ (Nay)



**ALTAVISTA TOWN COUNCIL
Agenda Item Summary - Staff Report**

Date: March 5, 2015
To: Mayor Mattox and Council members
FROM: Waverly Coggsdale, Town Manager
SUBJECT: Main Street (AOT) /Town ED Office reorganization matters

Background and discussion

At the April 8, 2014 Town Council meeting, the proposal for the part-time employee of AOT to become a part-time Town employee was approved. Due to changes in personnel in our Economic Development Office, the transition from AOT to the Town was delayed. At this time staff is ready to bring an individual on board and per direction we are providing to Council a job title, pay classification and job description. The job description for the Main Street Coordinator position is attached. The position is listed as a Grade Level 16 and is part time with an hourly range of \$17.46 – \$25.53.

Recommendation

Approval of job title, pay classification and job description, as presented.

Action(s) requested or suggested motion:

"I move that the job title, pay classification and job description for the Main Street position be approved."

Attachments: Minute excerpts from April 8, 2014 Town Council meeting; job description



Town of Altavista

MAIN STREET
Coordinator – PART-TIME

Dept: ADMINISTRATION

Grade Level: 16

GENERAL PURPOSE:

The position will be part-time and under the guidance of the Economic Development Director. The Economic Development Assistant's purpose is to maintain the AOT organization and the National Main Street affiliation, to support the Altavista Economic Development Authority and the Department of Economic Development. The focus will be on developing, implementing, managing and promoting programs and activities in concurrence with the National Main Street Program and assisting with the Economic Development Office's program of work. This position also provides administrative staff assistance to the Economic Development Director; performs other related work as required.

ESSENTIAL FUNCTIONS:

- Assist in the implementation of the department of Economic Development Strategic Plan
- Maintain and manage the AOT Board of Directors
- Maintain AOT board of directors monthly meetings; agendas; and board minutes
- Manage volunteers in community and AOT events
- Oversee volunteer implementation of AOT events
- Maintain and manage the AOT Organization, Promotion, ED and Design committees including AOT website and annual reports

QUALIFICATIONS:

Knowledge of:

- Operations, organizations, policies and ordinances that affect economic development
- Computer skills to include Microsoft Office
- Social Media engagement
- Budget management
- Volunteer management
- Not-for Profit management
- Strong organizational, time management and multi-tasking skills
- Event coordination
- Knowledge of basic office practices and procedures

Ability to:

- Prepare and maintain comprehensive economic development reports, memoranda, and other related correspondence.
- Communicate clearly

- Read, write and speak the English language at a level to efficiently perform the functions of the position
- Establish and maintain cooperative relationships with Town officials, employees, and the general public; maintain effective and cooperative relationships with various public groups and organizations
- Read, write and speak the English language at a level sufficient to efficiently perform the functions of the position.
- Represent the Town and attend various boards, committees and meetings.
- Analyze complex situations accurately and adopt an effective course of action.
- Maintain records and prepare reports.
- Maintain confidentiality of projects when appropriate.
- Meet schedules and time lines.

EXPERIENCE AND EDUCATION:

Any combination of experience and education that would likely provide the required knowledge and abilities is applicable. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years experience planning and executing meetings, events coordination and volunteer management. Community and/or economic development experience is a plus along with non-profit experience.

Education:

High School diploma or equivalent with at least two years of college.

License and Certificates:

Possession of a valid Virginia State Driver's License.

April 8, 2014

Regular Council Meeting—April 8, 2014

- Administration
- Business License
- Community Development
- Economic Development
- Police Department
- Public Works Department
- Transit System
- Wastewater Department
- Water Department

A motion was made by Mr. Ferguson, seconded by Mr. George, to approve the items as listed on the consent agenda.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

7. Public Hearings

8. Standing Committee/Commission/Board Reports

a) Council Committees

i. Finance/Human Resources Committee

FY2015 Budget- Agency Requests

Mrs. Dalton advised following the March 24th Town Council Budget Work Session, the agency funding requests were forwarded to the Finance Committee for consideration. Based on discussion, the Committee recommends that the requests remain in the budget at this time and additional discussion be held, if necessary, as the process moves forward. She noted the items are in the budget, so no action is necessary based on the Committee's discussion.

AOT Reorganization/Town Economic Development Office

Mrs. Dalton reported previously staff inquired of the Town Council as to their willingness to consider a request for the AOT staff member to become a part-time Town employee in the Economic Development Office. Council was favorable to looking at the feasibility of this proposal. The Altavista on Track Board has voted to proceed with implementation of this reorganization assuming that it can be endorsed by the Virginia Main Street program's overseeing agency, the Department of Housing and Community Development (DHCD). A proposal is being reviewed by DHCD. Currently the Town budgets \$35,000 annually as a contribution to Altavista on Track (AOT) to assist with their operations, which includes the position. The proposal would utilize the existing funding of \$35,000, with \$30,000 for the part-time position and a few operational items and would provide a \$5,000 contribution to the AOT Board for items that would remain under their authority. Based on this proposal, staff recommended to the Committee that they give their approval of this reorganization, pending the approval of DHCD. Accordingly, the Committee recommends that Town Council approve the reorganization as outlined, if DHCD approves such action. If approved, staff will submit a job title, pay classification and job description for future approval.

Regular Council Meeting—April 8, 2014

Mrs. Dalton motioned that the AOT position be brought into the Town's Economic Development Office with \$30,000 of the annual contribution to AOT allocated to the departmental budget.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

Budget Amendments

Mrs. Dalton advised staff submitted the three budget amendments for the Finance/HIR Committee to consider. The first budget amendment provides for the transfer of funds from the "Salaries and Wages/Regular" line item to the "Salaries and Wages- Overtime" line item in the amount of \$3,500. She noted with increased operational time to keep up with water demand, this increase is necessary. The current budget for this line item is \$25,000 with expenditures as of last payroll at \$26,300. The Committee recommends approval as presented.

Mrs. Dalton motioned that the budget amendment in the amount of \$3,500 for "Salaries & Wages/Overtime" be approved as presented.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

Mrs. Dalton stated this budget amendment provides for the transfer of funds from the Police Department's State Forfeiture Account to the General Fund's "Materials & Supplies/Drug Investigating" in the Police Department's budget in the amount of \$3,000. The current budget for this line item is \$10,000 and all money in that line item has been requested by the Police Department. The Committee recommends approval of the budget amendment, once the Police Committee has reviewed and endorsed

Mr. Edwards advised the Police Committee has reviewed this request and endorses.

Mrs. Dalton motioned the budget amendment in the amount of \$3,000 for "Materials/Supplies/Drug Investigations" be approved as presented.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

Mrs. Dalton advised the third budget amendment was addressed in the Consent Agenda portion of the budget as the Town Council had



Town of Altavista, Virginia Work Session Agenda Form

Meeting Date: March 24, 2015

Agenda Item: PCB Update/ DEQ “*Voluntary Remediation Program*” letter response

Summary: The Town has been requested by DEQ, per the attached letter, to respond by March 31, 2015 in regard to “a detailed plan and a schedule to achieve the approved endpoints”.

Council Discussion: Council is requested to direct staff on this item.

Staff Evaluation: Staff is working to compile information that may assist Council in these efforts, which will be provided at the meeting.

Budget/Funding: N/A

Legal Evaluation: The Town Attorney will be available to address legal issues.

Staff Recommendations: N/A

Council Recommendations:

☐ Additional Work Session ☐ Regular Meeting ☐ No Action
Consensus Poll on Action ____ (Aye) ____ (Nay)



COMMONWEALTH of VIRGINIA

DEPARTMENT OF ENVIRONMENTAL QUALITY

Street address: 629 East Main Street, Richmond, Virginia 23219

Mailing address: P.O. Box 1105, Richmond, Virginia 23218

www.deq.virginia.gov

Molly Joseph Ward
Secretary of Natural Resources

David K. Paylor
Director

(804) 698-4000
1-800-592-5482

December 9, 2014

Michael Mattox
Altavista Council Members
J. Waverly Coggsdale, III, Town Manager
P.O. Box 420
510 Seventh Street
Altavista, Virginia 24517

Re: Altavista WWTP Emergency Overflow Pond PCB Remediation
VRP00320

Dear Sir or Madam,

On September 8, 2014, the Department of Environmental Quality (DEQ) requested an update of Voluntary Remediation Program (VRP) related activities and a projected timeline to fulfill the program requirements. We have received your response dated October 22, 2014, and have completed our evaluation of that response.

In August of 2010, Altavista proposed a 50 mg/kg total PCBs as a risk based remedial endpoint utilizing either excavation with proper off-site disposal or by "in pile thermal desorption" (IPTD) with a maximum of 31 months to complete the proposed work. In October 2011, after review of the associated documents including the risk assessment, development of additional data, and detailed discussions with Altavista, DEQ approved this approach which included the endpoint, removal and disposal or IPTD and the proposed schedule.

Based on Altavista's original schedule, the remedial work should have been completed earlier this year resulting in the endpoint goal being met and site closure. The remedial work was expected to reduce or eliminate continuing PCB impacts to the Roanoke River, which has been listed as impaired and requires Total Maximum Daily Load (TMDL) development for PCBs due to fish consumption advisories.

In the October response, Altavista requested an additional 18 months to evaluate alternative remediation approaches and provided no timeframe for completion of the remedial project. DEQ staff previously expressed numerous concerns regarding the biological approach to remediation, the issues regarding cleanup vs. research within the VRP and the timeframe and risk of the years this approach may take to reach the endpoint goals to cleanup.

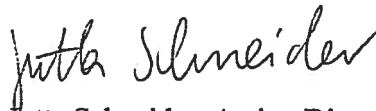
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Re: Altavista WWTP Emergency Overflow Pond PCB Remediation
VRP00320

DEQ staff feels adequate time has been allowed for the completion of this project following the approval of the remediation approach in 2011. However, we do understand the challenges this project entails and are allowing additional time for the town to develop a detailed plan and a schedule to achieve the approved endpoints to be submitted by March 31, 2015.

Please contact Kevin Greene at 804-698-4236 or kevin.greene@deq.virginia.gov if there are any questions.

Sincerely,

A handwritten signature in black ink that reads "Jutta Schneider". The signature is written in a cursive, flowing style.

Jutta Schneider, Acting Director
Office of Remediation Programs

cc: Robert Weld – DEQ-BRRO