

Town of Altavista

Town Council Work Session Agenda

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

Tuesday, April 26, 2016

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 For Discussion
 - a. Declaration of Surplus Property (Assistant Town Manager) (5 minutes)
 - b. VRS "Alternate Rate" Consideration (Director of Finance) (5 minutes)
 - c. Woodard & Curran proposals (Director of Public Works/Utilities) (5 minutes)
 - d. Appointments (Town Manager) (5 minutes)
- 6. Council/Mayor Items
- 7. Public Comments Comments are limited to three (3) minutes per speaker.
- 8. Adjournment

NEXT SCHEDULED REGULAR TOWN COUNCIL MEETING: TUESDAY, MAY 10, 2016 @ 7:00 p.m.

<u>Notice to comply with Americans with Disabilities Act:</u> 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.

Agenda Item <u>5a</u>

Town of Altavista, Virginia Worksession Agenda Form

Date: April 26, 2016

Agenda Item: Declaration of Surplus Property

Summary: Attached please find a list of Town property that staff is seeking to have declared as surplus. In addition, staff would seek to dispose of the applicable items via electronic auction.

Pursuant to the Code of Virginia §15.2-951, Town Council is authorized to sell personal property by electronic auction. The items that have value, other than scrap value, would be sold via electronic auction. The Town has utilized two electronic auctions companies; GovDeals (<u>www.GovDeals.com</u>) and Public Surplus (<u>www.publicsurplus.com</u>) in the past to dispose of surplus property. (<u>Attachment: Surplus Property List</u>)

Council Discussion: Council is requested to declare the submitted list of Town property as surplus.

Staff Evaluation: Staff feels the utilization of GovDeals or Public Surplus is a very efficient means by which to dispose of surplus property. The items that have scrap value will be sold in that manner.

Budget/Funding: The estimated value of the surplus items (not including scrap value items) is \$92,000.

Legal Evaluation: Town Attorney will be available for questions.

Staff Recommendation: Staff recommends to approve as presented.

Planning Commission Recommendation: N/A

Town Manager Recommendation: Approve to place on May 10th Regular Meeting's Consent Agenda.

Council Recommendation:

 \Box Additional Worksession \Box Regular Meeting \Box No Action



Surplus Vehicles and Equipment 2016

Year	Make	Description	Estimated Value
1974	John Deere	570A Motor Grader	\$6,500.00
1979	International	Crash Truck	\$1,200.00
1985	Galion	Steel Wheel Roller	\$500.00
1987	Mac	Tar Distributor	\$5,000.00
1990	Homemade	Steel Spiker #1	Scrap Metal Pricing
1990	Homemade	Steel Spiker #2	Scrap Metal Pricing
Unknown	Unknown	Rocker Spreader	Scrap Metal Pricing
1996	Ford	Dump Truck	\$6,500.00
1999	GMC	7500 Dump Truck	\$7,500.00
2001	Freightliner	Garbage Truck	\$25,000.00
2011	E450 Ford	Bus	\$12,500.00
2001	Chevrolet	Silverado P/U	\$2,500.00
2007	Ford	Crown Victoria Police Car	\$2,700.00
2008	Ford	Crown Victoria Police Car	\$4,000.00
2004	Ford	Crown Victoria Police Car	\$2,200.00
2008	Chevrolet	Impala Police Car	\$5,600.00
2000	GMC	Jimmy 4x4	\$2,700.00
2000	GMC	1500 Regular cab 2wd	\$2,600.00

Agenda Item <u>5b</u>

Town of Altavista, Virginia Worksession Agenda Form

Date: April 26, 2016

Agenda Item: VRS Employer Contribution Rate

Summary: Per the attached memorandum from staff, the Town has the option every two years in regard to select their employer contribution rate for the Virginia Retirement System (VRS). In the past, Town Council has opted to select the fully rate certified by the VRS Board so as not to have a steep increase in future contribution rates. (Attachment: STAFF MEMO)

Council Discussion: Council is requested to decide which VRS Contribution Rate it select.

Staff Evaluation: Staff feels selecting the full rate is the option that creates continuity in the budget.

Budget/Funding: The F2017 Proposed Budget has the full rate included.

Legal Evaluation: Town Attorney will be available for questions.

Staff Recommendation: Staff recommends selection of the full VRS Employer Contribution Rate of 11.42%.

Planning Commission Recommendation: N/A

Town Manager Recommendation: Approve to place on May 10th Regular Meeting's Consent Agenda.

Council Recommendation:

□ Additional Worksession □ Regular Meeting

□ No Action







DATE:	April 22, 2016
MEMO TO:	Mayor Mattox and Members of Council
FROM:	Tobie Shelton
RE:	Changes regarding VRS Employer Contribution rate

Several years ago, the General Assembly passed legislation allowing political subdivisions the option to pay either the employer contribution rate certified by the Virginia Retirement System ("VRS") or to pay an alternate rate every biennium. Council has the opportunity again this year to select which employer contribution rate we will pay, beginning July 1, 2016.

Explanation of the Alternate Rate

The alternate rate does not change the board certified rate or the annual required contribution. If the alternate rate is selected, this rate will be paid for two fiscal years. When the actuarial evaluation is performed, a new rate will be determined. This rate will take into account the unfunded liability and will most likely be higher. This is a pay it now or pay it later situation. The alternate rate will provide budget relief on the front end, but over a period of time, require we make up the difference we received because we will have to make up for not having paid what was certified by the VRS board and what the actuary recommended.

A decision must be made between the certified rate of 11.42% or the alternate rate of 10.28% for the FY 2017-2018 biennium. If Council elected to pay the certified rate, no further action is needed. If Council elects the alternate rate a resolution must be passed on or before July 1, 2016 and mailed to VRS postmarked no later than July 5, 2016.

It is Staff's recommendation to continue with the board certified rate of 11.42%, which is currently included in the proposed FY 2017 budget.

Town of Altavista, Virginia Worksession Agenda Form

Date: April 26, 2016

Agenda Item: Engineering Task Orders #1 - 5

Summary: Staff has been working with Woodard & Curran, one of the Town's annual term contract engineering firms, to look services related to our utility system. Attached are five (5) task orders for services. (Attachment: <u>TASK ORDERS</u>)

Task Order #1:	GIS Services/Water Distribution Hydraulic Model	\$50,000
Task Order #2:	SCADA General Services	\$ 5,000
	(Support Contract, on an "As Needed" Basis)	
Task Order #3:	SCADACheck	\$ 9,500
Task Order #4:	WTP/Remote Water Facility Electrical Evaluation	\$29,000
Task Order #5:	Dominion Water Meter Radio Communications/SCADA	\$41,000
	(To be funded by Dominion)	

Council Discussion: Council is requested to consider the services proposed in the Task Orders provided by Woodard & Curran.

Staff Evaluation: The services contained in the Task Orders would assist in creating a groundwork for bettering staff's ability to monitor the system, as well as analyzing needed improvements to the system.

Budget/Funding: In the Fall of 2015, Council discussed items related to the Water Plant repairs and money was earmarked from the Enterprise Fund Reserve for that purpose. Now approximately \$316,000 of those funds have been freed up due to the VML Insurance claim being paid. Accordingly, the required funds are available in the Enterprise Fund Reserve.

Legal Evaluation: Town Attorney will be available for questions.

Staff Recommendation: Staff recommends proceeding with the services related to the Task Orders.

Planning Commission Recommendation: $\rm N/A$

Town Manager Recommendation: Approve to place on May 10th Regular Meeting's Consent Agenda.

Council Recommendation:



1. Payments to Engineer

A. Owner shall pay Engineer for services rendered as follows:

Category of Services	Compensation Method	Lump Sum, or Estimate of Compensation for Services
Basic Services	Choose <u>One</u> :	
(Study and Report, Design,		
Bidding or Negotiating,	Lump Sum	\$50,000
Construction and Commissioning,		
Other Services)		

- B. The terms of payment are set forth in Article 4 of the Agreement.
- 2. Consultants: None.
- 3. Other Modifications to Agreement: None.
- 4. Attachments: Scope of Work
- 5. Documents Incorporated By Reference:

Scope of Work dated March 21, 2016, re: Task Order #1, GIS Services and Water Distribution System Hydraulic Model for the Town of Altavista.

6. Terms and Conditions: Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is <u>April 26, 2016</u>.

OWNER:	ENGINEER:
Ву:	By: Mill - Cumte
Name:	Name: Michael J. Curato, PE
Title:	Title:President
	Firm's Certificate No. 0405001432 State of: Virginia

EJCDC E-505 Standard Form of Agreement Between Owner and Engineer Professional Services—Task Order Edition Copyright © 2009 National Society of Professional Engineers for EJCDC. All rights reserved

Exhibit K– Attachment 1 – Task Order Form

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name:	Edgar J. T. Perrow, Jr., PE
Title	Project Managor
Address:	714 Court Street Lynchburg, VA 24504
E-Mail Address:	tperrow@woodardcurran.com
Phone:	(434) 258-5684
Fax:	(434) 845-0588
	Name: Title: Address: E-Mail Address: Phone: Fax:

COMMITMENT & INTEGRITY	
DRIVE RESULTS	

709 Westchester Avenue | Suite L2 White Plains, New York 10604 www.woodardcurran.com



March 21, 2016

Waverly Coggsdale, III Town Manager Town of Altavista 510 Seventh Street Altavista, VA 24517

Re: Task Order #1 GIS Services and Water Distribution System Hydraulic Model for the Town of Altavista

Dear Mr. Coggsdale:

Woodard & Curran is pleased to submit to you this proposal to develop a Geographic Information System (GIS) and a water distribution hydraulic model for the Town's water infrastructure. The project will be conducted in two phases, and the scope of work is provided below.

BACKGROUND

(adapted from the Town's website <u>http://www.altavistava.gov/departments/water.html</u>)

The Town of Altavista operates and maintains a municipal water system. The primary water sources are the Staunton River and Reed Creek in Pittsylvania County. Both of these sources are treated with chemical coagulation, flocculation, and pre- and post-chlorination at a 3.0 MGD (million gallons per day) filtration plant. The Town also has two spring sources – McMinnis Spring, located in Pittsylvania County, and Reynolds Spring in Campbell County – that augment the finish water supply with an average of 500,000 gallons per day. Although drought conditions in the past several years have somewhat reduced the flows of these invaluable water sources, the Town projects that there is an adequate supply and treatment capacity to serve the current and projected water needs of the community's residential, commercial, and industrial customers. No capacity upgrades to the water system are currently planned.

There is a total water storage capacity of 3.3 million gallons Altavista's water system. The system serves approximately 1,600 connections with an average use of 2.1 MGD and a peak use as high as 2.7 MGD, although this will change with the recent addition of a new industrial customer. The Town's water distribution system utilizes two booster pump stations to help distribute treated water throughout the Town. The Town of Altavista also sells water in bulk to the Town of Hurt, and serves the Dearing Ford Business and Manufacturing Center and citizens living in North Holly Hills and Tardy Mountain Road areas just outside of town.

PROJECT UNDERSTANDING

The Town would like to have some tools in place with which to better understand how flow is distributed throughout its system. There are currently two pressure zones in the system. The Town believes that the placement of Pressure Reducing Valves (PRVs) in the system is less than optimal, and would like recommendations regarding shifting the current pressure zones to ensure adequate operating pressures throughout the system, as well as adequate fire flows. The system is comprised of ductile, cast iron and PVC piping, all 16" in diameter or less. The Town maintains a 1.5 MG ground storage tank that has been problematic; the pumps in use are unable to fill the tank completely, and there is only $4\pm$ feet of storage that may be used in the tank due to pressure requirements at the surrounding houses. There are three tanks in addition to the 1.5 MG tank. There are two pump stations, one of which is out of service due to being oversized.



Woodard & Curran will work with the Town to develop capital projects and/or operational changes to better optimize distribution of water, while protecting minimum required pressures and fire flows. This will be done through a two-phase process: 1) development of water supply and distribution system in a GIS format, and 2) development of a hydraulic model to simulate the water distribution system, and subsequent plan for capital/operational improvements.

SCOPE OF SERVICES

Phase 1: GIS for Town Water System

Woodard and Curran will gather existing spatial information that the Town maintains for the water system. This includes CAD files, paper maps, as-builts, record drawings, etc. that would provide relevant information for developing the GIS. Woodard & Curran will also meet with water department staff in order to identify any areas in the existing mapping information that are believed to be erroneous. We will digitize the following components of the distribution system:

- Intakes (if separate from treatment facility)
- Raw water transmission main
- Treatment facility
- Water supply springs
- Storage tanks
- Booster pump stations
- Transmission and distribution main (including diameter, material, install date, where known)



Hydrants



- Valves
- Customer account/meter locations, based on service address

Development of the GIS will be a desktop endeavor; no field data collection will be performed. If the Town would like field survey/GPS data collection of system features, this work will be performed under separate scope.

In addition to the water supply and distribution system GIS, Woodard & Curran will gather available information from the Town, Campbell County, or Commonwealth of Virginia to provide background information data. This could include parcel boundaries, streets, aerial imagery, hydrography (streams/rivers), NWI wetland boundaries, floodplain boundaries, elevation data, etc.

All of the available information will be mapped in the Virginia State Plane South Coordinate System, and organized into an Esri-based geodatabase format. The GIS will be published online into a secure password-protected website that can be accessed by any of the Town staff or officials with an internet connection on their computer, tablet or smartphone. If the Town would like to see some examples of our hosted web-based GIS solutions, we would be happy to provide an online demonstration.



Phase 1 Deliverables

Phase 1 deliverables include:

- Esri-based geodatabase of water system features outlined above;
- Any additional GIS data, such as roads, waterways, etc., used in developing the basemap;
- Digital copy of the overall system map 36" x 48" in PDF format;
- Up to 5 hardcopies of the overall system map 36" x 48";
- A digital mapbook of up to 60 pages of the system in PDF format;
- Up to 5 hardcopies of the mapbook; and
- Hosted online web-based GIS. Hosting fees for one year are included in this professional services fee. After the first year, hosting the website will require an annual maintenance fee.

Phase 2: Development of Hydraulic Model

Woodard & Curran will develop a computer hydraulic model of the Town's water distribution system that will enable identifying and addressing areas of concern as well as make recommendations for improvement. The work to be performed will be conducted in five tasks, as follows:

- Data collection and review;
- Distribution System Hydraulic Model development;
- Model Calibration;
- Hydraulic Analysis recommendations; and
- Recommended improvements and report.

Task 1 - Data Collection and Review

Woodard & Curran will schedule a kickoff meeting with the Town as the first step in the process. The purpose of this meeting will be to discuss the Town's system, verify goals of the modeling project, and to identify any areas of concern within the Town's system. Another purpose of the meeting with the Town will be to obtain the most recent available data for data input into the model. The data is requested in an electronic format, where possible.

The data required to develop the hydraulic model includes:

- Previous hydraulic model If there is a previous version of hydraulic model, Woodard & Curran
 will begin by examining the old model. This model will be reviewed to determine what information
 may be extracted (previous demand data, operating conditions, infrastructure layout, etc.), if
 any.
- Pipe Network Mapping Data This information will be taken from the work performed under Phase I.
- Pump information type of pump (constant versus variable speed), along with pump curve, and controls information
- Storage information tank volumes, diameter, geometry, pump on/off elevations
- Customer Demands Electronic copies of the water billing records for the last three years for all of the Town's customers including customer category (such as residential, commercial,



industrial, institutional) and street addresses (this data will be matched with roadway layout maps and property parcels).

- Water Supplied Monthly operating records (electronic, if possible) from each of the Town's
 water supply sources for the past three years will be obtained to determine the amount of water
 that has been supplied to the system and to perform statistical analyses to establish maximum,
 average and minimum day demands.
- Diurnal patterns Hourly or shorter periods of water pumping flows over a few representative 24-hour periods, with which to develop a diurnal pattern of usage.
- Industrial users any information on operation of large industrial users, i.e., hours of operation, how water is used, etc.
- Existing water supplies This information will be taken from the work performed under Phase I.
- Fire flow requirements If the Town has established fire flow requirements for its customer categories, then this information will be needed to incorporate into the model evaluation.

Task 2 - Detailed Development of System-Wide Distribution System Hydraulic Model

Woodard & Curran will use the data obtained in Task 1 to develop a computer-based hydraulic model for the Town. Woodard & Curran recommends the use of either Bentley's WaterGEMS or Innovyze Infowater software to create the hydraulic model, based on the available program features for calibration, as well as other useful tools.

The following steps will be carried out to develop the model:

- Electronic Mapping The model will incorporate the available electronic mapping data generated in Phase I. The physical and operational information of pumping, storage and treatment facilities will be included using a schematic representation of the internal piping and structures. Elevations will be assigned to each structure per the topographic information obtained. The piping network will include all pipes in the distribution system, as mapped in Phase I.
- Demand Allocation Allocation of the water demands within the hydraulic model will be established by locating each of the Town's water meters, to the extent possible, through geolocating meter address locations using GIS tools. Each water customer's demands will be assigned to the nearest hydraulic model node based on an appropriate method of spatial correlation.
- Diurnal Patterns We will develop Town-specific diurnal patterns to account for water usage over a typical 24-hour period, if recorded SCADA data is available. Otherwise, the American Water Works Association (AWWA) typical diurnal curves will be included in the model. We have used these curves in previous models with accurate results.
- 4. Initial Model Validation and Runs –The initial model runs are conducted to ensure that there are no connectivity issues and that the preliminary results are within a reasonable operating range, an indication that the dataset is entered correctly.

Quality assurance/quality control is an important component of the model development process. Documentation of the steps will be made, particularly of any assumptions made to simplify the model or operational strategies. These assumptions as well as the overall model will be carefully reviewed by the technical advisor to ensure an accurate base model.

Task 3 - Model Calibration



Model calibration is the most important step in model development; calibration ensures that the hydraulic model represents real-world conditions. Woodard & Curran will calibrate the model based on data obtained during fire hydrant flow tests, SCADA information recorded during the test (if available) and the discussions with water system operations staff. Our modeling team will work closely with the operators to obtain general and specific knowledge of the system's operation. Calibration will be limited to the hydraulic system; no water quality (i.e., chlorine concentrations) calibration will be performed. The following steps are involved in completing model calibration:

- Fire Hydrant Flow Testing Our modeling team will work with the Town to develop a plan to test up to 8 fire hydrant locations in the system to yield sufficient pressure change to calibrate the model. After the plan is approved, Woodard & Curran will perform, with Town staff assistance, 8 hydrant flow tests at the selected locations. Additionally, a minimum of two (2) data loggers will be installed throughout the system to capture pressure data over a period of at least 24 hours, preferably longer. The data collection period depends on the availability of information on storage tank levels, pumping operations and interconnection meters, both during the fire hydrant flow tests as well as during non-flow times. If additional recent fire hydrant test data is available from the Town, we will review the information and include it as needed in the model.
- Model Calibration The fire hydrant flow test data, storage tank levels, pumping operations and interconnections data for each test will be input into the model; then, each scenario will be run. The model will be calibrated by making adjustments to the roughness coefficients and other parameters to match as closely as possible the pressures recorded in the field. A table of field data results and modeled results will be produced to indicate the calibration level.

To ensure an accurate model, a quality check will be performed during the calibration process and at completion. Calibration of the model is an essential step, which serves two purposes. Calibration serves to fine-tune the model, but it also can catch misrepresentations in the model, such as problems in connectivity or wrong operating assumptions. Our team has the experience and expertise to identify those issues early and correct them before moving onto system assessment.

Task 4 - Hydraulic Modeling Results and Recommendations

With the calibrated hydraulic model, the performance of the existing system will be assessed to identify any concerns or issues. Also, this is a good opportunity to identify possible improvements for system efficiency. Woodard & Curran will conduct and evaluate the results of the following scenarios under the existing demand condition:

- Average Day Demand Steady State
- Average Day Demand 72-hour Extended Period Simulation
- Maximum Day Demand Steady State
- Maximum Day Demand 24-hour Extended Period Simulation
- Fire flow Demand Maximum day plus fire flow demand
- Peak Hour Demand Steady State

The extended period simulations are an excellent way to assess tank and pump operations and to identify possible issues with water quality due to poor tank turnover or ways to optimize pump-storage. To assess the results of the scenarios described above, it is necessary to have criteria against which to judge performance. A preliminary list of recommended evaluation criteria are presented below; these criteria would need to be discussed and accepted by the Town before evaluations are completed:



- System Pressure pressure at nodes throughout the system under all scenarios need to remain above 20 pounds per square inch (psi); however, as an added level of safety within the model, we recommend maintaining pressures above 25 psi in the model. The AWWA recommends system pressures remain below 100 psi. The instances where pressures exceed the recommendation will be reviewed on an individual basis.
- Pipe Velocity pipe velocities throughout the system will be examined to ensure they generally remain below the recommended maximum of 5 feet per second (fps) for long lengths of piping. At times, shorter lengths of pipe may experience higher velocities without greatly affecting the system. The instances where velocities exceed the recommendation will be reviewed on an individual basis.
- Fire protection with fire flow demands simulated, the system performance will be evaluated to ensure that all fire flow requirements are met, including residual pressures. If fire flow requirements are not met on a pipeline 6-inches in diameter or greater, then these areas will be highlighted for the Town with recommendations to address the situation. Lines smaller than 6 inches are not generally required to meet fire flow demands. Woodard & Curran will consult with the Town on these instances.
- Water Distribution Redundancy and Looping model results will be reviewed to ensure that there is sufficient system redundancy (in the form of pipe network looping) to perform within the criteria even under emergency situations.
- Water Distribution Storage Capacity model results will be reviewed to ensure that sufficient storage capacity remains within the system to provide supply during emergency situations. Model results will also be reviewed to address storage tank turnover and refilling performance to consider potential water quality issues.

Once the existing system model evaluation is completed a meeting is proposed to discuss these results and discuss the potential solutions that were modeled. Based on the modeling results our team will generate a list of recommended system improvements. Recommended improvements will be discussed with the Town staff and take into account financial constraints as well as constructability.

Phase 2 Deliverables

The results of water distribution system model development and evaluation, as well as recommendations and implementation, will be summarized in a Draft Report. Two hard copies and an electronic PDF version of the Draft Report will be submitted for the Town's review and comment. Any comments from the Town will be discussed and then incorporated into the final report. Five copies of the final report along with an electronic PDF version will be delivered to the Town.



PROPOSED FEE

For the Scope of Services presented above, we propose that the Town of Altavista will pay Woodard & Curran a fixed fee of \$50,000 in accordance with the Table below. This fee budget shall not be exceeded without prior written authorization. Invoices will be submitted monthly.

Phase	Cost
Phase 1: GIS for Town Water System	\$18,000
Phase 2: Hydraulic Study	\$32,000
Total	\$50,000

We appreciate the opportunity to present you with this information. If you have any questions or would like to discuss this proposal in more detail, please feel free to contact either of us.

Sincerely,

WOODARD & CURRAN ENGINEERING P.A.

ill

Michael J. Curato, PE Principal

cc: David Garrett, Town of Altavista

Edgar J.T. Perrow, Jr., PE Project Manager

1. Payments to Engineer

A. Owner shall pay Engineer for services rendered as follows:

Category of Services	Compensation Method	Lump Sum, or Estimate of Compensation for Services
Basic Services	Choose <u>One</u> :	
(Study and Report, Design,		
Bidding or Negotiating,	Standard Hourly Rates	\$5,000
Construction and Commissioning,		
Other Services)		

- B. The terms of payment are set forth in Article 4 of the Agreement.
- 2. Consultants: None.
- 3. Other Modifications to Agreement: None.
- 4. Attachments: Scope of Work
- 5. Documents Incorporated By Reference:

Scope of Work letter dated March 24, 2015, re: Task Order #2, Town of Altavista SCADA General Services

6. Terms and Conditions: Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is <u>April 26, 2016</u>.

OWNER:	ENGINEER:
Ву:	By: Mill J. Cumte
Name:	Name: Michael J. Curato, PE
Title:	Title: President
	Firm's Certificate No. 0405001432 State of: Virginia

EJCDC E-505 Standard Form of Agreement Between Owner and Engineer Professional Services—Task Order Edition Copyright © 2009 National Society of Professional Engineers for EJCDC. All rights reserved

Exhibit K– Attachment 1 – Task Order Form

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name:	Edgar J. T. Perrow, Jr., PE
Title	Project Managor
Address:	714 Court Street Lynchburg, VA 24504
E-Mail Address:	tperrow@woodardcurran.com
Phone:	(434) 258-5684
Fax:	(434) 845-0588
	Name: Title: Address: E-Mail Address: Phone: Fax:

COMMITMENT & INTEGRITY	709 Westchester Avenue Suite L2
DRIVE RESULTS	White Plains, New York 10604
	www.woodardcurran.com



March 24, 2016

Waverly Coggsdale, III Town Manager Town of Altavista 510 Seventh Street Altavista, VA 24517

Re: Task Order #2 Town of Altavista SCADA General Services

Dear Mr. Coggsdale:

Woodard & Curran is pleased to present you with this proposal for SCADA General Services.

PROJECT UNDERSTANDING

Woodard & Curran understands the Town wishes to pursue full SCADA implementation at their Water Treatment Plant and eventually at the Wastewater Treatment Plant. In support of this, operators and other Town staff will require support from time to time. The purpose of this proposal is to provide a mechanism for Woodard & Curran to provide support to Town staff regarding the operation, use and maintenance of the existing SCADA systems.

SCOPE OF SERVICES

Provide on-call support to the Town for specific SCADA related issues.

ASSUMPTIONS

- Support shall be authorized as specific requested by Town staff; and
- Documentation of the services provided as well as the time logged shall be listed on invoices.

PROPOSED FEE

The fee for the Scope of Services presented above is \$5,000. Billing will be on a Time and Expenses basis; our fee will be based on the time expended and costs incurred in accordance with the master agreement. This fee shall not be exceeded without prior written authorization. Invoices will be submitted monthly.

We appreciate the opportunity to present you with this information. If you have any questions or would like to discuss this proposal in more detail, please feel free to contact either of us.

Sincerely,

WOODARD & CURRAN ENGINEERING P.A.

Michael J. Curato, PE President

Edgar J.T. Perrow, Jr., PE Project Manager

cc: David Garrett, Town of Altavista

Municipal & Institutional 2016 Rate Schedule



Consultant Personnel	
Labor Category	Hourly Rate
I. Support Services	•
- Administrative / Clerical	\$72
- Drafter	\$82
- Project Assistant	\$97
II. Professional Services	
- Designer	\$85
- Technician	\$90
- Consultant / GIS Analyst / Inspector / Technician 2	\$95
- Operations Specialist	\$98
- Designer 2 / Scientist	\$105
- Control System Engineer / GIS Developer	\$108
- Engineer 1 / Geologist 1 / Technical Service Specialist 1	\$110
- Scientist 2	\$115
- Geologist 2	\$118
- Resident Engineer / Designer 3	\$120
- Geologist 3	\$121
- Engineer 2	\$122
- Scientist 3	\$125
 GIS Solutions Analyst / Senior Designer / Technical Service Specialist 2 	\$130
- Planner	\$134
 Engineer 3 / GIS App Developer / Project Geologist 	\$139
- Project Scientist / Project Technical Specialist	\$140
- GIS App Developer 2 / Project Geologist 2	\$144
- Construction Manager	\$145
- Project Engineer	\$150
- Project Technical Specialist 2	\$155
 Project Engineer 2 / Project Scientist 2 / Senior Planner 	\$160
- Senior Engineer / Senior Geologist / Senior Project Engineer / Service Manager / Technical Leader	\$170
- Project Manager 1 / Technical Manager 1	\$171
- Project Manager 2 / Technical Manager 2	\$193
- Principal Project Manager	\$195
- Senior Project Manager / Senior Technical Manager	\$210
- Licensed Site Professional	\$220
- Principal / Senior Vice President / Vice President	\$225
This Rate Schedule is confidential and for customer internal use only.	
W&C reserves the right to adjust billing rates annually at the beginning of each calendar	year.

Expense Category

Travel¹ Expenses

1. Mileage rate will change as the federal allowable rate is modified.

.54/mile At Cost Plus 10%

1. Payments to Engineer

A. Owner shall pay Engineer for services rendered as follows:

Category of Services	Compensation Method	Lump Sum, or Estimate of Compensation for Services
Basic Services	Choose <u>One</u> :	
(Study and Report, Design,		
Bidding or Negotiating,	Lump Sum	\$9,500
Construction and Commissioning,		
Other Services)		

- B. The terms of payment are set forth in Article 4 of the Agreement.
- 2. Consultants: None.
- 3. Other Modifications to Agreement: None.
- 4. Attachments: Scope of Work
- 5. Documents Incorporated By Reference:

Scope of Work letter dated April 20, 2016, re: Task Order #3, Town of Altavista Water Facilities SCADCheck, REV 1.

6. Terms and Conditions: Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is <u>April 26, 2016</u>.

OWNER:	ENGINEER:
Ву:	By: Mill - Cumte
Name:	Name: Michael J. Curato, P.E.
Title:	Title: President
	Firm's Certificate No. 0405001432 State of: Virginia

Exhibit K- Attachment 1 - Task Order Form EJCDC E-505 Standard Form of Agreement Between Owner and Engineer Professional Services—Task Order Edition

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DESIGNATED REPRESENTATIVE FOR TASK ORDER:

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name:	Name:	Edgar J. T. Perrow, Jr., P.E.
Title	Titler	Draiget Manager
	Tiue.	
Address:	Address:	714 Court Street Lynchburg, VA 24504
E-Mail Address:	E-Mail Address:	tperrow@woodardcurran.com
Phone:	Phone:	(434) 258-5684
Fax:	Fax:	(434) 845-0588

COMMITMENT & INTEGRITY	7(
DRIVE RESULTS	M

709 Westchester Avenue | Suite L2 White Plains, New York 10604 www.woodardcurran.com



April 20, 2016

Waverly Coggsdale, III Town Manager Town of Altavista 510 Seventh Street Altavista, VA 24517

Re: Task Order #3 Town of Altavista Water Facilities SCADACheck REV 1

Dear Mr. Coggsdale:

Woodard & Curran is pleased to present you with this proposal to provide a SCADACheck of the Town's water facilities.

PROJECT UNDERSTANDING

The Town of Altavista is in the process of installing a SCADA system to optimize operational efficiencies across their water system. This multiphase project is in its initial stages, with many components of the existing system yet to be addressed. A SCADACheck is the first step in developing a comprehensive strategy for the implementation of a high quality SCADA system. The completed SCADACheck will provide the Town with the tools to prioritize, plan, and budget SCADA upgrades to increase operational efficiencies in the Town's water facilities.

SCOPE OF SERVICES

Our proposed Scope of Services includes the following:

TASK 1: Site Investigation

The work under this task includes the following:

- Review the water treatment plant, two springs, two booster stations, two interconnections, and four tanks regarding system hardware and instrumentation;
- Review available control system documentation;
- Meet with operators and maintenance staff to discuss a list of known issues, desired improvements, and modifications to controls for Pump Stations (list to be provided by Client prior to site visit); and
- Review general condition of control panels.

TASK 2: Summary Report and Budgetary Estimates

The work under this task includes the following:

- Develop Summary Report on the status of the control system;
- Provide budgetary estimates for items listed in summary spreadsheet; and
- Develop conceptual Communications Plan for all Town distribution system sites.



TASK 3: Present Summary Report

The work under this task includes the following:

- Site visit by Woodard & Curran engineers to:
 - Present Summary Report, spreadsheet, and budgetary estimates;
 - Discuss Woodard & Curran's recommendations; and
 - Discuss development of proposals for defined SCADA improvement projects.

RESPONSIBILITY OF THE CLIENT

- Provide access to water facility control equipment and documentation;
- Attend meetings and provide feedback per Task 1 and Task 3 of this proposal; and
- Provide a list of known issues, desired improvements, and modifications to the controls prior to Task 1 site visit.

DELIVERABLES BY WOODARD & CURRAN

- Assessment documentation, including:
 - Executive Summary Report, Preliminary Communications Plan; and
 - Master spreadsheet including budgetary numbers.

PROPOSED FEE

The fee for the Scope of Services presented above is \$9,500. This fee shall not be exceeded without prior written authorization. Invoices will be submitted monthly.

We appreciate the opportunity to present you with this information. If you have any questions or would like to discuss this proposal in more detail, please feel free to contact either of us.

Sincerely,

WOODARD & CURRAN ENGINEERING P.A.

ill . Cunto

Michael J. Curato, P.E. Principal

cc: David Garrett, Town of Altavista

Edgar J.T. Perrow, Jr., P.E. Project Manager

1. Payments to Engineer

A. Owner shall pay Engineer for services rendered as follows:

Category of Services	Compensation Method	Lump Sum, or Estimate of Compensation for Services
Basic Services	Choose <u>One</u> :	
(Study and Report, Design,		
Bidding or Negotiating,	Standard Hourly Rates	\$29,000
Construction and Commissioning,		
Other Services)		

- B. The terms of payment are set forth in Article 4 of the Agreement.
- 2. Consultants: None.
- 3. Other Modifications to Agreement: None.
- 4. Attachments: Scope of Work
- 5. Documents Incorporated By Reference:

Scope of Work letter dated April 13, 2016 re: Task Order #4, Water Treatment Plant and Remote Water Facility Electrical Evaluation, REV 1.

6. Terms and Conditions: Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is <u>April 26, 2016</u>.

OWNER:	ENGINEER:
Ву:	By: Mill - Curute
Name:	Name: Michael J. Curato, P.E.
Title:	Title:President
	Firm's Certificate No. 0405001432 State of: Virginia

Exhibit K-Attachment 1 - Task Order Form

EJCDC E-505 Standard Form of Agreement Between Owner and Engineer Professional Services—Task Order Edition Copyright © 2009 National Society of Professional Engineers for EJCDC. All rights reserved DESIGNATED REPRESENTATIVE FOR TASK ORDER:

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name:	Name:	Edgar J. T. Perrow, Jr., P.E.
Title	Title	Droject Manager
Address:	Address:	714 Court Street Lynchburg, VA 24504
E-Mail Address:	E-Mail Address:	tperrow@woodardcurran.com
Phone:	Phone:	(434) 258-5684
Fax:	Fax:	(434) 845-0588

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DRIVE RESULTS	M

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April 13, 2016

Waverly Coggsdale, III Town Manager Town of Altavista 510 Seventh Street Altavista, VA 24517

Re: Task Order #4 Water Treatment Plant and Remote Water Facility Electrical Evaluation REV 1

Dear Mr. Coggsdale:

Woodard & Curran is pleased to present you with this proposal for an Electrical Evaluation at the Water Treatment Plant and ten (10) remote water facilities.

PROJECT UNDERSTANDING

It is Woodard & Curran's understanding that electrical upgrades are necessary at the Water Treatment Plant (WTP) due to severe corrosion to the main electrical distribution equipment located in the first floor chemical room of the treatment plant. A conceptual design was recently prepared by another consulting firm to address these issues. The conceptual design proposed the construction of a new Electrical Building located outside and adjacent to the WTP, and back-feeding all existing facility loads from the new Electrical Building distribution equipment as needed.

Leroy Kendricks of Woodard & Curran reviewed the proposed conceptual design at a recent meeting with staff. Following that meeting, Woodard & Curran was asked to submit a proposal to evaluate the conceptual design by others, identify possible alternative design options, and prepare a proposed 30% design approach, cost estimate and Technical Memorandum of Findings. As part of this task, Woodard & Curran will also include an electrical evaluation of ten (10) remote water facilities, including Reynolds Spring, Dearing Ford Tank, Clarion Tank, Melinda Drive Tank, Lola Ave Pump Station, Bedford Ave Tank, Bedford Ave Pump Station, Reed Creek Intake, Staunton River Intake, and McMinnis Spring.

SCOPE OF SERVICES

Initial Investigation:

Prior to performing a site visit, the following tasks shall be undertaken to determine if placing electrical equipment on the top floor of the WTP is structurally feasible.

- Existing slab capacity assessment; and
- Record drawing review;

Electrical Engineering:

- Inspect electrical components of the Altavista WTP and ten (10) remote water facilities;
- Evaluate the proposed conceptual design by others;
- Identify potential alternate design options in lieu of constructing a new outside Electrical Building.



One potential option could be:

- o Install new electrical equipment on the third floor, if sufficient space is available;
- Develop preliminary One-Line Diagram and Equipment Arrangement Drawing identifying potential options for electrical distribution system upgrades;
- Prepare an electrical evaluation of the ten (10) remote water facilities stated above:
 - Perform conditions assessment, identify code concerns and verify NEC compliance, identify maintenance concerns, make recommendations for upgrades to increase reliability, and address maintenance and code concerns;
- Prepare an opinion of probable cost for proposed upgrades; and
- Provide a Technical Memorandum of Findings summarizing all tasks outlined above.

HVAC and Structural Engineering:

If it is deemed possible and/or feasible to install the new electrical distribution equipment within spare space in the existing WTP, the following HVAC and Structural Engineering tasks will be performed:

- Existing conditions assessment;
- Evaluation of ventilation needs;
- Preliminary HVAC equipment selection;
- Prepare an opinion of probable cost for proposed upgrades; and
- Provide a Technical Memorandum of Findings summarizing all tasks outlined above.

ASSUMPTIONS

- Client will provide access to all site locations including the ten (10) remote water facilities;
- Client will provide record drawings for the WTP and pump stations if available; and
- Woodard & Curran has included time for one site visit by the Electrical Staff only. Site visit will
 include the WTP and ten (10) remote water facilities.

PROPOSED FEE

The fee for the Scope of Services presented above is \$29,000. Billing will be on a Time and Expenses basis; our fee will be based on the time expended and costs incurred in accordance with the master agreement. This fee shall not be exceeded without prior written authorization. Invoices will be submitted monthly.

We appreciate the opportunity to present you with this information. If you have any questions or would like to discuss this proposal in more detail, please feel free to contact either of us.

Sincerely,

WOODARD & CURRAN ENGINEERING P.A.

Michael J. Curato, P.E. Principal

cc: David Garrett, Town of Altavista

Edgar J.T. Perrow, Jr., PE Project Manager

Municipal & Institutional 2016 Rate Schedule



Consultant Personnel	
Labor Category	Hourly Rate
I. Support Services	
- Administrative / Clerical	\$72
- Drafter	\$82
- Project Assistant	\$97
II. Professional Services	
- Designer	\$85
- Technician	\$90
- Consultant / GIS Analyst / Inspector / Technician 2	\$95
- Operations Specialist	\$98
- Designer 2 / Scientist	\$105
- Control System Engineer / GIS Developer	\$108
- Engineer 1 / Geologist 1 / Technical Service Specialist 1	\$110
- Scientist 2	\$115
- Geologist 2	\$118
- Resident Engineer / Designer 3	\$120
- Geologist 3	\$121
- Engineer 2	\$122
- Scientist 3	\$125
- GIS Solutions Analyst / Senior Designer / Technical Service Specialist 2	\$130
- Planner	\$134
- Engineer 3 / GIS App Developer / Project Geologist	\$139
- Project Scientist / Project Technical Specialist	\$140
- GIS App Developer 2 / Project Geologist 2	\$144
- Construction Manager	\$145
- Project Engineer	\$150
- Project Technical Specialist 2	\$155
- Project Engineer 2 / Project Scientist 2 / Senior Planner	\$160
- Senior Engineer / Senior Geologist / Senior Project Engineer / Service Manager / Technical Leader	\$170
- Project Manager 1 / Technical Manager 1	\$171
- Project Manager 2 / Technical Manager 2	\$193
- Principal Project Manager	\$195
- Senior Project Manager / Senior Technical Manager	\$210
- Licensed Site Professional	\$220
- Principal / Senior Vice President / Vice President	\$225
This Rate Schedule is confidential and for customer internal use only.	

W&C reserves the right to adjust billing rates annually at the beginning of each calendar year

Expense Category

Travel¹ Expenses

1. Mileage rate will change as the federal allowable rate is modified.

.54/mile At Cost Plus 10%

1. Payments to Engineer

A. Owner shall pay Engineer for services rendered as follows:

Category of Services	Compensation Method	Lump Sum, or Estimate of Compensation for Services
Basic Services	Choose <u>One</u> :	
(Study and Report, Design,		
Bidding or Negotiating,	Time & Materials	\$41,000
Construction and Commissioning,		
Other Services)		

- B. The terms of payment are set forth in Article 4 of the Agreement.
- 2. Consultants: None.
- 3. Other Modifications to Agreement: None.
- 4. Attachments: Scope of Work
- 5. Documents Incorporated By Reference:

Scope of Work dated April 21, 2016, re: Task Order #5, Dominion Water Meter Radio Communications & SCADA, REV 3.

6. Terms and Conditions: Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is <u>April 26, 2016</u>.

OWNER:	ENGINEER:
Ву:	By: Mill J. Cumte
Name:	Name: Michael J. Curato, PE
Title:	Title: President
	Firm's Certificate No. 0405001432 State of: Virginia

Exhibit K- Attachment 1 - Task Order Form EJCDC E-505 Standard Form of Agreement Between Owner and Engineer Professional Services—Task Order Edition

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DESIGNATED REPRESENTATIVE FOR TASK ORDER:

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name:	Edgar J. T. Perrow, Jr., PE
Title	Project Managor
Address:	714 Court Street Lynchburg, VA 24504
E-Mail Address:	tperrow@woodardcurran.com
Phone:	(434) 258-5684
Fax:	(434) 845-0588
	Name: Title: Address: E-Mail Address: Phone: Fax:

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April 21, 2016

Waverly Coggsdale, III Town Manager Town of Altavista 510 Seventh Street Altavista, VA 24517

Re: Task Order #5 Dominion Water Meter Radio Communications & SCADA REV 3

Dear Mr. Coggsdale:

Woodard & Curran is pleased to present you with this proposal to design and implement SCADA with radio communication from the proposed Dominion Water Meter to the Altavista Water Treatment Plant (WTP).

PROJECT UNDERSTANDING

The Town of Altavista is in the process of installing a SCADA system to optimize operational efficiencies across their water system. This multiphase project is in its initial stages with many components of the existing system yet to be addressed. A new component, the water service for Dominion Virginia Power, will be a major customer in the Town's system. It is critical that water consumption at this location be accurately monitored and reported to the Town's control center at the WTP.

This proposed Scope includes providing engineering, equipment, implementation, startup and support to obtain the operations goals as stated above.

SCOPE OF SERVICES

Our proposed Scope of Services includes the following:

- Design of detail identifying the location of permanent power, location of enclosure, and conduits to the meter vault;
- Design of radio communications from the Dominion Water Meter to be repeated at the future Melinda Tank radio antenna and transmitted to the future WTP polling location
 - Design will include a permanent radio antenna and control panel to transmit instantaneous flow, totalized flow, and miscellaneous alarms from the Dominion Power Water Meter;
- Supply of the control panel, antenna and cabling for the meter location;
- Assembly of control panel and low voltage wiring in the enclosure;
- Supply of the NEMA 3R Enclosure (traffic box style) delivered to the meter location; and
- Programming and startup of control panel at the meter.



ASSUMPTIONS

- Site preparation including the concrete pad, underground conduit, and permanent power at the meter vault shall be by the contractor.
- This project will include one trip to startup onsite. The data will not be readable on the SCADA system until the future equipment is installed at the Melinda Tank repeater and WTP polling master sites. The flow totals will be readable from the local operator interface terminal only, requiring the operator to make daily trips.

PROPOSED FEE

The fee for the Scope of Services presented above is \$41,000. Billing will be on a Time and Expenses basis; our fee will be based on the time expended and costs incurred in accordance with the attached rate sheet. This fee shall not be exceeded without prior written authorization. Invoices will be submitted monthly.

We appreciate the opportunity to present you with this information. If you have any questions or would like to discuss this proposal in more detail, please feel free to contact either of us.

Sincerely,

WOODARD & CURRAN ENGINEERING P.A.

Michael J. Curato, PE Principal

cc: David Garrett, Town of Altavista

Edgar J.T. Perrow, Jr., PE Project Manager

Municipal & Institutional 2016 Rate Schedule



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- Geologist 2	\$118
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- Project Scientist / Project Technical Specialist	\$140
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- Construction Manager	\$145
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This Rate Schedule is confidential and for customer internal use only.	

W&C reserves the right to adjust billing rates annually at the beginning of each calendar year

Expense Category

Travel¹ Expenses

1. Mileage rate will change as the federal allowable rate is modified.

.54/mile At Cost Plus 10%

Agenda Item <u>5d</u>

Town of Altavista, Virginia Worksession Agenda Form

Date: April 26, 2016

Agenda Item: Appointments

Summary: There are several appointments to committees/commissions that need approval. Staff is seeking reappointment of Mrs. Annie Shelton to the Recreation Committee for a three-year term (March 2019) and appointment of Mr. Marvin Clements to the Altavista Planning Commission to fill an unexpired term (December 2018).

Council Discussion: Council is requested to consider the appointments as presented.

Staff Evaluation:

Budget/Funding: N/A

Legal Evaluation: Town Attorney will be available for questions.

Staff Recommendation: Staff recommends approval of the request as presented.

Planning Commission Recommendation: N/A

Town Manager Recommendation: Approve to place on May 10th Regular Meeting's Consent Agenda.

Council Recommendation:

 \Box Additional Worksession \Box Regular Meeting \Box No Action

Altavista