



Town of Altavista Town Council Work Session Agenda

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

Tuesday, March 28, 2017

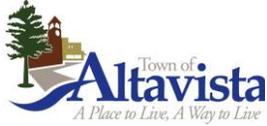
5:00 PM Council Work Session

1. Call to Order
2. Agenda Amendments/Approval
3. Public Comments –Agenda Items Only
4. Introductions and Special Presentations
5. Items for Discussion
 - a. Mutual Aid Agreement – Law Enforcementpage 2 - 10
 - b. AOT Mural Project Updatepage 11
 - c. Comprehensive Plan Update discussionpage 12
 - d. Rt. 43 Gateway Project (Streetscape/Utility) discussionpage 13 -17
 - e. Declaration of Surplus Propertypage 18 - 21
 - f. Pledge of Allegiancepage 22
 - g. Cross Control Connection Policypage 23 - 34
 - h. Planning Commission Updatepage 35 - 38
 - i. FY2018 Draft Budget Discussionpage 39-46
6. Public Comments – Comments are limited to three (3) minutes per speaker.
7. Closed Session
8. Adjournment

NEXT SCHEDULED REGULAR TOWN COUNCIL MEETING: **TUESDAY, APRIL 11, 2017 @ 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



Town of Altavista, Virginia Work Session Agenda Form

Date: March 28, 2017

Agenda Item: Law Enforcement Regional Mutual Aid

Summary: Recently staff received an email from Campbell County Commonwealth's Attorney Paul McAndrews concerning renewal of the existing Mutual Aid Agreement in regard to law enforcement. The last revision was in 2014 to add the Town of Chatham. The effective date of the updated MAA would be May 1, 2017. Also attached is a draft resolution that Council would adopt to be included in the MAA.

Staff would ask that adoption of the Regional Mutual Aid Agreement and the Resolution be placed on the April 11th Town Council Regular Meeting's Consent Agenda.

Staff Recommendation: Approval of the Regional Mutual Aid Agreement and adoption of the attached Resolution at the April 11th Town Council meeting (CONSENT AGENDA).

Attachments: Regional Mutual Aid Agreement; Resolution

Budget/Funding: N/A

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

Council Recommendations:

Additional Work Session Regular Meeting No Action

Consensus Poll on Action ____ (Aye) ____ (Nay)

RESOLUTION OF THE ALTAVISTA TOWN COUNCIL
MUTUAL AID AGREEMENT

WHEREAS, for a number of years the cities, counties and towns in Central Virginia and their law enforcement agencies have participated in mutual aid agreements; and,

WHEREAS, these mutual aid agreements have (a) helped promote regional corporation among law enforcement agencies (b) helped participating jurisdictions provide necessary law enforcement services during emergencies and (c) helped enhance the overall quality of law enforcement services in Central Virginia; and,

WHEREAS, the Town of Altavista entered into a written mutual aid agreement dated _____, with the Amherst County Sheriff's Department, the Appomattox County Sheriff's Department, the Bedford County Sheriff's Department, the Campbell County Sheriff's Department, the Lynchburg Sheriff's Department, the Nelson County Sheriff's Department, the Pittsylvania County Sheriff's Department, the Town of Amherst, the Town of Brookneal, the Town of Bedford, the Town of Chatham, and the Town of Hurt; and,

WHEREAS, the Sheriff's Departments for Nelson County and Pittsylvania County have requested that they be allowed to participate in the mutual aid agreement along with the cities, counties, and towns and other law enforcement agencies in Central Virginia who are currently parties to the said mutual aid agreement;

NOW, THEREFORE, BE IT RESOLVED that the Altavista Town Council hereby authorizes the Town to enter into a written mutual aid agreement with the Amherst County Sheriff's Department, the Appomattox County Sheriff's Department, the Bedford County Sheriff's Department, the Campbell County Sheriff's Department, the Lynchburg Sheriff's Department, the Nelson County Sheriff's Department, the Pittsylvania County Sheriff's Department, the Town of Amherst, the Town of Bedford, the Town of Brookneal, the Town of Chatham, the Town of Hurt and such other cities, counties, and towns and law enforcement agencies in the Central Virginia area as may be appropriate for the joint use of law enforcement forces, both regular and auxiliary, equipment and materials, in order to maintain the peace and good order, and the Town Manager is authorized to execute such an agreement on behalf of the Town of Altavista.

BE IT FURTHER RESOLVED the Altavista Town Council hereby approves the Town's participation in future law enforcement mutual aid agreements with the cities, counties, and towns in Central Virginia and their law enforcement agencies and at such times as those mutual aid agreements must be updated and amended, the Town Council authorizes the Town Manager to sign such future law enforcement mutual aid agreements on behalf of the Town.

Adopted: _____

Certified: _____

Clerk of Council

REGIONAL MUTUAL AID AGREEMENT

Amherst County Sheriff's Office
Appomattox County Sheriff's Office
Bedford County Sheriff's Office
Campbell County Sheriff's Office
City of Lynchburg Sheriff's Office
Nelson County Sheriff's Office
Pittsylvania County Sheriff's Office
Town of Altavista Police Department
Town of Amherst Police Department
Town of Bedford Police Department
Town of Brookneal Police Department
Town of Chatham Police Department
Town of Hurt Police Department
City of Lynchburg Police Department

THIS AGREEMENT, made and entered into this 1st day of May, 2017, by and between **E.W. VIAR, SHERIFF, COUNTY OF AMHERST, VIRGINIA; BARRY E. LETTERMAN, SHERIFF, COUNTY OF APPOMATTOX, VIRGINIA; MICHAEL J. BROWN, SHERIFF, COUNTY OF BEDFORD, VIRGINIA; STEVE A. HUTCHERSON, SHERIFF, COUNTY OF CAMPBELL, VIRGINIA; DAVID HILL, SHERIFF, COUNTY OF NELSON, VIRGINIA; RONALD L. GILLISPIE, SHERIFF, CITY OF LYNCHBURG, VIRGINIA; MICHAEL W. TAYLOR, SHERIFF, COUNTY OF PITTSYLVANIA, VIRGINIA; THE TOWN COUNCIL OF THE TOWN OF ALTAVISTA, VIRGINIA**, a municipal corporation of the Commonwealth of Virginia (Town of Altavista); **THE TOWN COUNCIL OF THE TOWN OF AMHERST, VIRGINIA**, a municipal corporation of the Commonwealth of Virginia (Town of Amherst); **THE TOWN COUNCIL OF THE TOWN OF BEDFORD, VIRGINIA**, a municipal corporation of the Commonwealth of Virginia (Town of Bedford); **THE TOWN COUNCIL OF THE TOWN OF BROOKNEAL, VIRGINIA**, a municipal corporation of the Commonwealth of Virginia (Town of Brookneal); **THE TOWN COUNCIL OF THE TOWN OF CHATHAM, VIRGINIA**, a municipal corporation of the Commonwealth of Virginia (Town of Chatham); **THE TOWN COUNCIL OF THE TOWN OF HURT, VIRGINIA**, a municipal corporation of the Commonwealth of Virginia (Town of Hurt); and **THE CITY COUNCIL OF THE CITY OF LYNCHBURG, VIRGINIA**, a municipal corporation of the Commonwealth of Virginia (City of Lynchburg);

WITNESSETH:

WHEREAS, the parties hereto are the Sheriffs of counties where no police department has been established, the Sheriff of the City of Lynchburg, or are the governing bodies of cities and towns within the Commonwealth of Virginia where police departments are established; and

WHEREAS, it is the desire of the parties hereto to enter into a Mutual Aid Agreement in accordance with the provisions of §15.2-1736, and any successor statute, of the Code of Virginia; and

1. **WHEREAS**, §15.2-1736 of The Code of Virginia authorizes such Mutual Aid Agreements; and
2. **WHEREAS**, the Sheriffs and local governments who are parties to this Agreement, have determined that the provision of police aid across jurisdictional lines, and the ability of police

officers and sheriffs and their deputies to make arrests across jurisdictional lines, will increase their ability to maintain peace and good order throughout the entire area; and

3. **WHEREAS**, it is deemed to be mutually beneficial to the parties hereto to enter into an Agreement concerning mutual aid and cooperation and with regard to law enforcement; and

4. **WHEREAS**, the parties desire that the terms and conditions of this Mutual Aid Agreement be established; NOW, THEREFORE,

WITNESSETH:

That for and in consideration of the mutual benefits to be derived from this police Mutual Aid Agreement, the parties hereto covenant and agree as follows:

1. Each party will endeavor to provide police support to the jurisdictions which are parties to this Agreement with the capabilities available at the time the request for such support is made and within the terms of this Agreement.

2. The term "law-enforcement officer" as used in this Agreement shall mean any full-time or part-time employee of a police department or sheriff's office who is responsible for the prevention or detection of crime and the enforcement of the penal, traffic or highway laws of this Commonwealth or of a city, town, or county of this Commonwealth, including any auxiliary police officers and auxiliary deputy sheriffs lawfully appointed. The police support provided under this Agreement by the Sheriff of the City of Lynchburg shall be limited to the Sheriff and such deputies who have law enforcement certification from the Virginia Department of Criminal Justice Services and comply with minimum qualifications of §15.2-1705 and §15.2-1706 of the Code of Virginia.

3. Requests for assistance pursuant to the terms and conditions of this Agreement may be made in person or by radio, telephone or any other method of communication, directly by and between supervisory law-enforcement officers on duty, or indirectly through supervisory administrative or dispatch personnel of any of the parties to this Agreement.

4. The personnel of the requested jurisdiction shall render such assistance under the direction of the Chief of Police or Sheriff or their respective designee of the requesting jurisdiction. Responding personnel should report to the person and/or location identified in the initial request for assistance. Supervision of the incident will be determined by the requesting agency. Once the mutual aid request is

made, the requesting agency should determine the best method of communication. If the agencies have common radio channels, they should utilize the best appropriate frequency. If there is no common frequency between the agencies, arrangements should be made so communication is available to the requested agency. This can be done in person, by cell phone, or by issuing a radio with the necessary frequency.

5. Law enforcement support provided pursuant to this Agreement may include, but not be limited to the following resources: uniformed officers, canine officers, aerial support when maintained, forensic support, plainclothes officers, special operations personnel and related equipment.

6. Nothing contained in this Agreement shall in any manner be construed to compel any of the parties hereto to respond to a request for police support when the law enforcement officers of the jurisdiction to whom the request is made are, in the opinion of the requested jurisdiction, needed or are being used within the boundaries of that jurisdiction, nor shall any such request compel the requested jurisdiction to continue to provide police support to another jurisdiction when its law enforcement officers or equipment, in the opinion of the requested jurisdiction, are needed for other duties within the boundaries of its own jurisdiction.

7. In those situations not involving the provision of mutual aid upon request, law enforcement officers may also enter any of the other jurisdictions that are parties of this Agreement in furtherance of law enforcement purposes, concerning any offense in which the entering police department or sheriff's office may have a valid interest; provided, that the entering law enforcement officers shall, as soon as practical, make such presence known to the police department or sheriff's office of the entered jurisdiction.

8. The responsibility for investigation and subsequent actions concerning any criminal offense shall remain with the police department or sheriff's office of the locality whose court has original jurisdiction over the offense. Entering law-enforcement officers shall promptly notify the police department or sheriff's office of the entered locality upon discovery of a crime which a court of the entered locality has original jurisdiction.

9. All law enforcement officers of the parties to this Agreement who are acting pursuant to this

Agreement shall be granted authority to enforce the laws of the Commonwealth of Virginia and laws and ordinances of the locality within which they are present and to perform the other duties of a law enforcement officer in each jurisdiction subscribing to this Agreement; such authority shall be in conformance with §15.2-1736, and any successor statute, of the Code of Virginia and any other section of the Code of Virginia that may be applicable; however, law enforcement officers of any jurisdiction or sheriff's office who are casually present in any other jurisdiction shall have power to apprehend and make arrests only in such instances wherein an apparent, immediate threat to public safety precludes the option of deferring action to the police department or sheriff's office of that jurisdiction, or when such law enforcement officer observes a person known to be wanted and subject to arrest, or for whom a warrant of arrest or capias exists.

10. All law enforcement officers of the parties to this Agreement who are acting pursuant to this Agreement shall have the same powers, rights, benefits, privileges, and immunities in each jurisdiction subscribing to this Agreement, including the authority to make arrests in each such jurisdiction subscribing to this Agreement, as he has within the locality where he is employed.

11. The services performed and expenditures made under this Agreement shall be deemed to be for public and governmental purposes and all immunities from liability enjoyed by the local government within its boundaries shall extend to its participation in rendering assistance outside its boundaries. It is understood that for the purpose of this Agreement, the responding party is rendering aid once it has entered the jurisdictional boundaries of the party receiving assistance.

12. All pension, relief disability, worker's compensation, life and health insurance, and other benefits enjoyed by said employees shall extend to the services they perform under this Agreement outside their respective jurisdictions. Each party agrees that provisions of these benefits shall remain the responsibility of the primary employing jurisdiction.

13. Each party agrees that, in activities involving the rendering of assistance to a requesting jurisdiction pursuant to this Agreement, each party shall (i) waive any and all claims against all other parties hereto which may arise out of their activities outside their respective jurisdictions; and (ii) indemnify hold and save harmless to the extent it is legal to do so the other parties from all claims by

third parties for property damage or personal injury which may arise out of the activities of the other parties outside their respective jurisdictions. It is expressly understood that the provisions of this paragraph shall not apply to the entry of law enforcement officers into another jurisdiction pursuant to paragraph 7 of this Agreement. This Agreement does not constitute a waiver of any parties' right to sovereign immunity or any other form of immunity any party may enjoy or be entitled to.

14. The parties shall not be liable to each other for reimbursement for injuries to personnel or damage to equipment incurred when going to or returning from another jurisdiction. Neither shall the parties be liable to each other for any other costs associated with, or arising out of, the rendering of assistance pursuant to this Agreement.

15. This Agreement amends and replaces the previous written Agreement by these parties pursuant to §15.2-1736 of the Code of Virginia dated July 1, 2014. All other written or oral Agreements between all or any of the parties to this Agreement shall remain in full force and effect.

16. Withdrawal. Any party of this Agreement shall have the right to withdraw from this Agreement, with or without cause, by giving written notice to the other parties by certified mail, return receipt requested. Any withdrawal shall be effective thirty (30) days after receipt of notice of withdrawal. This Agreement shall be presumed to be in full force and effect unless and until notice of withdrawal shall be produced in the event the question of continuing effect of this Agreement shall arise in any judicial or administrative proceeding. In the event one or more parties withdraws, this Agreement shall continue in full force and effect as to the remaining parties.

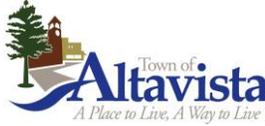
17. Succession of Sheriffs. It is the intention of the parties that this Agreement shall be of a continuous duration and remain in effect even if any of the Sheriffs who are in the parties to this Agreement leave office. Should any of the Sheriffs who are parties to this Agreement leave office, this Agreement shall continue and remain in full force and effect in the jurisdiction of the Sheriff who has left office, provided that his successor shall within thirty (30) days of taking office, give written notice to the Clerk of the City Council of Lynchburg stating his intention to remain a part of this Agreement. Should such written notice not be provided within (30) days of taking office, the successor Sheriff shall be deemed to have withdrawn from this Agreement.

18. Completeness of Agreement. This Agreement represents the entire and integrated Agreement between the parties and supersedes all prior negotiations, or representations, either oral or written. This Agreement may be amended only by written instruments signed by authorized representatives of the participating jurisdictions.

19. Gender. Any word importing the masculine gender used in this Agreement may extend to and be applied to females as well as males.

20. Agreement Custodian. The Clerk of the City Council of the City of Lynchburg shall retain the original signed copy of this Agreement and shall be the custodian thereof and authorized to make and distribute attested or authenticated copies of the Agreement.

21. Effective Date and Duration of Agreement. This Agreement shall be in effect for a period of five (5) years beginning at 12:01 a.m. May 1, 2017, or at such later time as all of the parties have endorsed this Agreement, and shall terminate at 11:59 p.m. on April 30, 2022.



Town of Altavista, Virginia
Work Session Agenda Form

Date: March 28, 2017

Agenda Item: AOT Mural Art Update

Summary: Previously, Altavista On Track received a Virginia Commission for the Arts “Local Government Challenge Grant” for \$5,000, which required a Town match of \$5,000. The Altavista Arts Council, through the Altavista YMCA, is serving as the fiscal agent for the project. A small committee has worked on identifying a space for the art and an artist to create the art. The space identified is the wall in front of Altavista Appliance, which is privately owned and the owner is on board concerning its use. In addition, an artist was selected and a rendering of the proposed mural for the wall will be revealed to you at your meeting.

Staff Recommendation: No action is necessary.

Attachments: None

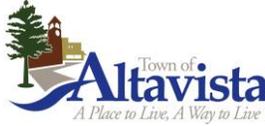
Budget/Funding: Town has previously designated \$5,000.

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

Council Recommendations:

Additional Work Session Regular Meeting No Action

Consensus Poll on Action ____ (Aye) ____ (Nay)



Town of Altavista, Virginia Work Session Agenda Form

Date: March 28, 2017

Agenda Item: Comprehensive Plan Update

Summary: Previously, the Altavista Planning Commission forwarded to Town Council their recommendation and an update provided to Council at their October Work Session on the five-year update of the Town’s Comprehensive Plan. It was decided that additional work was needed concerning the “Transportation” component of the Comprehensive Plan. Staff worked with the Region 2000 Local Government Council on the Transportation chapter, which was then submitted to Council last month. At this time, staff is seeking input as to possible changes to the draft Comprehensive Plan.

If there are no recommended changes, Council may choose from the options below:

- 1) Conduct a public input session (either separately or just prior to the required public hearing); or
- 2) Schedule a public hearing on the Comprehensive Plan Update for Tuesday, May 9, 2017 at 7:00 p.m.

Staff Recommendation: Staff would recommend the required public hearing concerning the Comprehensive Plan update be scheduled for Tuesday, May 9, 2017.

Attachments: None (Transportation chapter was previously distributed)

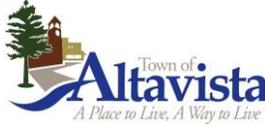
Budget/Funding: N/A

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

Council Recommendations:

- Additional Work Session
- Regular Meeting
- No Action

Consensus Poll on Action ____ (Aye) ____ (Nay)



Town of Altavista, Virginia Work Session Agenda Form

Date: March 28, 2017

Agenda Item: Rt. 43 “Gateway Project

Summary: This project was born out of the previous Downtown Streetscape projects, as it would complete and connect the previous project areas along Main and 7th Streets. Over the past few years, the Town applied for funding through VDOT’s Transportation Alternatives Program (TAP), and has been awarded a total of \$518,652, based on the original estimated project budget of \$648,315. The Town has \$129,663 earmarked to match the awarded VDOT grant funds. The latest revised engineer’s “Estimated Streetscape Budget” is \$837,945. The Town has applied for Tobacco Funds in the amount of \$172.64 and if awarded the project funding would have a deficit of approximately \$17,000. Should the Tobacco Funds grant not be approved, staff would suggest applying for additional VDOT “TAP” funds for the project.

Staff reviewed the area for potential utility upgrades and has communicated that information to the engineer. Attached is the engineer’s “Estimated Budget Construction” costs for both the utility and streetscape portions of the project, as well as their estimated fees.

Staff has been in discussion with the engineer regarding how the project could be scheduled and one of the impacts would be whether to bid the utility, assuming you chose to do move forward, and the streetscape as one project or as two. The engineer will elaborate on the pros and cons of both scenarios.

If Council decides to move forward with the Utility portion of the project, funding would have to be provided for in the FY2018 Budget, although some of the engineering may be needed in FY2017. Staff is seeking direction in regard to the Utility portion of the project for budget purposes.

Staff Recommendation: Staff would recommend consideration of the Utility portion of this project. Staff would also seek Council’s approval to place approval of the Hurt & Proffitt proposal on the April Regular Meeting Consent Agenda (dependent upon Council’s discussion).

Attachments: Hurt & Proffitt correspondence; Email regarding project timeline

Budget/Funding: Engineer’s Utility Estimated Budget \$489,321. Other funding will be dependent on grant approval.

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

Council Recommendations:

- Additional Work Session
- Regular Meeting
- No Action

Consensus Poll on Action ____ (Aye) ____ (Nay)



March 8, 2017

Mr. Daniel Witt
Assistant Town Manager
Town of Altavista
510 7th Street
Altavista, VA



*Re: Town of Altavista Downtown Streetscape Revitalization Project
Downtown Gateway Project
H&P Project #: 20161577*

Dear Mr. Witt:

This letter is our proposal for the engineering fees related to the above referenced project on 7th Street, Bedford Avenue and Main Street in the Town of Altavista.

Our proposal corresponds to the RFP issued by the Town for the same project as identified above. In addition to the services as outlined in the RFP we also understand the Town is requesting our fee for providing full engineering services for the lining of approximately 800 feet of sanitary sewer line on Bedford Ave, 600 feet of new 8" sanitary sewer line and 600 feet of new 8" water line on 7th Street from Broad Street to Bedford Avenue.

Our fees have been divided between the below grade utility work and the surface improvements to 7th Street, Bedford Ave and Main Street. This also includes the design of the new signals for the intersection of 7th Street and Bedford Ave along with pedestrian signals to control two crosswalks at this same intersection. Our fees do not include the synchronizing of the new signals with the existing signals at the intersection of Bedford Avenue and Main Street. It is our understanding the Town is pursuing VDOT to replace the signals at Bedford Avenue and Main Street and to synchronize them with the new signals at 7th Street and Bedford Ave.

7th Street & Bedford Ave Sanitary Sewer, Water Line & Storm Sewer Improvements Budget Construction Cost (Not Funded by VDOT Grant)

Sanitary Sewer Lining in Bedford Avenue.....	\$119,000
New Sanitary Sewer Line in 7 th Street w/ New Service laterals.....	\$123,500
New Water Line in 7 th Street w/ New Service lines.....	\$ 80,500
New Storm Water Line in 7 th Street w/ New Inlets	\$ <u>97,200</u>
Estimated Utility Budget Construction Cost	\$420,200

Engineering Design	\$ 31,515 *
Construction Administration	\$ 12,606 *
Construction Inspection.....	\$ <u>25,000</u> *
Estimated H&P Fees.....	\$ 69,121

RECAP:

Total Utility Estimated Budget Project Cost	\$420,200
Total Estimated H&P Fees.....	\$ <u>69,121</u>
Estimated Grand Total	\$489,321



7th Street, Bedford Ave & Main Street Streetscape Project (Funded by VDOT Grant & Other Sources)

1,350 ft New 5 ft Wide Sidewalk	\$ 50,000
75 ft New 10 ft Wide Sidewalk	\$ 5,000
1,425 ft Demo Existing 4 ft Wide Sidewalk	\$ 20,000
1,350 ft New Curb & Gutter.....	\$ 40,500
5 New Driveway Aprons	\$ 12,500
7 Decorative Street Lights.....	\$ 87,500
Pressure Washing 550 ft Existing Curb & Gutter	\$ 5,000
New Pedestrian Signals @ 7 th Street & Bedford Avenue.....	\$250,000
3,000 Sq. Yds. Pavement Milling & New Asphalt.....	\$125,000
Thermo Plastic Lane Marking	\$ 8,500
2 Cross Walks.....	\$ 15,000
Landscaping & Fence Along 7 th Street & Main Street.....	\$ 50,000
Traffic Control.....	\$ <u>50,000</u>
Estimated Budget Construction Cost.....	\$719,000

Engineering Design & Surveying	\$ 53,925
Environmental Documentation	\$ 6,000
Easement Plats	\$ 1,500
Construction Administration	\$ 21,570
Construction Inspection.....	\$ <u>35,950</u>
TOTAL ESTIMATED H&P FEES	\$118,945

RECAP:

Total Utility Estimated Budget Project Cost	\$719,000
Total Estimated H&P Fees	<u>\$118,945</u>
Estimated Grand Total	\$837,945

Our fees have been calculated on the basis that the two projects could be publicly bid separately and thus two general contracts. We anticipate the utility project being constructed first and then the streetscape project once the utility project is completed.

We estimate the utility project should take no more than 3 months to complete and the streetscape project should take no more than 6 months to complete.

* If the Town chooses to bid the projects in one combined bid, our fees will be as follows:

Engineering Design & Surveying	\$ 80,265
Environmental Documentation	\$ 6,000
Easement Plats	\$ 1,500
Construction Administration (1)	\$ 31,200
Construction Inspection (2)	\$ <u>55,000</u>

Combined Projects Adjusted Engineering Fee Total**\$173,965** (vs. \$188,066 bid separately)

Note (1) – Construction Administration fee based on 6 month project schedule. If the project exceeds 6 months in duration this fee will increase per hourly rates of H&P.

Note (2) – Construction Inspection fee based on 6 month project schedule. If the project exceeds 6 months in duration this fee will increase per hourly rates of H&P.



All of the services as identified in the RFP Scope of Work are included in our proposal. This applies to bidding the projects separately or bidding the projects as one combined project.

Our proposal provides for full time inspection by Wes May. Wes was the inspector for the 12" water line recently completed on Main Street.

Based on conversations I have had with local utility contractors and street contractors the local utility contractors would much rather see a separate bidding package for the underground utility phase. The local utility contractors I spoke with told me they were not interested in the streetscape project work and if possible they prefer not to be a sub-contractor to the streetscape contractor.

My goal of recommending two separate contracts is to create as much bidding competition in the construction community as possible so the Town benefits by getting contractors who are qualified for what they are bidding on and also the best price I can get the Town for the phase of the total project.

If a redesign of the projects is required after bids are received and found to be higher than available funding, the cost for the redesign will be on an hourly basis, assuming the Town authorized H&P to proceed with the bidding after being told the project would come in over the budget. If a redesign is required based on a H&P error, the redesign will be at no cost to the Town.

We appreciate the opportunity to present our proposal for our services and we look forward to working the Town staff to make these projects become reality.

Sincerely,

HURT & PROFFITT, INC.

Earl H. Dickerson, Jr., PE

Vice President & Chairman of the Board

SIGNATURE OF ACCEPTANCE OF PROPOSAL: _____

PRINTED SIGNATURE: _____

DATE: _____

Waverly Coggsdale III

From: Daniel Witt
Sent: Friday, March 24, 2017 9:33 AM
To: Waverly Coggsdale III
Subject: Streetscape Timeline

Waverly,

Earl has provided the attached 'rough' estimate for these two projects:

- design (include both streetscape and utilities) up to bid (12 weeks or 3 months whichever you prefer) This does not include the VDOT review timeframe as that is an unknown and can be 1-3 months
- utilities from award to completion of construction (4 months)
- streetscape bid to award (6 weeks)
- streetscape award to completion of construction (6 months)

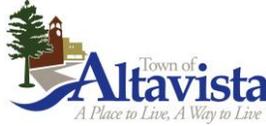
He did not consider the funding issues we discussed yesterday. I don't think that is any of his concern.

Dan Witt

Assistant Town Manager

Town of Altavista
510 7th Street
Altavista, VA 24517

434-369-5001 O
434-369-4369 F



Town of Altavista, Virginia Work Session Agenda Form

Date: March 28, 2017

Agenda Item: Declaration of Surplus property

Summary: The Utility Department has several items that they would like to have Council declare as surplus at this time. Attached are two memos, one from Tom Fore, Director of Utilities and one from Steve Bond, WWTP Manager outlining their request.

- Eleven (11) E Low Range Turbidity Analyzers with Twelve (12) SC 100 Controllers
- Ten (10) Control Techniques Variable Frequency Driver (VFD) Units
 - Virginia Technical Institute (VTI) would like the Town to donate four (4) of these units for their use as a training tool.

Staff Recommendation: Staff would recommend that Council consider declaring this property as surplus and donating four (4) of the VFD units to VTI, as requested. This item may be placed on the April Regular Meeting Consent Agenda.

Attachments: Director of Utility memo; WWTP Manager memo

Budget/Funding: N/A

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

Council Recommendations:

- Additional Work Session Regular Meeting No Action

Consensus Poll on Action ____ (Aye) ____ (Nay)



Memo

To: Waverly Coggsdale III
From: Tom Fore
Date: February 16, 2017
Re: Surplus Turbidity Analyzers

The water treatment plant just replaced all of the continuous monitoring turbidity analyzers at the plant. The plant has eleven 1720 E Low Range Turbidity Analyzers with twelve SC 100 Controllers.

General Product Information

The controller enclosure is NEMA4X/IP66-rated and has a corrosion-resistant finish designed to withstand corrosive environmental constituents such as salt spray and hydrogen sulfide. The controller display shows the current turbidity reading if connected to a single sensor or two readings when two sensors are connected.

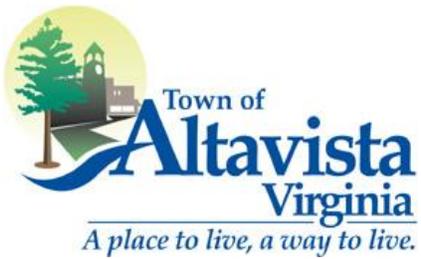
The 1720E Turbidimeter is a continuous-reading nephelometric turbidimeter designed for low-range turbidity monitoring. This process turbidimeter is capable of measuring turbidity from 0.001 to 100.0 NTU. Calibration is based on formazin, the primary turbidity reference standard adopted by the APHA *Standard Methods for the Examination of Water and Wastewater* and the U.S. Environmental Protection Agency (EPA) and on StablCal®, which is also recognized as a primary standard.

Please have them declared surplus. These units new cost \$2800.00, on e-bay listing for just the analyzer without the controller is high as \$800.00

Hach is phasing the units out and the value of them will continue to go down.

The value I place on all units here now for spare parts alone would be a minimum price of \$5000.00.

MEMORANDUM



To: Waverly Coggsdale, III

From: Stephen Bond

Date: 3/24/2017

Re: Obsolete Control Techniques VFD Units

The WWTP has 10 Obsolete Control Techniques VFD Units. . These units were taken out of service approximately 7 years ago.

VTI has requested 4 of these units for training purposes for the electrical program.

The WWTP has no need for these units; I would advise donating them to VTI has a training tool for their programs.

From: Kyle Goldsmith [<mailto:kyle@govti.org>]
Sent: Thursday, March 23, 2017 5:32 PM
To: Daniel Witt <dnwitt@altavistava.gov>
Cc: Tyke Tenney <ttenney@govti.org>; Steve Miller (vtismiller@gmail.com) <vtismiller@gmail.com>
Subject: Request for obsolete motors

Dan,

Hope all is well, Dan.

One of your former employees, Steve Miller, is one of our electrical instructors and has been for several years – as you may know. He informed me today that he has been made aware of several old obsolete variable speed motors that the town would like to donate. This is to make formal request for at least 4 of these units. Our training program is always in need of training equipment. Our electrical program is one of, if not the most, popular program.

VTI is a 501c(3) organization and we operate by tuition funds from our trainees. Our budget is limited but the need is great.

We are able to provide a written tax donation letter if applicable.

If this request is something that you can respond to, I can arrange pick up of what you are able to release.

Thank you for your consideration.

Sincerely,

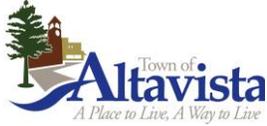
Kyle H. Goldsmith
Dean of Instruction

Virginia Technical Institute

201 Ogden Road
Altavista, VA 24517
Work: (434)369-8200
Cell: (434)221-1456
www.govti.org



Founded in 2008, VTI's mission is to "provide technical training and trades credentials to meet needs of business and industry" in Central and Southside Virginia. VTI's vision is to be the best "college of the trades" for your road to success by providing hands-on training in a variety of fields including electrical, plumbing, HVAC, welding, carpentry, and industrial maintenance. VTI also offers contract training in the areas of Industrial Safety/OSHA Certification, Backflow Prevention and P.L.C.



Town of Altavista, Virginia
Work Session Agenda Form

Date: March 28, 2017

Agenda Item: Pledge of Allegiance at Council Meetings

Summary: During a recent “Citizen’s Time” at a Council meeting, it was recommended that in addition to the Invocation that Council Meetings begin with the Pledge of Allegiance. Staff would recommend approval, with it occurring only at the Town Council Regular Meeting (2nd Tuesday of each month). This is consistent with two communities that I spoke to that have work sessions during the month, which are seen as less formal.

Staff Recommendation: Staff would recommend including the Pledge of Allegiance to the agenda of Town Council’s Regular Meeting.

Attachments: None

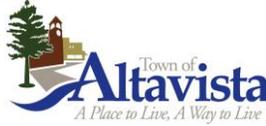
Budget/Funding: N/A

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

Council Recommendations:

- Additional Work Session Regular Meeting No Action

Consensus Poll on Action ____ (Aye) ____ (Nay)



Town of Altavista, Virginia Work Session Agenda Form

Date: March 28, 2017

Agenda Item: Cross Control Connection Policy

Summary: The Altavista Town Code (Chapter 78, Article IV. Water) has provision concerning Cross Connections to the Town’s water system. Per the memo from Tom Fore, Director of Utilities, our ordinance needs updating to be compliant with EPA and Virginia Department of Health regulations. Mr. Fore has been working on updating the ordinance and it is presented for your review and feedback at this time.

Options:

- If further discussion/review is needed place this on a future Work Session;
- If ordinance is acceptable, place it on the April Regular Town Council agenda for “First Reading” and propose that the “Public Hearing” be scheduled at the May

Staff Recommendation: Staff would recommend moving forward with consideration of the ordinance amendments.

Attachments: Director of Utilities memo; Cross Control Connection Policy Amendments

Budget/Funding: N/A

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

Council Recommendations:

- Additional Work Session Regular Meeting No Action

Consensus Poll on Action ____ (Aye) ____ (Nay)



From: Tom Fore

To: Waverly Coggsdale

Date: March 23, 2017

MEMO: Cross Connection Control Ordinance

The Town's ordinance as it exist now is not compliant with the EPA and VDH regulations. The VDH Inspector at the last VDH Inspection brought this up to me, but as you are aware, I was already working on the ordinance for the repeal of the old ordinance to replace with the new.

Because of the potential for water in a private plumbing system to flow back into the public water system in some conditions, we require some locations and some equipment/facilities, such as irrigation systems and swimming pools, to have "backflow prevention" devices.

Backflows may occur when there is a decrease in pressure in one part of the public water system due to a water main leak, during firefighting operations drawing water from hydrant(s), etc.

Our backflow prevention ordinance once updated will protect the public water supply from water that has the potential to be contaminated after it has passed through the customer's meter.

Finally, the ordinance will be the mechanism that allows staff to enforce the ordinance as required by:

12VAC5-590-600. Responsibilities.

Last Amended: Oct. 10, 2014 A. General. Effective cross connection control requires the cooperation of the water purveyor, the building official, the consumer, the Virginia Department of Health, and the backflow prevention device tester.

B. Water purveyor.

1. The purveyor shall establish or cause to be established and operate a cross connection control and backflow prevention program consistent with the extent of the system and the type of consumer served. This program shall include at least one designated individual who shall be responsible for the inspection of the waterworks for cross connection and backflow prevention control. This program shall be carried out in accordance with the Uniform Statewide Building Code and shall be a continuing program.

Sec. 78-125 CROSS CONNECTION CONTROL

Commented [TF1]: Need to repeal existing ordinance and replace with the following.

(a) Purpose of the Policy

Purpose of this Policy is to abate or control actual or potential cross connections and protect the public health. This Policy provides for establishment and enforcement of a program of cross connection control and backflow prevention in accordance with the Commonwealth of Virginia, State Board of Health, *Waterworks Regulations* 1995, or as amended. **THIS POLICY IS DIRECTED AT SERVICE LINE PROTECTION (CONTAINMENT).**

(b) Authority for Policy

Commonwealth of Virginia, Department of Health
Waterworks Regulations, Part II, Article 4:
Cross Connection Control and Backflow Prevention in Waterworks

Commented [TF2]: The Draft State ordinance says Article 3 but it is actually article 4

(c) Administration of the Policy

- A. The Town of Altavista shall administer and enforce the provisions of this Policy under the direction of the **Town Manager**.
- B. It shall be the duty of the **Town of Altavista** to cause assessment to be made of properties served by the waterworks where cross connection with the waterworks is deemed possible. The method of determining potential cross connection with the waterworks and the administrative procedures shall be established by **Town of Altavista** in a Cross Connection Control Program (Program) approved by the Commonwealth of Virginia, Department of Health, Division of Water Supply Engineering.
- C. The responsibility to carry out the Program lies with the **Director of Public Utilities**, or his/her designee.

(d) Enforcement of the Policy

- A. Upon request, the owner or occupants of property served shall furnish to the **Director of Public Utilities**, or his/her designee, pertinent information regarding the consumer's water supply system or systems on such property for the purpose of assessing the consumer's water supply system for cross connection hazards and determining the degree of hazard, if any. The refusal of such information, when requested, shall be deemed evidence of the presence of a high degree of hazard cross connection.
- B. Notice of Violation: Any consumer's water supply system owner found to be in violation of any provision of this Policy shall be served a written notice of violation sent certified mail to the consumer's water supply system owner's last known address, stating the nature of the violation, corrective action required and providing a reasonable time limit, not to exceed 30 days, from the date of receipt of the notice of violation, to bring the consumer's water supply system into compliance with this Policy or have water service terminated.

- C. Enforcement: Any owner of properties served by a connection to the waterworks found guilty of violating any of the provisions of this Policy, or any written order of the **Town Manager**. In pursuance thereof, shall be deemed guilty of a misdemeanor and upon conviction thereof shall be punished by a fine of not less than **\$100** or more than **\$500** for each violation. Each day upon which a violation of the provisions of this act shall occur shall be deemed a separate and additional violation for the purposes of this Policy.

Commented [TF3]: Change to enforcement This is what CCUSA has in their ordinance and I thought ours should reflect the same.

Sec. 78-126 Responsibility of the Town and the Consumer

(a) Responsibilities of the Town of Altavista

Effective cross connection control and backflow prevention requires the cooperation of the **Town of Altavista**, the **Town Manager**, the **Director of Public Utilities**, the owner(s) of the property served, the Local Building Official and the backflow prevention device tester.

- A. The Program shall be carried out in accordance with the Commonwealth of Virginia, State Board of Health, *Waterworks Regulations*, Part II, Article 4 and shall as a minimum provide containment of potential contaminants at the consumer's service connection.
- B. The **Town of Altavista** has full responsibility for water quality and for the construction, maintenance and operation of the waterworks beginning at the water source and ending at the service connection.
- C. The owner of the property served and the **Town of Altavista** have shared responsibility for water quality and for the construction, maintenance and operation of the consumer's water supply system from the service connection to the free flowing outlet.
- D. The **Town of Altavista** shall, to the extent of its jurisdiction, provide continuing identification and evaluation of all cross connection hazards. This shall include an assessment of each consumer's water supply system for cross connections to be followed by the requirement, if necessary, of installation of a backflow prevention device or separation. Assessments shall be performed at least annually.
- E. In the event of the backflow of pollution or contamination into the waterworks, the **Town of Altavista** shall promptly take or cause corrective action to confine and eliminate the pollution or contamination. The **Town of Altavista** shall report to the appropriate Commonwealth of Virginia, Department of Health, Office of Water Programs Field Office in the most expeditious manner (usually by telephone) when backflow occurs and shall submit a written report by the 10th day of the month following the month during which backflow occurred addressing the incident, its causes, effects, and preventative or control measures required or taken.
- F. **Town of Altavista** shall take positive action to ensure that the waterworks is adequately protected from cross connections and backflow at all times. If a cross connection exists or backflow occurs into a consumer's water supply system or into the waterworks or if the consumer's water supply system causes the pressure in the waterworks to be lowered below 20 psi gauge, the **Town of Altavista** may discontinue the water service to the consumer and water service shall not be restored until the deficiencies have been corrected or eliminated to the satisfaction of the **Town of Altavista**.
- G. In order to protect the occupants of a premises, the **Director of Public Utilities**, or his/her designee, should inform the consumer's water supply system owner(s) of any cross connection beyond the service connection that should be abated or controlled by application of an appropriate backflow prevention device or separation. Appropriate backflow prevention device or separation should be applied at each point-of-use and/or applied to the consumer's water supply

Commented [TF4]: added

Commented [TF5]: edit its

system, isolating an area which may be a health or pollution hazard to the consumer's water supply system or to the waterworks.

- H. Records of backflow prevention devices, separations, and consumer's water supply systems, including inspection records, records of backflow incidents, and records of device tests shall be maintained by the **Town of Altavista** for ten years

(b) Responsibilities of the Consumer's Water Supply System Owner

- A. The consumer's water supply system owner(s), at their own expense, shall install, operate, test, and maintain required backflow prevention devices or backflow prevention by separations.
- B. The consumer's water supply system owner(s) shall provide copies of test results, maintenance records and overhaul records to the **Town of Altavista** within 30 days of completion of testing or work. Such testing or work shall have been performed by device testers which have obtained a certificate of completion of a course recognized by the American Water Works Association, the Virginia Department of Health or the Virginia Cross Connection Control Association for cross connection control and backflow prevention inspection, maintenance and testing or otherwise be certified by a Commonwealth of Virginia tradesman certification program.

Sec. 78-127 Where Protection is Required

(a) Preventative and Control Measures for Containment where protection is required

A. Service Line Protection

Backflow prevention device or separation shall be installed at the service connection to a consumer's water supply system where, in the judgment of the **Town of Altavista** a health or pollution hazard to the consumer's water supply system or to the waterworks exists or may exist unless such hazards are abated or controlled to the satisfaction of the **Town of Altavista**.

B. Special Conditions

- 1. When, as a matter of practicality, the backflow prevention device or separation cannot be installed at the service connection, the device or separation may be located downstream of the service connection but prior to any unprotected takeoffs.
- 2. Where all actual or potential cross connections can be easily correctable at each point-of-use and where the consumer's water supply system is not intricate or complex, point-of-use isolation protection by application of an appropriate backflow prevention device or backflow prevention by separation may be used at each point-of-use in lieu of installing a containment device at the service connection.

C. A backflow prevention device or backflow prevention by separation shall be installed at each service connection to a consumer's water supply system serving premises where the following conditions exist:

- 1. Premises on which any substance is handled in such a manner as to create an actual or potential hazard to a waterworks (this shall include premises having auxiliary water systems or having sources or systems containing process fluids or waters originating from a waterworks which are no longer under the control of the waterworks owner).

2. Premises having internal cross connections that, in the judgment of the **Town of Altavista** may not be easily correctable or intricate plumbing arrangements which make it impracticable to determine whether or not cross connections exist.
 3. Premises where, because of security requirements or other prohibitions or restrictions, it is impossible or impractical to make an evaluation of all cross connection hazards.
 4. Premises having a repeated history of cross connections being established or reestablished.
 5. Other premises specified by the **Town of Altavista** where cause can be shown that a potential cross connection hazard not enumerated above exists.
- D. Premises having booster pumps or fire pumps connected to the waterworks shall have the pumps equipped with a pressure sensing device to shut off or regulate the flow from the booster pump when the pressure in the waterworks drops to a minimum of 20 psi gauge at the service connection.
- E. An approved backflow prevention device or backflow prevention by separation shall be installed at each service connection to a consumer's water supply system or installed under Special Conditions, Section VII.B. serving, but not necessarily limited to, the following types of facilities:
1. Hospitals, mortuaries, clinics, veterinary establishments, nursing homes, dental offices and medical buildings;
 2. Laboratories;
 3. Piers, docks, waterfront facilities;
 4. Sewage treatment plants, sewage pumping stations, or storm water pumping stations;
 5. Food and beverage processing plants;
 6. Chemical plants, dyeing plants and pharmaceutical plants;
 7. Metal plating industries;
 8. Petroleum or natural gas processing or storage plants;
 9. Radioactive materials processing plants or nuclear reactors;
 10. Car washes and laundries;
 11. Lawn sprinkler systems, irrigation systems;
 12. Fire service systems;
 13. Slaughter houses and poultry processing plants;
 14. Farms where the water is used for other than household purposes;
 15. Commercial greenhouses and nurseries;
 16. Health clubs with swimming pools, therapeutic baths, hot tubs or saunas;
 17. Paper and paper products plants and printing plants;

18. Pesticide or exterminating companies and their vehicles with storage or mixing tanks;
19. Schools or colleges with laboratory facilities;
20. High-rise buildings (4 or more stories);
21. Multiuse commercial, office, or warehouse facilities;
22. Others specified by the **Town of Altavista** when reasonable cause can be shown for a potential backflow or cross connection hazard.

- F. Where lawn sprinkler systems, irrigation systems or fire service systems are connected directly to the waterworks with a separate service connection, a backflow prevention device or backflow prevention by separation shall be installed at the service connection or installed under Special Conditions, Section VII.B.1.

Sec. 78-128 Type of Protection Required

(a) Type of Protection Required

The type of protection required shall depend on the degree of hazard which exists or may exist.

The degree of hazard, either high, moderate, or low, is based on the nature of the contaminant; the potential health hazard; the probability of the backflow occurrence; the method of backflow either by backpressure or by backsiphonage; and the potential effect on waterworks structures, equipment, and appurtenances used in the storage, collection, purification, treatment, and distribution of pure water.

Table 1 shall be used as a guide to determine the degree of hazard for any situation.

- A. An air gap or physical disconnection gives the highest degree of protection and shall be used whenever practical to do so in high hazard situations subject to backpressure.
- B. An air gap, physical disconnection and a reduced pressure principle backflow prevention device will protect against backpressure when operating properly.
- C. Pressure vacuum breakers will not protect against backpressure, but will protect against backsiphonage when operating properly. Pressure vacuum breakers may be used in low, moderate or high hazard situations subject to backsiphonage only.
- D. A double gate - double check valve assembly shall not be used in high hazard situations.
- E. Barometric loops are not acceptable.
- F. Interchangeable connections or changeover devices are not acceptable.

Sec. 78-129 Backflow Prevention Devices and Backflow Prevention by Separation for Containment

(a) Backflow Prevention Devices and Backflow Prevention by Separation for Containment

- A. A. Backflow prevention devices for containment include the reduced pressure principle backflow prevention assembly, the double gate - double check valve assembly, and the pressure vacuum breaker assembly.

- B. Backflow prevention by separation shall be an air gap or physical disconnection. The minimum air gap shall be twice the effective opening of a potable water outlet unless the outlet is a distance less than three times the effective opening away from a wall or similar vertical surface, in which case the minimum air gap shall be three times the effective opening of the outlet. In no case shall the minimum air gap be less than one inch.
- C. Backflow prevention devices shall be of the approved type and shall comply with the most recent American Water Works Association Standards and shall be approved for containment by the University of Southern California, Foundation for Cross-Connection Control and Hydraulic Research. <http://fccchr.usc.edu/list.html>
- D. Backflow prevention devices shall be installed in a manner approved by the **Town of Altavista** and in accordance with the University of Southern California, Foundation for Cross-Connection Control and Hydraulic Research recommendations and the manufacturer's installation instructions. Vertical or horizontal positioning shall be as approved by the University of Southern California, Foundation for Cross-Connection Control and Hydraulic Research. <http://fccchr.usc.edu/list.html>
- E. Existing backflow prevention devices approved by the **Town of Altavista** prior to the effective date of this Policy shall, except for inspection, testing, and maintenance requirements, be excluded from the requirements of Section X. C. and D. if the **Town of Altavista** is assured that the devices will protect the waterworks.
- F. For the purpose of application to Special Conditions, Section VII.B.2., point-of-use isolation devices or separations shall be as specified by the **Town of Altavista** where reasonable assurance can be shown that the device or separation will protect the waterworks. As a minimum, point-of-use devices should bear an appropriate American Society of Sanitary Engineering Standard Number. http://www.asse-plumbing.org/standardsupdatechart_new.asp
- G. Backflow prevention devices with openings, outlets, or vents that are designed to operate or open during backflow prevention shall not be installed in pits or areas subject to flooding.

Commented [TF6]: Added for INFO

Commented [TF7]: Operators that will be enforcing the program are trained on how to inspect proper installation. Also they are installed by licensed Backflow specialist that are licensed by the Department of professional Occupational Regulations Board

Commented [TF8]: Added for INFO

Commented [TF9]: Added for INFO

X. Maintenance and Inspection Requirements

- A. It shall be the responsibility of the consumer's water supply system owner(s) to maintain all backflow prevention devices or separations installed in accordance with Section VII in good working order and to make no piping or other arrangements for the purpose of bypassing or defeating backflow prevention devices or separations.
- B. Operational testing and inspection schedules shall be established by the **Town of Altavista** as outlined in the Cross Connection Control Program for all backflow prevention devices and separations which are installed at the service connection or installed under Special Conditions, Section VII. The interval between testing and inspection of each device shall be established in accordance with the age and condition of the device and the device manufacturer's recommendations. Backflow prevention device and separation inspection and testing intervals shall not exceed 1 year.
- C. Backflow prevention device overhaul procedures and replacement parts shall be in accordance with the manufacturer's recommendations.
- D. Backflow prevention device testing procedures shall be in accordance with the University of Southern California, Foundation for Cross-Connection Control and Hydraulic Research, Backflow Prevention Assembly Field Test Procedure and the manufacturer's instructions. <http://fccchr.usc.edu/tools.html>

Commented [TF10]: Added for INFO

XI. Definitions

Air Gap — means the unobstructed vertical distance through the free atmosphere between the lowest point of the potable water outlet and the rim of the receiving vessel.

Auxiliary Water System — means any water system on or available to the premises other than the waterworks. These auxiliary waters may include water from a source such as wells, lakes, or streams; or process fluids; or used water. They may be polluted or contaminated or objectionable, or constitute an unapproved water source or system over which the water purveyor does not have control.

Backflow — means the flow of water or other liquids, mixtures, or substances into a waterworks from any source or sources other than its intended source.

Backflow Prevention by Separation ("Separation") — means preventing backflow by either an air gap or by physical disconnection of a waterworks by the removal or absence of pipes, fittings, or fixtures that connect a waterworks directly or indirectly to a non-potable system or one of questionable quality.

Backflow Prevention Device ("Device") — means any approved device intended to prevent backflow into a waterworks.

Backpressure Backflow — means backflow caused by pressure in the downstream piping which is superior to the supply pressure at the point of consideration.

Backsiphonage Backflow — means backflow caused by a reduction in pressure which causes a partial vacuum creating a siphon effect.

Consumer — means person who drinks water from a waterworks.

Consumer's Water Supply System ("Consumer's System") — means the water service pipe, water distributing pipes, and necessary connecting pipes, fittings, control valves, and all appurtenances in or adjacent to the building or premises.

Containment — means the prevention of backflow into a waterworks from a consumer's water supply system by a backflow prevention device or by backflow prevention by separation at the service connection.

Cross Connection — means any connection or structural arrangement, direct or indirect, to the waterworks whereby backflow can occur.

Degree of Hazard — means either a high, moderate or low hazard based on the nature of the contaminant; the potential health hazard; the probability of the backflow occurrence; the method of backflow either by backpressure or by backsiphonage; and the potential effect on waterworks structures, equipment, and appurtenances used in the storage, collection, purification, treatment, and distribution of pure water.

Distribution Main — means a water main whose primary purpose is to provide treated water to service connections.

Division — means the Commonwealth of Virginia, Virginia Department of Health, Office of Water Programs, Division of Water Supply Engineering.

Domestic Use or Usage — means normal family or household use, including drinking, laundering, bathing, cooking, heating, cleaning and flushing toilets (see Appendix A for Title 32.1, Article 2, *Code of Virginia*, 1950, as amended).

Double Gate-Double Check Valve Assembly — means an approved assembly designed to prevent

backsiphonage or backpressure backflow and used for moderate or low hazard situations, composed of two independently operating, spring-loaded check valves, tightly closing shutoff valves located at each end of the assembly and fitted with properly located test cocks.

Entry Point — means the place where water from the source is delivered to the distribution system.

Health Hazard — means any condition, device, or practice in a waterworks or its operation that creates, or may create, a danger to the health and well-being of the water consumer.

Isolation — means the prevention of backflow into a waterworks from a consumer's water supply system by a backflow prevention device or by backflow prevention by separation at the sources of potential contamination in the consumer's water supply system. This is also called point-of-use isolation. Isolation of an area or zone within a consumer's water supply system confines the potential source of contamination to a specific area or zone. This is called area or zone isolation.

Maximum Contaminant Level — means the maximum permissible level of a contaminant in water which is delivered to the free flowing outlet of the ultimate user of a waterworks, except in the cases of turbidity and VOCs, where the maximum permissible level is measured at each entry point to the distribution system. Contaminants added to the water under circumstances controlled by the user, except those resulting from corrosion of piping and plumbing caused by water quality, are excluded from this definition. Maximum contaminant levels may be either "primary" (PMCL) meaning based on health considerations or "secondary" (SMCL) meaning based on aesthetic considerations.

Plumbing Fixture — means a receptacle or device which is either permanently or temporarily connected to the water distribution system of the premises, and demands a supply of water therefrom; or discharges used water, waste materials, or sewage either directly or indirectly to the drainage system of the premises; or requires both a water supply connection and a discharge to the drainage system of the premises.

Pollution — means the presence of any foreign substance (chemical, physical, radiological, or biological) in water that tends to degrade its quality so as to constitute an unnecessary risk or impair the usefulness of the water.

Pollution Hazard — means a condition through which an aesthetically objectionable or degrading material may enter the waterworks or a consumer's water system.

Premises — means a piece of real estate; house or building and its land.

Pressure Vacuum Breaker — means an approved assembly designed to prevent backsiphonage backflow and used for high, moderate, or low hazard situations, composed of one or two independently operating, spring-loaded check valves; an independently operating, spring-loaded air-inlet valve; tightly closing shutoff valves located at each end of the assembly; and fitted with properly located test cocks.

Process Fluids — means any kind of fluid or solution which may be chemically, biologically, or otherwise contaminated or polluted which would constitute a health, pollution, or system hazard if introduced into the waterworks. This includes, but is not limited to:

1. Polluted or contaminated water,
2. Process waters,

3. Used water, originating from the waterworks, which may have deteriorated in sanitary quality.
4. Cooling waters,
5. Contaminated natural waters taken from wells, lakes, streams, or irrigation systems,
6. Chemicals in solution or suspension, and
7. Oils, gases, acids, alkalis, and other liquid and gaseous fluid used in industrial or other processes, or for firefighting purposes.

Pure Water or Potable Water — means water fit for human consumption and domestic use which is sanitary and normally free of minerals, organic substances, and toxic agents in excess of reasonable amounts for domestic usage in the area served and normally adequate in quantity and quality for the minimum health requirements of the persons served.

Reduced Pressure Principle Backflow Prevention Device (RPZ device) — means an approved assembly designed to prevent backsiphonage or backpressure backflow used for high, moderate, or low hazard situations, composed of a minimum of two independently operating, spring-loaded check valves together with an independent, hydraulically operating pressure differential relief valve located between the two check valves. During normal flow and at the cessation of normal flow, the pressure between these two checks shall be less than the supply pressure. The unit must include tightly closing shutoff valves located at each end of the assembly and be fitted with properly located test cocks.

Service Connection — means the point of delivery of water to a customer's building service line as follows:

1. If a meter is installed, the service connection is the downstream side of the meter;
2. If a meter is not installed, the service connection is the point of connection to the waterworks;
3. When the water purveyor is also the building owner, the service connection is the entry point to the building.

System Hazard — means a condition posing a threat of or actually causing damage to the physical properties of the waterworks or a consumer's water supply system.

Used Water — means water supplied from the waterworks to a consumer's water supply system after it has passed through the service connection.

Water Supply — means the water that shall have been taken into a waterworks from all wells, streams, springs, lakes, and other bodies of surface water (natural or impounded), and the tributaries thereto, and all impounded groundwater, but the term "water supply" shall not include any waters above the point of intake of such waterworks.

Waterworks — means a system that serves piped water for drinking or domestic use to (1) the public, (2) at least 15 connections, or (3) an average of 25 individuals for at least 60 days out of the year. The term "waterworks" shall include all structures, equipment, and appurtenances used in the storage, collection, purification, treatment, and distribution of pure water except the piping and fixtures inside the building where such water is delivered (see Title 32.1, Article 2, *Code of Virginia*, 1950, as amended).

Waterworks Owner — means an individual, group of individuals, partnership, firm, association, institution, corporation, government entity, or the Federal Government which supplies or proposes to supply water to any person within this State from or by means of any waterworks (see Title 32.1, Article 2, *Code of Virginia*, 1950, as amended).

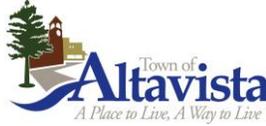
TABLE 1
DETERMINATION OF DEGREE OF HAZARD

Premises with the following conditions shall be rated at the corresponding degree of hazard.

High Hazard	The contaminant is toxic, poisonous, noxious or unhealthy
	In the event of backflow of the contaminant, a health hazard would exist
	A high probability exists of a backflow occurrence either by backpressure or by backsiphonage
	The contaminant would disrupt the service of piped water for drinking or domestic use
	Examples — Sewage, used water, non-potable water, auxiliary water systems and toxic or hazardous chemicals

Moderate Hazard	The contaminant would only degrade the quality of the water aesthetically or impair the usefulness of the water
	In the event of backflow of the contaminant, a health hazard would not exist
	A moderate probability exists of a backflow occurrence either by backpressure or by backsiphonage
	The contaminant would not seriously disrupt service of piped water for drinking or domestic use
	Examples — Food stuff, nontoxic chemicals and non-hazardous chemicals

Low Hazard	The contaminant would only degrade the quality of the water aesthetically
	In the event of backflow of the contaminant, a health hazard would not exist
	A low probability exists of the occurrence of backflow
	Backflow would only occur by backsiphonage
	The contaminant would not disrupt service of piped water
	Examples — Food stuff, nontoxic chemicals and non-hazardous chemicals



Town of Altavista, Virginia Work Session Agenda Form

Date: March 28, 2017

Agenda Item: Planning Commission Update

Summary: Attached is a memorandum from Dan Witt, Assistant Town Manager, updating Council on recent discussion/applications being considered by the Planning Commission. This update will provide you an initial view of these items and advise you of their progress, before they land on Council’s agenda. Of particular note:

- Request to amend the boundaries of the Downtown Revitalization Ordinance (DRO)
 - *Planning Commission Public Hearing scheduled for April 3, 2017*
- Amendments to the Zoning Ordinance, while most of the amendments are “housekeeping” in nature it is worthwhile to point out the discussion about changes to the definition of “Bed & Breakfast”.
 - *Planning Commission Public Hearing schedule for April 3, 2017*

Should the Planning Commission make a decision on one or both of these items, an update will be provided to Council at their April Regular Town Council meeting. It would be normal protocol, unless otherwise decided, to schedule the required Town Council Public Hearing at your next Regular Meeting (May 14, 2017).

Staff Recommendation: Informational at this time.

Attachments: Assistant Town Manager memo

- *NOTE: The ordinance amendments are provided in a separate email.*

Budget/Funding: N/A

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

Council Recommendations:

- Additional Work Session Regular Meeting No Action

Consensus Poll on Action ____ (Aye) ____ (Nay)



MEMORANDUM

To: Waverly Coggsdale, Town Manager
From: Dan Witt, Assistant Town Manager (DW)
Date: March 24, 2017
Re: Planning Commission Items

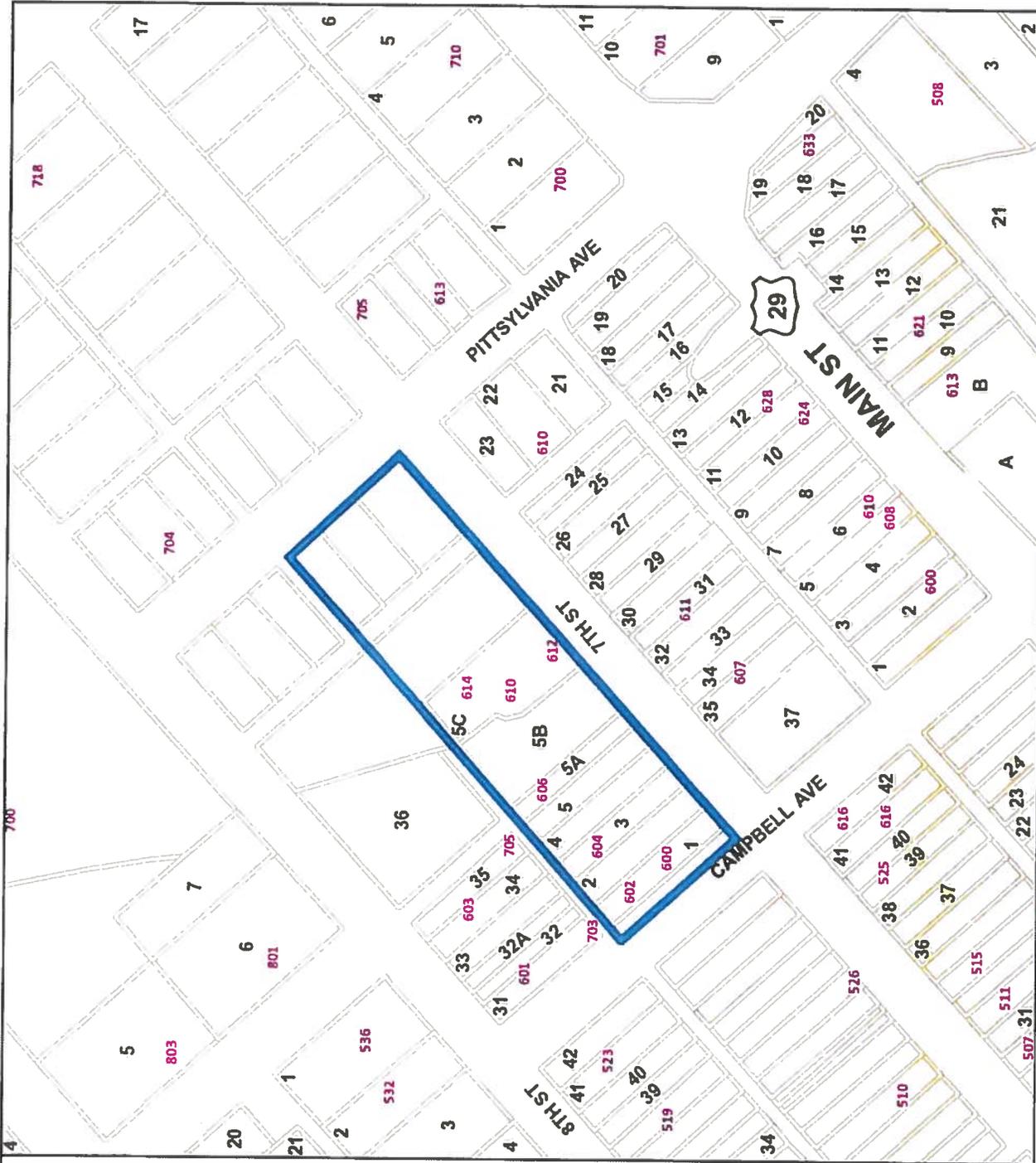
At their March 6, 2017 meeting the Planning Commission discussed two items and requested staff advertise for public hearings on both items for the April meeting.

- The first item was a rezoning application submitted by Mr. Mitch Hailey requesting that a section of the 600 block of 7th Street, lying north of Campbell Avenue, to the west of 7th Street, to the south of Pittsylvania Avenue as it extends into Shreve Park be rezoned to C2, General Commercial. (see attached map) Altavista Appliance, located at 606 7th Street, was recently damaged by fire and Mr. Hailey would like to rebuild, but does not believe the DRO architectural treatment guidelines should apply to his building as this would be cost prohibitive and his building is neither a contributing nor historic building. The Commissioners were willing to consider this application as the property is located on the outer boundary of the DRO and considering and/or recommending approval would not negatively impact the integrity of the DRO statement of intent.
- The second item was a compilation of changes, corrections, and amendments to the Town's Zoning Ordinance. The vast majority of changes were 'housekeeping' matters staff has compiled over the past several years. Additional required changes were made to the section regulating the function of the Board of Zoning Appeals due to changes to the State Code. Lastly, at the request of a property owner within the Town, the Commissioners requested staff provide changes to the definition for Bed & Breakfast allowing both the owner and occupant to operate a B&B. Staff researched several localities within the region and all permitted this type of operation. No change was considered to remove the requirement for a special use permit to operate a B&B. (see attached document containing all the changes to the zoning ordinance.)

Campbell County, VA

Legend

- E9-1-1 Addresses
- Street Names
- Lot Numbers
- Parcels
- County Boundary
- Hidden Road Centerline



Title: Altavista Appliance Rezoning Request Map

Date: 3/21/2017

Feet



DISCLAIMER: This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records, information, and data obtained from various sources, and Campbell County is not responsible for its accuracy or how current it may be.

An Ordinance to repeal, amend and re-ordain Section 86-32 of the Code of the Town of Altavista, 1968, by amending the definitions of “bed and breakfast” and “kennel”.

Be it ordained by the Town Council of the Town of Altavista:

1. That Section 86-32 of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

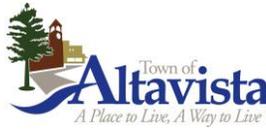
Sec. 86-32. Use types.

...*Bed and breakfast* means a dwelling, occupied by the owner or member of owner's immediate family or tenant, leasing the entire home, in which not more than five bedrooms are provided for overnight guests for compensation, on daily or weekly basis, with or without meals. ...

Kennel, commercial means the boarding, breeding, raising, grooming or training of 5 or more dogs, cats, or other household pets of any age not owned by the owner or occupant of the premises, and/or for commercial gain. ...

All other definitions in Sec. 86-32 remain unchanged.

2. This Ordinance shall become effective immediately upon passage by the Town Council of the Town of Altavista.



Town of Altavista, Virginia Work Session Agenda Form

Date: March 28, 2017

Agenda Item: FY2018 Draft Budget/CIP discussion

Summary: Time on the agenda is set aside for Town Council’s discussion of the proposed FY 2018 Budget and CIP. This is the last “scheduled” session regarding the budget prior to the April meeting where Council will conduct the “First Reading” of the budget, so it is important to communicate to staff any changes to the document.

Attached is correspondence/information regarding these items:

- Trolley bus and fares (*NOTE: These items are not addressed in the draft budget/CIP.*)
- Right of Way (ROW) Clearing
- Fluoride System (partial grant funding) (*NOTE: This item is not included in the draft budget*)

In addition, there has been a request to increase funding to Altavista On Track by \$1,000 to assist with activities associated with the 10th Anniversary of the organization.

Under separate cover, staff has provided the information received from the Towns of Rocky Mount and Blackstone in regard to personnel and salary ranges. This information was also provided to our consultant, Springsted, to update their study. The consultant is also gleaning information from the City of Lynchburg website, which may be useful to their study. Chief Milnor is working through the process to get salary range information from BWXT.

Staff will also update Council on any recommended changes. If there are additional items or questions concerning the budget discussion, please forward those to staff so research can be done prior to the meeting.

Staff Recommendation: Staff would recommend that Council make any necessary changes to the proposed FY2018 Budget/CIP so staff can create the document to be considered for “First Reading” at your April Meeting.

Attachments: ACTS Trolley/Fares memo; Right of Way Clearing email; and Fluoride System email

Budget/Funding: TBD

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

Council Recommendations:

- Additional Work Session Regular Meeting No Action

Consensus Poll on Action ____ (Aye) ____ (Nay)



MEMORANDUM

To: Waverly Coggsdale, Town Manager
From: Dan Witt, Assistant Town Manager 
Date: March 24, 2017
Re: ACTS Trolley Bus and Free Fares

I have been in contact with my DRPT grant's administrator, Andrew Riddle, to inquire about these two items mentioned recently by council members. First is the matter of the trolley bus. This is the information Andrew has provided:

- (1) DRPT does not have trolley bus on the state contract. The Town would have to procure the vehicle on its own with all of the FTA clauses and requirements. The Town would also need to provide a better justification for funding it. The looks of the BOC / cutaway does not warrant a more expensive vehicle. Generally, trolley buses are used for tourism and economic development initiatives.

You may want to considered changing the graphics on your bus wrap to make it more attractive or branded. DRPT would definitely support new graphics and wraps for your vehicle and it is an eligible expense.

3.0 Funding Parameters

To ensure equitable funding with limited resources, DRPT will fund only as follows:

- A. Standard clean diesel buses. Should a locality choose to procure hybrid or CNG vehicles, which tend to be more expensive, DRPT will participate in the funding of the vehicle up to the market price of a standard clean diesel vehicle. This is assuming that DRPT approves the application for a vehicle purchase. Additional costs must be borne by the locality.
- B. No trolley packages. If a locality chooses to procure trolleys, DRPT will participate in the funding of the vehicle up to the market price of a standard clean diesel vehicle. This is assuming that DRPT approves the application for a vehicle purchase. Additional costs must be borne by the locality.

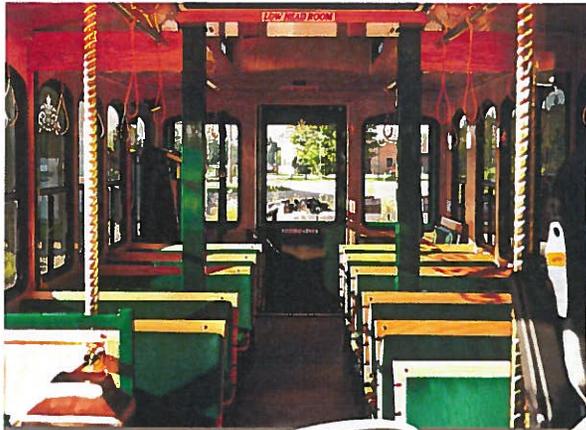
As discussed the worst case scenario of the Town having to add the entire amount of the fares to its match does not appear to be the case; however, it does not appear that it would

only have to pay the 35%. DRPT funding is now being based on performance measures. This is very new and no one currently has a grasp on what this will look like. It is based on both the performance of the system and available state and federal funding, so funding will change from year to year. Below is the information provided by Andrew:

(2.) If the Town wants to eliminate fares, that will not change federal and state funding levels. However, the Town's subsidy would increase. Public notice would only be required if you are increasing fares or changing service.

Eliminating fares may increase FTA 5311 (up to 50%) but will not increase the state's share for operating assistance. Your fares and FTA 5311 equal your operating revenue. The state's operating assistance is determined using performance based funding metrics (using past 3 years of data). State funds do not remain constant – we are actually seeing a drop in some cases for FY18. I am still trying to completely understand this performance based formula. Here's your funding levels for FY17:

Source	Amount	Percentage
Fares	5,200	5%
FTA 5311	46,850	47%
State	22,452	23%
Local	24,398	25%
Total	98,900	100%



Villager





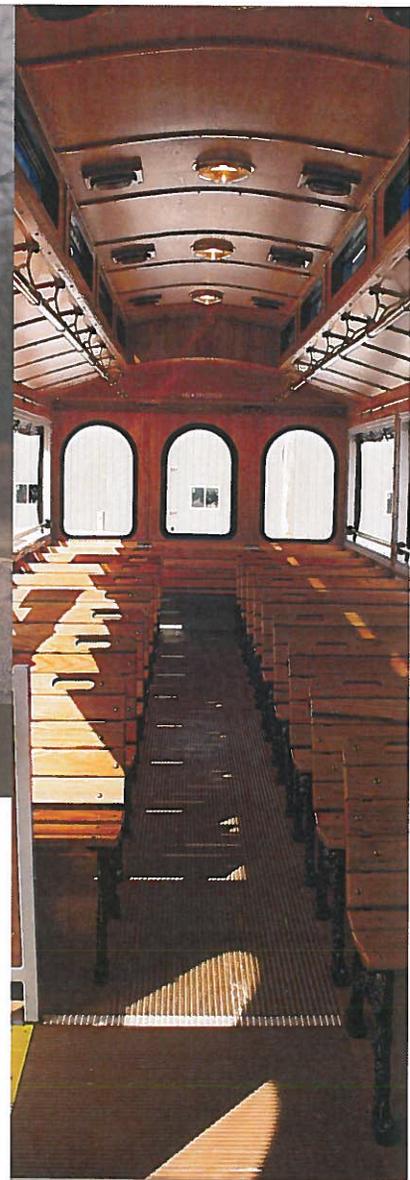
“We have purchased five new Villagers in the last six years. Hometown Trolley’s attention to detail and service, such as answering questions after the trolleys have been delivered, has been great.”

*A.J. Frank, President
Door County Trolley, Inc.*

Model Features

The Villager is our original trolley design, which was introduced over 34 years ago. From private tour operators to fixed routes in downtown areas, the Villager is sure to bring classic style to any location. The Villager can be produced with elegant vintage features such as spiral brass, mahogany, and leather grab straps, or finished with mass transit features to create a more durable trolley for the workload of intercity fixed routes. The Villager is also available in bio-diesel, series hybrid electric, LPG and CNG alternative fuels.





The Proven Performer.

20-42

PASSENGERS

23-40

FT IN LENGTH

158-228

INCH WHEEL BASE

Engines

Chassis

Transmission

Altoona Tested

Frame

Fuel Types

Cummins ISB 6.7 L diesel | Ford Triton 6.8L V10 Gasoline

Freightliner MB65 | Ford F53

Allison | Ford - Automatic

Diesel: 10 Years/350,000 miles | Gasoline: 7 Years/200,000 Miles

Full welded steel cage

Gasoline | Diesel | Bio-Diesel | LPG | CNG



Waverly Coggsdale III

From: Tom Fore
Sent: Thursday, March 23, 2017 6:15 PM
To: Waverly Coggsdale III
Subject: Right of Way Maintenance

R-O-W
CLEARING

Mr. Coggsdale,

In light of recent discussion of the right of way maintenance budget request of \$60,000.00 by Council I offer the following.

The Town Utility Crew which is now down from 5 employees to 3 because of internal transfers to the Building and Grounds and to the Streets Departments in Public Works, I wanted to try to provide the rationale for allowing the \$60,000.00 in the CIP budget to remain there for FY 2018.

1. The Utility Supervisor has only 2 employees to take care of the entire distribution and collection system daily activities.
 - a.) One of them is tied to Miss Utility service requests that come in on a daily basis. He also reads monthly meters and takes care of service request for customers as they come in from the Town Hall. He also has other job duties that are assigned to him by his Supervisor when all service requests are complete. (This employee is still being trained on the location of all water meters, lines and locations in the Town so his ability to work alone although he is doing well is limited during the actual meter reading cycle.)
 - b.) The Supervisor and the other employee are handling all the other requests for the distribution and collection systems that come in on a daily basis, new connections, clearing sewer blockages, assisting the wastewater plant & water plant staff with large maintenance repairs from time to time.. as well as repairing and maintaining system components that have been created and added to a list since I arrived in September.
2. The amount of sewer and water lines that need to be cleared in and around the Town is still being assessed. Until the two new employees are hired, fully trained and assessed by the Utility Supervisor that they are capable to work alone on these right of ways with heavy equipment there is a lack of staffing to run any equipment purchased in this CIP year.

For FY 19 and going forward I have plans to have at least one employee working on these right of ways after the clearing is completed and after the right of ways have complete vehicular or equipment access to maintain them to annually as the weather permits.

Please let me know if additional Information is needed.

Respectfully,

Thomas W. Fore

FLUORIDE SYSTEM

Mr. Coggsdale,

In an effort to find grant money and lower cost on work that we know needs to be done we have been offered the following from VDH. They would provide the funding of all components and 1/3 of the cost of the construction. The Town would pay for the Installation design engineering, take it to bid, administer construction inspection and provide the Town with clean as-built drawings when completed, and the 2/3rds of the installation costs.

I have provided the Health Departments proposal below and my estimate of In-House cost below.

Please let me know if you need additional Information.

They would like to know if we are interested by March 29, 2017 as they are reserving the \$39,624.54 now in their grant funding for the Town of Altavista. If we are not interested they will release these funds to other interested localities.

Year	Item #	Item	Reynold's Springs	McMinnis Spring	Sum of Funding for Both Springs
Year 1 (Ending 6/30/17)	1	Blue white fluoride pump	\$ 4,215.90	\$ 4,215.90	
	2	Pump calibration chamber	\$ 47.00	\$ 47.00	
	3	Pump Tubing	\$ 297.90	\$ 297.90	
	4	Fluoride Solution Tank	\$ 74.95	\$ 74.95	
	5	Hach CA 610 Fluoride Analyzer	\$ 7,828.82	\$ 7,828.82	
	6	Fluoride Fill Solution	\$ 109.75	\$ 109.75	
	7	4-drum Containment Pad	\$ 379.95	\$ 379.95	
		6-inch E+H ProMag 800L	\$ 6,608.00	\$ 6,608.00	
		Shipping Estimate	\$ 250.00	\$ 250.00	
Year 1 - Ending 6/30/17			\$ 19,812.27	\$ 19,812.27	\$ 39,624.54
	3	Meter Vault	\$ 5,000.00	\$ 5,000.00	

Year 2 (Ending 6/30/18)	4	Installation - VDH will fund 1/3 cost	\$ 10,229.17	\$ 10,229.17	
Year 2 - Ending 6/30/18			\$ 15,229.17	\$ 15,229.17	\$ 30,458.33
Sum of Funding for Both Springs, Both Years					\$ 70,082.87

T4 Estimate of in-house funding

	1	Engineering Design, Bid and Construction Admin. With Digitized redline drawings	\$ 9,000.00	\$ 9,000.00	\$ 18,000.00
	2	Installation & Construction Cost	\$ 20,138.33	\$ 20,138.33	\$ 40,276.66
IN-House Total			\$ 29,138.33	\$ 29,138.33	\$ 58,276.66

Total

Project

Cost

\$ 128,359.53

Contingency 1. Grantee must purchase fluoride equipment in Year 1. Final invoice to VDH due by June 30, 2017.

Contingency 2. Grantee must install equipment in Year 2. Final invoice to VDH due by June 30, 2018.

Contingency 3. If equipment is not installed by the end of Year 2, grantee must refund us the Year 1 monies.

Contingency 4. Grantee funds anything over and above funding provided by VDH.