

COUNCIL WORK SESSION FEBRUARY 28, 2017

The work session of the Council of the Town of Altavista was held in the Council Chambers of the J.R. Burgess Municipal Building, 510 Seventh Street, on February 28, 2017 at 5:00 p.m.

Council members
present:

Mayor Michael Mattox
Mrs. Micki Brumfield
Mrs. Beverley Dalton
Mr. Tracy Emerson
Mr. Timothy George
Mr. Jay Higginbotham
Mrs. Tanya Overbey

Also present:

Mr. J. Waverly Coggsdale, III, Town Manager
Mr. Daniel Witt, Assistant Town Manager
Mrs. Tobie Shelton, Finance Director
Mr. Dennis Jarvis, Economic Dev. Director
Mr. Steve Bond, Wastewater Treatment Plant
Mr. John Eller, Town Attorney
Mrs. Mary Hall, Administration

1. Mayor Mattox called the meeting to order and presided.
2. Mrs. Dalton, seconded by Mr. George, made a motion to approve the agenda as presented.

Motion carried:

VOTE:

Mr. Michael Mattox	Yes
Mrs. Micki Brumfield	Yes
Mrs. Beverly Dalton	Yes
Mr. Tracy Emerson	Yes
Mr. Timothy George	Yes
Mr. Jay Higginbotham	Yes
Mrs. Tanya Overbey	Yes

3. Public Comments—Agenda Items Only

Mayor Mattox asked if anyone would like to speak on anything listed on the agenda.

No one came forward.

4. Introductions and Special Presentations

- a. Woodward & Curran-Utility Project

Mr. Coggsdale introduced Mr. Jim Revard, PE, Mr. Turner Perrow, PE, and Mr. Leroy Kendrick, PE, with Woodward & Curran and advised they would be giving Council an update on the Water Treatment Plant modifications.

Mr. Turner Perrow addressed Council and presented a power point presentation. He gave a recap of what they have done to date. He presented Mr. Fore with the map book of the GIS and Hydraulic Model and noted a wall map would be posted. He advised with a SCADA check about \$1,000,000 in technology improvements have been identified and could be phased in. They have been working with staff to determine how this fits in the CIP including the efficiency and automation of the plant over time. He stated the SCADA Phase 1 is the radio backbone. He advised an electrical evaluation has been conducted noting some of the electrical works are 50 years old. The third floor of the Water Treatment Plan will be utilized for a long term cost savings and short-term construction savings. He advised a bid opening would be conducted this week.

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Mr. Higginbotham asked if he had a cost range.

Mr. Perrow advised it is hoped that this would be in the \$300,000 range. He knows of four qualified bidders interested in the project; noting March 2 is the bid opening. Mr. Perrow also noted they have completed several miscellaneous items and now has local SCADA support, which should bring down cost.

Mr. Higginbotham asked for the ballpark figure to implement Phase 1.

Mr. Perrow advised he did not have the figures in front of him but would locate that number. He asked Council if there were any questions on what they have done thus far.

Mr. Kendrick addressed Council and noted the drivers for upgrading the utilities; this would cover public health (decrease outages, reduce boil water notices); economic development (to offer high quality water at a low cost, Wastewater Capacity, redundancy & resiliency and regional population); and the desire to increase town population. He noted he had a conversation with Mr. Coggsdale and they determined the entire nut is Water Treatment, Wastewater Collection, and Water Distribution. What will the town need in the next 20 years?

Mr. Rivard addressed Council stating he focuses directly on drinking water projects. He stated they have some ideas on coming up with a 10 to 15 year plan to deal with the Water and Wastewater infrastructure. He suggested coming up with a plan that would cover the request for additional water should it arise. He mentioned the Water Plant could presently supply 3.0 MGD rated capacity. The withdraw permit allows for 5.0 MGD. He asked if it was cost effective to increase the size of the water plant, this is something they would look at. He noted the plant was built in 1966 with the last expansion in 1981, upgrades in 2001 and emergency repairs were made in 2015. He noted some of the plant's components are 50 years old. There is some evidence of spalling concrete around the sedimentation basins, obsolete and failing hydraulic valves. Making some changes would help with operating the plant more efficiently. Mr. Rivard stated the springs are in good shape, but noted there is some water that is not being captured. He stated they would look to see if it is worth the upgrade to capture the additional water. They would look at the condition of all the water sources and the possibility of the plant producing 5.0 MGD in the future. He noted the water mains are in good condition but there are areas with low pressure and times of distress because of demands from industries. With the water model, they can look at all of these situations. Mr. Rivard noted there are four storage tanks in the Town; location and elevation of one of the storage tanks makes 43% of this tank usable. This is something they would like to look at to better utilize the tanks. He noted there is one pump station that was installed over 20 years ago and has not being utilized. This is something that they do not want to happen in the future; to pay for infrastructure and not be able to use it or it is not as effective as it should be. He stated the most important thing the town can do is provide water to its citizens. The thought is to come up with a plan that deals with the entire infrastructure. He stated the Town is purchasing water from Campbell County Utilities and Services Authority and asked if this is the most cost effective thing to do or upgrading the Water Plant to provide the needed water. He listed some of the options as plant expansion, spring modifications, new wells or springs, CCUSA, or the Klopman pump station. They will provide options and Council would decide which direction to go in.

Mr. Kendrick stated they have not looked at the Wastewater Treatment Plant extensively but knows it is 3.6 MGD-permitted capacity; they would look at the plant and the onsite pump station (look at the structure, the process, the electrical, instrumentation and see what is needed over the next 5 to 15 years). There has not been a major upgrade in many years. He has looked at the SCADA system and it is in dire need of upgrade. He recommended a comprehensive review of the Wastewater Treatment Plant and make recommendations for improvements. The idea would be to improve the efficiency of the plant. Mr. Kendrick noted all the controls are obsolete (if they were to quit tomorrow, the parts couldn't be replaced). They

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recommend a SCADA check on the Wastewater Treatment side bringing more automation into the plant.

Mr. Rivard stated if Council wants to move forward with this they would take a comprehensive look at the Water and Wastewater Treatment Plants and make recommendations come up with a plan for how this would affect the rates. He stated they would meet with Council to determine if they want to move forward with some of the capital improvements, what is the schedule forward and then develop a financial planning tool. He noted the Comprehensive Water and Wastewater Master Plan is typically a 15 to 20 year plan.

Mr. Kendrick gave Council a budgetary number of \$195,000.

Mr. Higginbotham questioned the "grey water".

Mr. Perrow advised the Town has been in conversations with Dominion Virginia Power but he did not know any more than this.

Mr. Coggsdale advised he is awaiting information from Dominion Virginia Power.

Mr. George asked if the \$195,000 total was their consulting cost.

Mr. Kendrick advised that it was engineering fees to develop the comprehensive plan.

Mr. Higginbotham asked if the list could be prioritized.

Mr. Fore addressed Council. He stated looking at the list you could not do the Water Treatment Plant without doing the Wastewater Treatment Plant. This would be his top priority but looking at this, only so much water will go down a 12-inch line, which would lead him to look at the distribution side. He stated looking at these items not from a growth standpoint but where the plants stand presently, the water model tells him where the weaknesses are. He stated where this is a good system it is fragile. He noted a decision would need to be made on the rates, which would be based on what he is doing in CIP but not looking at the big picture. The big picture is aging infrastructure that needs to be looked at. He stated SCADA wise, technology wise, he felt Council would see many efficiencies.

Mr. Higginbotham questioned the "effluent" that is being put in the river.

Mr. Fore stated it would give us capacity of an additional 700 gallons a day that can be sold to somebody else. Because of what is in that water when it is leaving the plant, Dominion Virginia Power knows there is phosphorus and nitrogen in the water because we have done nothing to remove it. Dominion Virginia Power does not want this because it will scale the inside their towers; they do not want to do any pretreatment of the water. He stated Dominion Virginia Power was going to evaluate the numbers and the Environment Engineer was to call him back.

Mrs. Brumfield asked if this works with Dominion Virginia Power, the town would not have to buy as much from Campbell County Utilities and Service Authority.

Mr. Fore stated staff is bringing the water purchase numbers down. Since the Dearing Ford tank has been turned over to the town, they fill the tank during the evening hours with Reynolds Spring, during the daytime when the demand is high the pinch valve is opened and they fill the Clarion Tank to keep it full. This has decreased the amount of water bought from Campbell County Utilities and Services Authority this last month.

Mrs. Brumfield verified nothing is being done to the springs other than adding fluoride and chlorine.

Mr. Fore advised this was correct.

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Mayor Mattox stated this is a lot of money but over a 20-year span, it was less than \$10,000 a year; if we had to do the piece meal without a full 20-year comprehensive plan we would not have an interconnection of what the goals are. He asked Mr. Fore if he felt this was justifiable.

Mr. Fore responded if this is where we are going for a 20-year period. He stated the engineers are working on the emergencies. They are taking care of the emergencies but there are some serious aging infrastructure in place that really needs attention. The Wastewater Treatment Plant has not been looked at. He stated as far as an investment and where he is going for the next 20 years, he needs a comprehensive plan.

Mrs. Dalton stated the piece that keeps going through her mind as to why Council needs to adopt this comprehensive plan has to do with potential opportunities in terms of economic development and Council does not need faulty infrastructure to rear its head. She noted Dominion Virginia Power has a permit to pull out of the river that they are not using but is buying water from the town and was told the Town could pull from their permit if necessary.

Mr. Kendrick stated that would be another source to look at.

Mrs. Dalton noted another good news piece is the Town's water rates are low. She stated for her 12 plus years on Council, she felt this was the most important piece to the puzzle in terms of town governance. She asked if water and wastewater are not right, what do we have and what have we got that the citizens do not have to worry about.

Mr. Higginbotham asked if the Water Treatment portion include analyzing Klopman.

Mr. Kendrick stated they would look at that as a source also.

Mr. Coggsdale noted they are working with Pittsylvania County and the landowner. The letter of intent was signed at the February 23, 2017 meeting. This study is framed to the utilities to that facility.

Mrs. Dalton stated this would be valuable information.

Mr. Higginbotham agreed that it would show what benefits it serves the town. Mr. Higginbotham stated he would like to see it analyzed after the other engineers look at it and also see what it would take to get to Dominion Virginia Power the water that is being dumped into the water.

Mr. Rivard referred to Dominion Virginia Power stating they are buying water from the Town that does not damage their equipment so this is a fixed cost. With the option of "grey" water, Dominion Virginia Power is likely thinking they will have to treat the "grey" water to bring it to drinking water quality. They would want to look at all options, which has a cost associated with it.

Mrs. Dalton stated the Town is blessed to have these options, not many have as many options as we do. This is an important asset.

Mr. Higginbotham stated someone from the Reynolds Springs area approached Council in regards to selling the town a spring.

Mr. George asked Mr. Rivard if they would be looking at the possibility of building a reservoir.

Mr. Rivard stated this was an option they could look at.

Mr. Kendrick stated one of the other options he has thought about is the technology. In other states, Water facilities are allowed to run unattended. From a process standpoint water utilities do not like to be turned on and off. If the facilities in

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Virginia were allowed to run 24 hours a day part of it unattended this lessens the need to build more infrastructure. One thought is when doing the technology upgrade, is to update where the facilities can run unattended then go to the state legislatures to lobby for the Town to be a pilot to that moving Virginia into the 21st Century. If water is made 24 hours a day and stored, then you are ahead of the game.

Mr. Emerson felt this was a worthwhile investment.

Mrs. Overbey felt this would be money well spent, having a master plan for the next 20 years is very important.

Mayor Mattox thanked everyone that has been involved in this process; he noted the world of tomorrow is going to need abundant, high quality, relevantly inexpensive water and if Altavista can jump ahead of the competition for economic development, this is worth a shot.

Mr. Coggsdale advised currently in the 2018 draft budget there is \$30,000 on this line item, which would leave \$165,000. Is it Council's desire to insert this in the FY2018 budget, which would be effective July 1, 2017? He stated in regards to timeframe Council would probably need to know this information for next year's budget.

Mr. Kendrick suggested the report could be available in six months.

Mr. Rivard stated he would like to come back to get thoughts on other options and then come back to advised this is where we are headed and this is what we are looking at and when Council wants to start the work.

Mayor Mattox asked for a reasonable time to get this in the works.

Mr. Rivard responded they could start within a month.

Mr. Coggsdale stated if they started April 1 that would give them three months in this fiscal year and three months in the 2018 fiscal year.

Mrs. Dalton felt the sooner this is started, the better. She stated she would depend on this strategic and comprehensive plan to keep from making any mistakes as much as driving Council in the right direction.

It was the consensus of Council to put this item on the March meeting agenda.

Mr. Perrow advised he had an answer for Mr. Higginbotham's question earlier in the meeting of the ballpark figure to implement Phase 1; \$77,000 (a little over \$26,000 per site).

5. Items for Discussion

a. FY2018 Draft Budget Discussion

Mr. Coggsdale presented Council the FY2018 Draft Operating Budget and Capital Improvement Plan Budget overview. He noted there was no proposed change to tax rates, no proposed increase to utility rates, the General Fund Surplus is \$207,450, utility fund deficit is \$692,800, 4.6% increase in health insurance and funds implementation of the Springsted "Class/Compensation Study".

Mrs. Dalton asked if staff knew the health insurance would be increasing by this amount.

Mr. Coggsdale advised they have received some figures as the insurance renewal is April 1. He advised further budget discussions is scheduled for March 14th and March 28th, the first reading of the budget is scheduled for April 11th, Budget/CIP Public Hearings for May 9th and adoption of the budget/CIP is scheduled for the June 13th Town Council Meeting.

Mayor Mattox suggested if Council had questions regarding the draft budget to contact Mrs. Shelton or Mr. Coggsdale.

Mr. Higginbotham asked for pictures of the proposed CIP items so Council would have a better idea of what the departments are requesting.

Mr. George asked if there was a general idea of the revenue generated from the meals and cigarette tax.

Mrs. Shelton stated we would likely hit what the revenue is budgeted for and noted the cigarette tax will not cover a full year.

Mr. Coggsdale advised the taxes are coming in at what was projected.

Mr. Higginbotham pointed out the right of way clearing at \$60,000 a year and buying a skid steer a couple of years out. He felt instead of spending \$300,000 over 5 years, why not invest in the skid steer with a forestry head on it. He told Mr. Fore he would be able to clear and maintain the right of ways.

Mr. Fore stated two years out depending on the budget those are his plans.

Mr. Higginbotham noted the equipment could be used for snow removal or whatever.

b. Avondale Drive Streetlight Request

Mr. Coggsdale advised a citizen at 1801 Avondale Drive has requested that a streetlight be placed in the area near their address due to the darkness of the street. He gave Council background information; the streetlight was formerly located on a pole diagonally across the street below 1812 Avondale Drive. This streetlight was relocated to a new pole, as part of a Dominion Virginia Power project, further past the driveway of 1812 Avondale Drive. He noted the Power Company no longer has a line on the previous pole.

Mrs. Dalton asked if the lights concur with the Town's policy.

Mr. Coggsdale stated based upon the pole layout, they are roughly 300 feet apart which is what is used as a standard. He noted from 1801 to the end of Avondale there are three lights. He stated it is what a person gets use to; the light was on a different pole. He noted it was an interesting situation on that street because the utility poles sit back in yards quite a bit.

Mayor Mattox requested that staff measure the distant between the poles in this area of Avondale Drive.

6. Public Comments

Mayor Mattox asked if anyone would like to comment on anything not listed on the agenda.

No one came forward.

7. Adjournment

Mayor Mattox adjourned the meeting at 6:25 p.m.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk