



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

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

**Tuesday, July 23, 2019
5:00 p.m. – Council's Chambers**

- 1. Call to Order**
- 2. Agenda Adoption**
- 3. Recognitions and Presentations**
- 4. Public Comment (Agenda Items Only)**

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

5. Items for Discussion

- a. Water and Sewer Capacity Follow Up**
- b. WWTP Electrical Upgrade/Generator Project Update**
- c. Utility Cost Share Program Information**
- d. Utility Standard Specifications & Details**
- e. Farmer's Market Follow Up**
- f. Recreation Committee Recommendation – Eagle Trail Paving Project**
- g. Tree Removal Request – 1304 Lola Avenue Extension**

6. Public Comment (Non Agenda Items)

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

- 7. Matters from Council**
- 8. Closed Session (if needed)**
- 9. Adjournment**

THE TOWN OF ALTAVISTA IS COMMITTED TO FULL COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT STANDARDS. TRANSLATION SERVICES, ASSISTANCE OR ACCOMODATION REQUESTS FROM PERSONS WITH DISABILITIES ARE TO BE REQUESTED NOT LESS THAN THREE (3) WORKING DAYS BEFORE THE DAY OF THE EVENT. PLEASE CALL (434) 369-5001 FOR ASSISTANCE.



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Items for Discussion

MEETING DATE:

July 23, 2019

ITEM #: 5a**ITEM TITLE:**

Water/Sewer Capacity Discussion follow Up

DESCRIPTION:

Previously, staff provided Council a presentation regarding Water and Sewer Capacity Planning. At that time, it was decided to allow a month or so for Council to review the information and come back for direction/guidance.

At this time, staff has provided a Capacity Discussion Sheet that may assist Council in providing direction. In addition, the previous presentation is provided for Council's consultation/review.

Staff seeks Council's direction on this item.

BUDGET/FUNDING:

Unknown at this time.

POTENTIAL ACTION/PROPOSED MOTION:

Provide direction on how to proceed with this item.

ATTACHMENTS:

- *Capacity Discussion Follow Up Sheet*
- *Water/Sewer Capacity presentation (from previous Work Session)*

TOWN OF ALTAVISTA

WATER & WASTEWATER CAPACITY DISCUSSION CONTINUED

July 10, 2019

1. Background and Description

- i** Staff has been monitoring all Council discussion on requests for additional water and wastewater capacity needs. Examples: needs for the Southern Virginia Multi-Model Park, Economic Development Strategic Plan, existing unused capacity by the Town of Hurt.

2. Discussion Review

- i** Council previously heard from staff that the Water Plant had a remaining useful capacity of 1.422 MGD and the Wastewater Plant had a remaining useful capacity of .186 MGD. Interim efforts to acquire additional capacity were discussed and direction needed to determine capacity desire if any by the Council was asked for.

3. Strategic Planning

- i** The first step in this process was to explain to Council where we are now. The next step in this process is to determine the available options and provide options to the Council for staff to be given direction.

- Does Council have any guidance for staff how much water and wastewater capacity it desires to have available for new growth? Examples: Dearing Ford Business Park, SVMP and existing industrial and business expansions that have recently occurred in Altavista.
- Determine the level of capacity desired for the wastewater facility that the Council directs If Council has any direction.
 - For Altavista, current usage 2.099 MGD. Current capacity 2.7 MGD. Desired capacity_____
 - For Hurt, current usage 0.005 MGD. Current contract .120 MGD. Desired Capacity_____
 - For CCUSA, current usage 0.050 MGD. Current contract .300 MGD. Desired Capacity_____
 - For SVMP current usage 0.00 MGD. Current Contract 0.00 MGD. Desired Capacity_____
- Determine the level of capacity desired for the water facility that the Council directs.
 - For Altavista, current usage 2.301 MGD. Current capacity 3.7 MGD. Desired capacity_____
 - For Hurt, current usage 0.093 MGD. Current contract .200 MGD. Desired Capacity_____
 - For CCUSA, current usage 0.0 MGD. Current contract 0.00 MGD. Desired Capacity_____
 - For SVMP current usage 0.00 MGD. Current Contract 0.00 MGD. Desired Capacity_____

- **Solicit Input from an Engineering firm to assist staff and council on strategic planning based on:**
 1. Regional efforts if any.
 2. Economic development plans.
 3. Expected growth if any from the drivers mentioned in the economic strategy plan.
 4. Expected growth if any over the next decade.
- **Do nothing**

4. Current Water and Wastewater Next Steps to Achieve Additional Capacity

i *(Water)The Town Utilities Department currently monitors and audits the water system for leaks and has determined that there is minimal water loss in the system. (Wastewater)The Town Utilities Department will be working with Virginia Rural Water Association to have them assist with eliminating Inflow and Infiltration*

WATER

- Gain additional capacity by removing leaks in the water system (Staff believes there is no capacity to be gained as it believes it has a good closed system.)
 - The Town water plant staff analyzes the daily production of all sources of water and compares it to the two major industrial users and can quickly identify any significant leak in the system.
 - The Town water plant staff also does a monthly audit with the assistance of the Town office staff that track billable water sold verses water delivered out of the plant, springs and CCUSA.
- Once and if the plant reaches 80% of its available production capacity the plan would be to do a pilot study with VDH to determine if the plant could obtain a higher rate of filtration thereby providing additional capacity at minimal costs. (Potential increase of 300,000 to 1,000,000 Gallons Per Day)
- Buy additional capacity from CCUSA. (Potential additional 600,000 Gallons Per Day)
- Plant Expansion. (2,000,000 Gallons Per Day)

WASTEWATER

- The Towns utility staff will work with the VRWA this fall to begin smoke testing the main sanitary sewer interceptors. By pinpointing where the Inflow points in the system are the Towns utility staff believes it can quickly repair major Inflow problems. (Next 12 Months) (Potential regain 600,000 Gallons Per Day Capacity)
- The Town utility staff will continue to clean and video sewer lines to assist with the location of any inflow points. (Next 12 Months)
- If the problems cannot be found with smoke testing and video work, then the Town utility staff will solicit input from an engineering firm on the best way to flow monitor the system with meters throughout the system. (If needed within 24 Months)
- Corrections to plant design with improvement through CIP. (Next 5 years), (Work being done would be to resolve equalization flow problem, Increase the outfall line which is currently undersized and bring the third aeration tank back online.) (Potential 900,000 Gallons Per Day)
- Plant Expansion. Additional Capacity 1,600,000 Gallons Per Day

5. Thoughts/Concerns/Ideas or Questions.

i *Planning to meet tomorrows needs requires our attention today!*

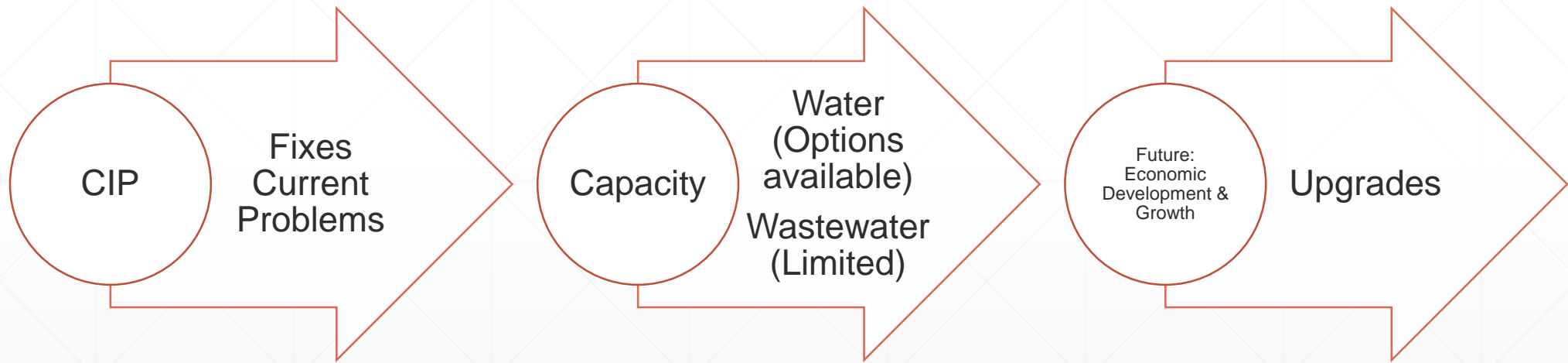
25 Year CIP/ Additional Capacity and Next Steps

Facility Assessment Improvement Plan/Future Water and Wastewater Capacity Needs

25 Year CIP/ Additional Capacity and Next Steps

- Wastewater
 - Water
 - Additional Capacity
-

CIP/Capacity and Future



25 Year CIP Projects (WASTEWATER)

Short Term

- Wastewater Collection System
- WWTP Pump Station
- Riverview Pump Station
- Aeration
- Secondary Clarifiers
- Solids Handling
- Building & Site Upgrades
- Electrical Distribution System

Mid Term

- WWTP Pump Station
- Riverview Pump Station
- Headworks
- Solids Handling
- Disinfection
- Building & Site Upgrades

Long Term

- Solids Handling
-

25 Year CIP Projects (WATER)

Short Term

- Melinda and Avondale Drive Pump Station and Pipe
- Standard Specifications and Details
- Flow Control Valve
- Emergency Power
- Filter Improvements
- Sedimentation and Solids Improvements
- Security Improvements
- Tank Electrical and SCADA Improvements
- Water Treatment Plant SCADA Improvements
- Water Line Replacement

Mid Term

- Spring Sites Infrastructure Improvements
- Bedford Tank and Pump Station Improvements
- Clarion Tank Valves
- Chemical Delivery, Storage, and Dosing Improvements
- Raw Water Control Valve
- Increased System Storage

Long Term

- Filter Air Scour
 - Meter Replacement
-

Capacity-Demand Allocated and New

NOTE: MGD = Million Gallons per Day 1.0 MGD = 1,000,000

WATER

Max
Capacity
Now 3.733
MGD

Average
Daily
Demand
2.301 MGD

Peak
Demand
3.26 MGD

This Includes The
Plant, Springs and
CCUSA

WASTEWATER

Max
Capacity
Now 2.7*
MGD

Average
Daily
Demand
2.099 MGD

Peak
Demand
6.1 MGD

*The WWTP has a design
Capacity of 3.6 MGD but
because of Industrial
loading can reasonably
treat 2.7 MGD

Current Allocation Demand and New

HURT Allocation

Water

- 0.2 MGD current demand 0.093 MGD

Wastewater

- 0.12 MGD Current Demand 0.005 MGD

CCUSA, RIFA/Others Requests

Water

- 0.5 MGD Planned RIFA

Wastewater

- 0.3 MGD CCUSA Contract Allocation current demand 0.050 MGD
- 0.5 MGD Planned RIFA

NEW: How much should be allocated for the Town growth for economic development?

Water/Wastewater Engineering Designs

Information for consideration:

When a water plant is designed for new capacity, normally the capacity design for a sewer plant is 60-65% of the water plant.

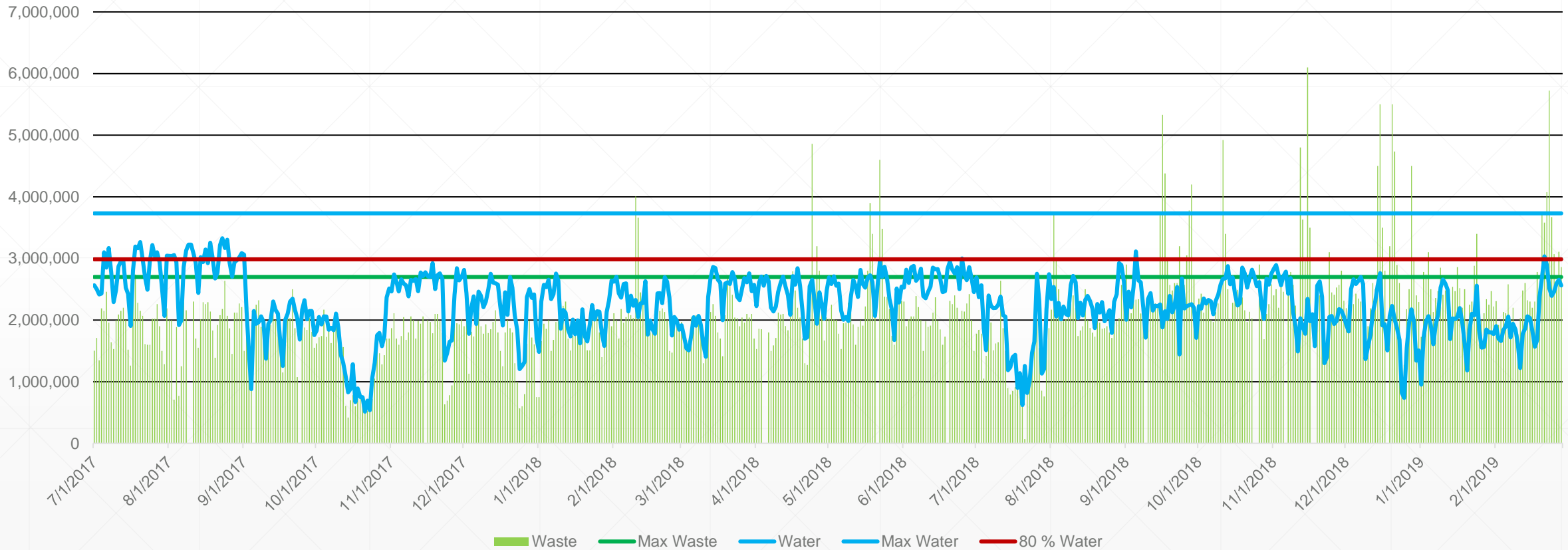
So if a 1.0 MGD water plant is planned for, the sewer plant would be designed for 0.600 to 0.650 MGD

Altavista is unique in that of the 100% produced from the water plant or purchased, 80% of this is routinely returned to the sewer plant.

So for every 1.0 MGD water production 0.800 MGD should be planned for on sewer.

Wastewater & Water Trends

Water and Wastewater Capacity Evaluation



Water Current Use

Current Use

Average Daily =		2.099 MGD
Hurt unused =	+	<u>.110 MGD</u>
Subtotal =		2.209 MGD

80% =		2.986 MGD
Subtotal	-	2.209 MGD
Available to 80% =		<u>0.777 MGD</u>

100% =		3.733 MGD
Subtotal	-	<u>2.209 MGD</u>
Available to 100%		1.422 MGD

Water Capacity Options

Water Options

Available to 80 % = 0.777 MGD

Nothing needs to be done until 80% is consistently above 80% for 90 days.

Once 80% is used:

Option 1 negotiate additional capacity through CCUSA and plan design storage capacity to build additional storage tank to meet VDH requirements. (CCUSA cost = water purchase only) Design plans for new storage capacity (New Water Tank) \$333,000.00 estimate from FAIP. This could be done for less.

Option 2 Begin design and upgrade of water plant and new water tank for an additional 2.0 MGD. Peed & Bortz estimate. \$2,473,000.00. New Storage Tank \$5,101,000 estimate from FAIP. This could be done for less.

Option 3 a combination of both.

Wastewater Current Use

Current Use

Average Daily =	2.099 MGD
Hurt unused =	<u>+.115 MGD</u>
Subtotal =	2.214 MGD

Subtotal =	2.214 MGD
CCUSA daily EST.	<u>+.050 MGD</u>
Subtotal	2.264 MGD

Subtotal	2.264 MGD
CCUSA unused Allocation	<u>+.250 MGD</u>
Subtotal	2.514 MGD

Max Hydraulic Capacity	3.600 MGD
Max Loading Capacity	2.700 MGD
Subtotal	<u>- 2.514 MGD</u>
Current Available Capacity	.186 MGD

While the max hydraulic capacity is 3.6 MGD, because of the loading from industrial users this 3.6 is actually 2.7 MGD.

Wastewater Capacity Options

Wastewater Options

Available to 100% =	.186 MGD
Repair all I &I =	<u>+.600 MGD</u>
Available after all I&I repairs	0.786 MGD

Option 1 (Repair all I&I problems)	.600 MGD
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The Town's current CIP includes \$709,500 annually for the next 25 years, which is planned bond and debt service.

Option 2 Upgrade the plant	1.800 MGD
Peed & Bortz Study estimate	
\$13,623,600	

Thoughts or Question?





TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Items for Discussion

MEETING DATE:

July 23, 2019

ITEM #: 5b**ITEM TITLE:**

WWTP Electrical Upgrade and Generator Update

DESCRIPTION:

During the development of the Facility Assessment Improvement Plan, the consultants performed a thorough review of the Town's Wastewater Treatment Plant's Electrical Distribution System. Based on the findings, a detailed cost estimate for replacement of the Electrical Distribution System was provided and totaled \$4,557,000, which covered all aspects of the project.

The FY2019 Budget included \$110,000 for the design work and the Town accepted the proposal of Peed & Bortz at a cost of \$42,110. The CIP also indicated that the project would be implemented in three (3) Phases; FY2020 \$1,294,400; FY2021 \$1,294,400; and FY2022 \$1,184,400. This project was designated to be paid for by bond proceeds from a future borrowing. The phased in approach for funding of this project is noted on the attached FY2019-2023 Capital Improvement Project Form.

Engineer's (Peed & Bortz) Update/Schedule:

- Advertise for bids on July 1st
- Pre-bid meeting will be July 16th at Town offices.
- Open bids August 1st
- Recommendation to Town Council Bid Award at August 13th Council meeting.
- Start construction September 15th
- Substantial completion January 15, 2020 (dependent upon winter weather).

The Town is planning to purchase the generator through the Sourcewell procurement system. This purchase will allow locking in the price and paying the bill now but with delivery in approximately a year when the generator is needed. This prevents paying an inflated rate in a year. We do not want to install the generator now since there is not enough infrastructure connected to it for proper electrical loading. The generator needs to be loaded in order to be exercised. Generator warranty starts as soon as delivered so we'd like that to come close to coinciding with the ability to exercise it. We have a good price from Caterpillar (\$612k) but are looking into getting a price from Kohler as well.

We were attempting to procure the switchgear for the power building in the same fashion as the generator by going through the Sourcewell (State) contract but the latest quote is significantly higher than expected. We are looking at the potential to add the switchgear to the bid work and thereby receive a better price. We should have an update on this by the 19th.

DEQ Funding for next phases-P&B is working with staff to submit the DEQ application by July 26th. Staff will review a draft application next week and I'll get a signed application from staff on July 23rd for submission.

BUDGET/FUNDING:

Unknown at this time.

POTENTIAL ACTION/PROPOSED MOTION:

Provide direction on how to proceed with this item.

ATTACHMENTS:

- *FAIP Project Sheet*
- *FY2019-2023 CIP Project Sheet*

FAIP

Building & Site Upgrades				Estimated Cost
Section:	6.10	Page Number:	6-6	
Construction Subtotal				\$ 759,000.00
Engineering Fees				\$ 76,000.00
Construction Admin & Inspection Fees				\$ 76,000.00
Surveying Fees				\$ 8,000.00
Permitting Fees				\$ 8,000.00
SCADA Costs				\$ -
Contingency				\$ 190,000.00
Project Subtotal				\$ 1,117,000.00
Legal Fees				\$ 12,000.00
Bond Council				\$ 12,000.00
Easement Cost				\$ -
Land Acquisition Cost				\$ -
Total Cost				\$ 1,141,000.00

Electrical Distribution System				Estimated Cost
Section:	6.9	Page Number:	6-4	
Construction Subtotal				\$ 3,023,000.00
Engineering Fees				\$ 303,000.00
Construction Admin & Inspection Fees				\$ 303,000.00
Surveying Fees				\$ 31,000.00
Permitting Fees				\$ 31,000.00
SCADA Costs				\$ 20,000.00
Contingency				\$ 756,000.00
Project Subtotal				\$ 4,467,000.00
Legal Fees				\$ 45,000.00
Bond Council				\$ 45,000.00
Easement Cost				\$ -
Land Acquisition Cost				\$ -
Total Cost				\$ 4,557,000.00

Department: Wastewater

Project Name: Electrical Distribution Phase 1, 2 & 3 (FAIP)

Account Number: 050-5110-702.81-40

Location: Wastewater Treatment Plant

Description: Design Plans to replace all original electrical components for the Wastewater Treatment facility.

Justification and Linkage to Council Goals, Master Plans, or Dept. Goals & Objectives: Meets the community water supply and wastewater treatment needs.

Costs	FY2019	FY2020	FY2021	FY2022	FY2023	TOTAL	
	Phase 1	Phase 1 & 2	Phase 2 & 3	Phase 3			
Construction Subtotal		1,007,700	1,007,700	1,007,700		3,023,100	
Prelim Engineering Design/Plans	101,000	101,000	101,000			303,000	
Engineer Construction Admin & Insp. Fees		101,000	101,000	101,000		303,000	
Survey Fees	9,000	9,000	9,000			27,000	
Permitting Fees		10,400	10,400	10,400		31,200	
SCADA		10,000	10,000	10,000		30,000	
Contingency		25,300	25,300	25,300		75,900	
Legal Fees		15,000	15,000	15,000		45,000	
Bond Council		15,000	15,000	15,000		45,000	
TOTAL	\$ 110,000	\$ 1,294,400	\$ 1,294,400	\$ 1,184,400	\$ -	\$ 3,883,200	
<input checked="" type="checkbox"/> No Impact for Operating Budget							
New or Additional Impact on Operating Budget							
Type of Expenditure	FY2019	FY2020	FY2021	FY2022	FY 2023	Future \$\$	Total
Total	-	-	-	-	-	-	-
Method(s) of Financing							
Funding Source(s)	FY2019	FY 2020	FY 2021	FY 2022	FY 2023	Future \$\$	Total
Enterprise Fund	110,000	1,294,400	1,294,400	1,184,400	-		3,883,200

Photo:

Engineer Reed & Bortz
\$42,110.00

Fees approved by Council
9/11/2018 WW1902



* @ the end of FY19
Plans are to take
remaining funds to
CIP Enterprise Fund.
\$67,890



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Items for Discussion

MEETING DATE:

July 23, 2019

ITEM #: 5c**ITEM TITLE:**

Utility Cost Share Program Information

DESCRIPTION:

Previously Council directed staff to investigate the feasibility for development of a program that could assist individuals with their utility (water/sewer) bills. Staff has reached out to other organizations that have implemented such programs and the concept is feasible. At this time staff will need Council's input as to the specifics of the plan:

- What segment of the population will it cover?
- What is the criteria used for program eligibility?
- What "discount" would be provided to the customer?
- How is the "cost share" funded? (donations/town revenue/other)
- Other items?

Staff has reached out to DAWN in regard to their willingness to "oversee/manage" the program. DAWN's Board has discussed it and appears open to the concept; however the Town Manager will be meeting with the Board at their August 21, 2019 monthly meeting to further discuss.

In addition, John Eller (Town Attorney) informed Town Council that if it wanted to establish a category of different rates for a segment of the population this would require action by the Virginia General Assembly. If this is an option Council would like to pursue, staff will need to begin the conversation with our local state representatives (Delegates/Senators).

BUDGET/FUNDING:

Unknown at this time.

POTENTIAL ACTION/PROPOSED MOTION:

Provide direction on how to proceed with this item.

ATTACHMENTS:

- *Program Examples*

CAPped: Five Examples of Customer Assistance Programs for Water Utilities

efc.web.unc.edu/2015/10/28/customer-assistance-programs/

Alex
Clegg

October 28,
2015



Water pricing is a delicate art, as utilities often must balance competing priorities when setting rates. How can the utility set rates that ensure financial sustainability for the system while also balancing affordability concerns for customers? With any rate increase, the ability of customers with low income (sometimes on fixed income) to pay their bills in full and on time is a crucial consideration. Establishing an equitable rate structure benefits not only these ratepayers, but also the utility, which can now more confidently project revenues. Utilities employ several mechanisms to help customers afford and pay their bills. One mechanism is to develop a Customer Assistance Program that helps individual customers pay part of their water bills when they cannot afford to pay on their own.

In a previous post, we discussed the challenges that arise when implementing these programs, and we have created a free Excel-based tool (and accompanying tutorial video) to help utilities estimate how much it would cost to create a customer assistance program for its own customers. Here, we highlight 5 customer assistance programs that communities across the country have successfully used to help vulnerable customers without sacrificing the financial health of the utility.

Atlanta, GA

The City of Atlanta, GA offers two programs that work together to help customers. The first is a senior citizen discount, which directly aids customers over age 65 and making less than \$25,000 annually. This is similar to many other programs across the State of Georgia that

are offered by utilities of all shapes and sizes (note that in other states, utilities may be prohibited from offering senior citizen discounts). The second program is the Care and Conserve Fund. Qualifying customers – for example, a family of four earning less than \$46,100 per year – can receive financial assistance to pay for their water and sewer bill once every 24 months. Customers are also eligible for free plumbing assistance and water efficiency devices that will help prevent high water bills in the future. Newer, more efficient water fixtures are typically less accessible and affordable for customers with lower incomes, who then use more water because of their less efficient devices, raising their water bills and creating a feedback loop for the customers who cannot afford the upfront cost of a new fixture that can save them money in the long run. The Care and Conserve program helps customers out of this cycle.

OWASA (Chapel Hill, NC)

Orange Water and Sewer Authority (OWASA)'s Care to Share Customer Assistance Program (originally called Taste of Hope) partners OWASA with the Inter-Faith Council for Social Services (IFC) to help those in need pay their water and sewer bills. North Carolina law prohibits utilities from charging different rates to different customer groups based on income, so it falls to local non-profits to help bridge the gap. Anyone can donate money directly to the IFC, and OWASA customers can make voluntary donations as they pay their monthly water and sewer bills. OWASA collects the donations on the bills and turns the money over to the IFC, which administers the program independently of OWASA. The IFC distributes the funds to families that cannot afford to pay their bills. The program is entirely voluntary and is administered almost entirely by the IFC.

Detroit, MI

Even before the 2008 recession and subsequent bankruptcy, the Water Access Volunteer Effort (WAVE) was hard at work helping low-income families in Detroit pay their bills. WAVE is an independent non-profit 501(c)3 corporation based in Detroit. Since 2003, they have used over \$2 million to help over 9,200 households in Detroit pay off their water bills. WAVE focuses on households that have had their water shut-off or are dangerously close to this point. Households that meet WAVE's low-income requirement and are in danger of losing their water service can use WAVE funds once per year, and can receive up to \$500 of these funds to pay off their water bills and stay connected to water service. WAVE is funded through individual donations, and receives no money from the City of Detroit.

California: Public Utility Commission and Low-Income Oversight Board

The [California Public Utilities Commission](#) (CPUC), which regulates California's investor-owned utilities, is mandated to "consider programs to provide rate relief for low-income ratepayers of water corporations." The state's Low-Income Oversight Board, which also has oversight for gas and electric bills, works with CPUC to ensure that utilities are doing their best to charge fair fees. As of [August 2014](#), all of the Class A utilities (the largest utilities in the state) had a low-income assistance program, and over a quarter million customers were participating in an assistance program. The state published a report on the progress of these programs in 2007.

American Water

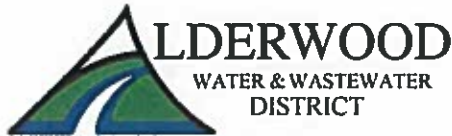
American Water, an investor-owned water corporation providing water service in 16 states, runs the [H2O Help to Others Program](#). Though the details of the program vary from state to state, in [Pennsylvania](#), American Water has administered this program for nearly two decades, where they provide assistance to both water and wastewater customers. Those who qualify (with a monthly income of under \$3,975 for a family of four) can get either up to \$500 per year grant for their water bills or up to an 80% discount on the monthly water service fee, as well as water-saving devices and conservation education. Applicants can also receive a \$500 annual grant for their wastewater bills, or a 15% discount. The program is run solely by American Water, and is funded through a corporate donation in addition to customer and employee donations.

Lessons Learned

Large utilities, like many of those above, are often in a better position to offer financial assistance and have more robust customer assistance programs. However, utilities of all sizes have customers who need help, and small systems can learn from the successes of larger ones, such as partnering with a local non-profit organization to administer the program. These programs are successful when they are accessible to low-income customers (either through simple application procedures or automatic enrollment), and help users lower their future bills with education and promotion of water-efficient devices. There is an abundance of information available for those looking to start a program, including reports from the [Water Research Foundation](#) and the [National Consumer Law Center](#). To estimate how much it would cost to provide financial assistance to your customers, and thus how much in donations your utility should attempt to collect, you can use the free [Water Utility Customer Assistance Program Cost Estimation Tool](#).

Does your utility offer a customer assistance program? We'd love to hear about it in the comments section!

Alex Clegg is a Research Fellow at the Environmental Finance Center at UNC Chapel Hill. He recently graduated from UNC with majors in environmental studies and economics and a minor in city and regional planning.



3626 - 156th Street SW • Lynnwood, WA 98087-5021 • 425-743-4605 • 425-742-4562 Fax • www.awwd.com

Low-Income Senior Discount Application

Alderwood Water & Wastewater District Resolution No. 2528-2009 provides that certain low-income senior citizens may qualify for reduced rates on their utility bill.

Applicant certifies:

- ☐ I am sixty-two (62) years or older at the time of the application;
 - ☐ I own or rent and reside in the residence where the discounted rate(s) is being requested and,
 - ☐ the residence has a separate water meter and;
 - ☐ I have total annual income including that of a spouse or any co-tenant(s) not exceeding \$30,000.00 per year and,
 - ☐ I am the named customer in the District's utility billing and,
 - ☐ my annual consumption is not in excess of 100 ccf (hundred cubic feet).
- o Annual usage in excess of 100 ccf will result in the discontinuance of the discount.

Total annual income \$_____ (Please provide a copy of your most recent income tax return)

I hereby certify under penalty of perjury that the above information is true and correct, and further that no persons receiving income other than the claimant, spouse or co-tenant(s) shall occupy the property to which District utility service is extended.

Signature _____ Date _____

Age _____ Phone # _____ Account # _____

Name _____

Address _____

Information and Instructions

Website: This application/renewal form is available on the District's website at www.alderwoodwater.com

Filing: The application for a discount must be filed annually.

Discounts: Discounts will commence on the next subsequent billing date after the application has been received and approved by the Alderwood Water & Wastewater District.

Residence: The applicant must reside at the address and have the corresponding District utility account in their name. The residence must have a separate water meter.

Signature of Applicant: The application must be signed by the person who qualifies for the discount.

Co-tenants(s): All persons other than the spouse residing in the residence with the applicant.

Annual income: Adjusted gross income as identified in the most recent Federal Income Tax Return plus other cash receipts not reported on the Federal Income Tax Return. In the absence of a Federal Income Tax Return, the Director of Finance may consider other documentation of annual income. If you have any questions or need help completing this form, please call 425-743-4605.



CITY OF MELROSE

MELROSE CITY HALL
562 Main St. Melrose, MA 02176
Telephone - (781) 979-4175

2019 Application for Senior Citizen 20% Water/Sewer Discount

The City of Melrose Revised Ordinances (May 2016 Chapter 228-20) provides for a 20% discount on quarterly water and sewer charges for certain qualifying property owners. Such discount will be granted upon application by Senior Citizen (65 years or older) who occupy their properties and meet certain consumption guidelines. (If condo owner with no water bill, please see separate application)

To be eligible for the 20% discount on quarterly water & sewer charges you must meet the following criteria:

- You must be 65 years of age or older on the day you apply
- Occupy the property as your principal place of residence
- Annual water consumption by applicant must not exceed 6,250 cubic feet.
- Water meter must be upgraded and in working condition.

You must provide ALL of the following documentation with your application:

- ☐ Proof of age - copy of applicants State ID or Federal ID showing Date of Birth (State ID, driver's license, passport, or birth certificate)
- ☐ Proof of ownership – copy of deed or property tax bill in the applicant's name
- ☐ Proof of residency – copy of electric bill, gas bill, or phone/cable for the property in applicant's name

Applications may be submitted any time during the year as long you have lived at the property for at least one year for us to obtain annual consumption usage. Once approved, the 20% discount will be applied to your next quarterly bill and continue as long as all requirements are met. **Once you have filled out this application once, you no longer need to do it every year.** Annual audits will be performed in the fall of each year and accounts found not meeting the requirements will be removed without notification at the beginning of the next calendar year.

Owner/Occupant Name(s): _____

Property Address: _____

Date of Birth: _____ Phone Number: _____

of occupants living at the location _____ Check one: Single Family _____ Two Family _____

This application has been prepared or examined by me. Under the pains and penalties of perjury, I declare that to the best of my knowledge and belief all accompanying documents and statements are true and correct .

Signature of Applicant

Date

If you need assistance with this application please call Lisa Patterson at 781-979-4175 or email waterbills@cityofmelrose.org. Please return the completed application and supporting documentation to Melrose Water Division, 562 Main St, Melrose, MA 02176



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Items for Discussion

MEETING DATE:

July 23, 2019

ITEM #: 5d**ITEM TITLE:**

Utility Standard Specifications and Details

DESCRIPTION:

The Facility Assessment and Improvement Plan (FAIP) identified the development of “Standard Specifications and Details” as a project that would benefit the town in future construction projects and ensure that construction is done in a consistent manner. This item was included in the FY2019 CIP and funds in the amount of \$30,000 were allocated. The Town accepted the proposal of Peed & Bortz to provide this item at a price of \$6,000 in FY2019.

Peed & Bortz has prepared standard details and specifications for water and sanitary sewer work within the Town of Altavista. Town staff has reviewed and approved the full set of standards and specifications. The applicable water standards and specifications have been reviewed and approved by the Virginia Department of Health (VDH). VDH “approved” standards and specifications allow expedited plan reviews for water extensions, repair and replacement projects. The sanitary sewer standards and specifications were prepared to comply with the latest sanitary regulations posted by the Virginia Department Environmental Quality (DEQ). DEQ does not currently review and approve municipal standards/specifications per the VDH review/approval process.

Town Council’s acceptance of the standards and specifications will allow Town staff to provide this information to engineers, developers, contractors, and other Town staff for consistent design and construction regarding installation of the utilities.

BUDGET/FUNDING:

This project had a cost of \$6,000 that was funded in FY2019. This provided a tool that we will utilize in bidding projects in the future.

POTENTIAL ACTION/PROPOSED MOTION:

Acceptance of the “Standard Specifications & Details” provided by Peed & Bortz.

ATTACHMENTS:

- *Example of a Specification & Detail*

TOWN OF ALTAVISTA, VIRGINIA

WATER AND SEWER STANDARD DETAILS

December 2018

Detail No. Detail Title

AR-01	Precast Chamber for Air Release Valve
AR-02	Air Release Valve in Meter Box (Cut Slope)
BO-01	Blow Off Assembly
BP-01	Backflow Preventer- Double Check Valve Assembly (3/4" to 2")
BP-02	Backflow Preventer- Double Check/ Double Gate Valve Assembly (3" to 8")
CA-01	Reaction Blocking Water and Sanitary Sewer Force Main Facilities
CA-02	Concrete Anchors (Crest Anchors)
CA-03	Concrete Slope Anchors (For Slopes over 20%)
CA-04	Mechanical Restraining Devices for Ductile Iron Pipe
CC-01	Concrete Cradle
CE-01	Concrete Encasement
CM-01	Compound Meter Installation Precast Vault (2"-4" Meter Setting)
CM-02	Compound Meter Installation Precast Vault (6" or Larger Meter Setting)
CO-01	Sanitary Cleanout
CO-02	Traffic Bearing Cleanout Cover
CS-01	Sealed Casing Installation
CS-02A	Neoprene Sealed Casing Installation (1 of 2)
CS-02B	Neoprene Sealed Casing Installation (2 of 2)
FC-01	Sanitary Sewer Standard Manhole Frame and Cover
FC-02	Water Standard Manhole Frame and Cover
FC-03	Sanitary Sewer Bolt Down Frame and Cover
FC-04	Sanitary Sewer Water Tight Frame and Cover
FH-01	Fire Hydrant Installation
HC-01	Water Line Installation Under Sanitary Sewer
HC-02	Storm Drain/ Sanitary Sewer Crossing
HC-03	Sanitary Sewer House Connection
HC-04	House Connection to Existing Sanitary Sewer Main
MC-01	Connection to Existing Mahole
MH-01	Sanitary Sewer Precast Standard Manhole (Eccentric with Monolithic Base)
MH-02	Sanitary Sewer Precast 5'-0" Diameter Manhole (Monolithic Base with Adapter)
MH-03	Manhole Invert Cleaning
MH-04	Drop Manhole
MH-05	Manhole Connection Detail for Slopes over 15%
MV-01	Sanitary Sewer Manhole Ventilation Type 'A'
MV-02	Sanitary Sewer Manhole Ventilation Type 'B'
RR-01	Riprap Stream Stabilization with Filter Cloth Underliner
RV-01	8" Pressure Reducing Valve Assembly with 2" Bypass

<u>Detail No.</u>	<u>Detail Title</u>
RV-02	Pressure Reducing Valve Individual Service
RW-01	Typical Water or Sewer Main Location within Town Right-of-Way
SC-01	Typical Residential Water Service Connection
SC-02	Typical Residential Water Service Reduced Pressure Connection
TB-01	Plastic Gravity Sewer Trench Bedding
TB-02	Pavement Repair for Utility Trench
TB-03	Pressure Pipe Trench Bedding
TB-04	Flowable Fill Utility Cut Repair
VB-01	Valve and Box Detail

- B. Install ground-type flushing hydrants with valve below frost line and provide for drainage. Install hydrant box flush with grade. Include separate gate valve or curb valve and restrained joints in supply piping.
- C. Install sampling stations with valve below frost line and provide for drainage. Attach weather-resistant housing and support in upright position. Include separate curb valve in supply piping.

3.13 FIRE HYDRANT INSTALLATION

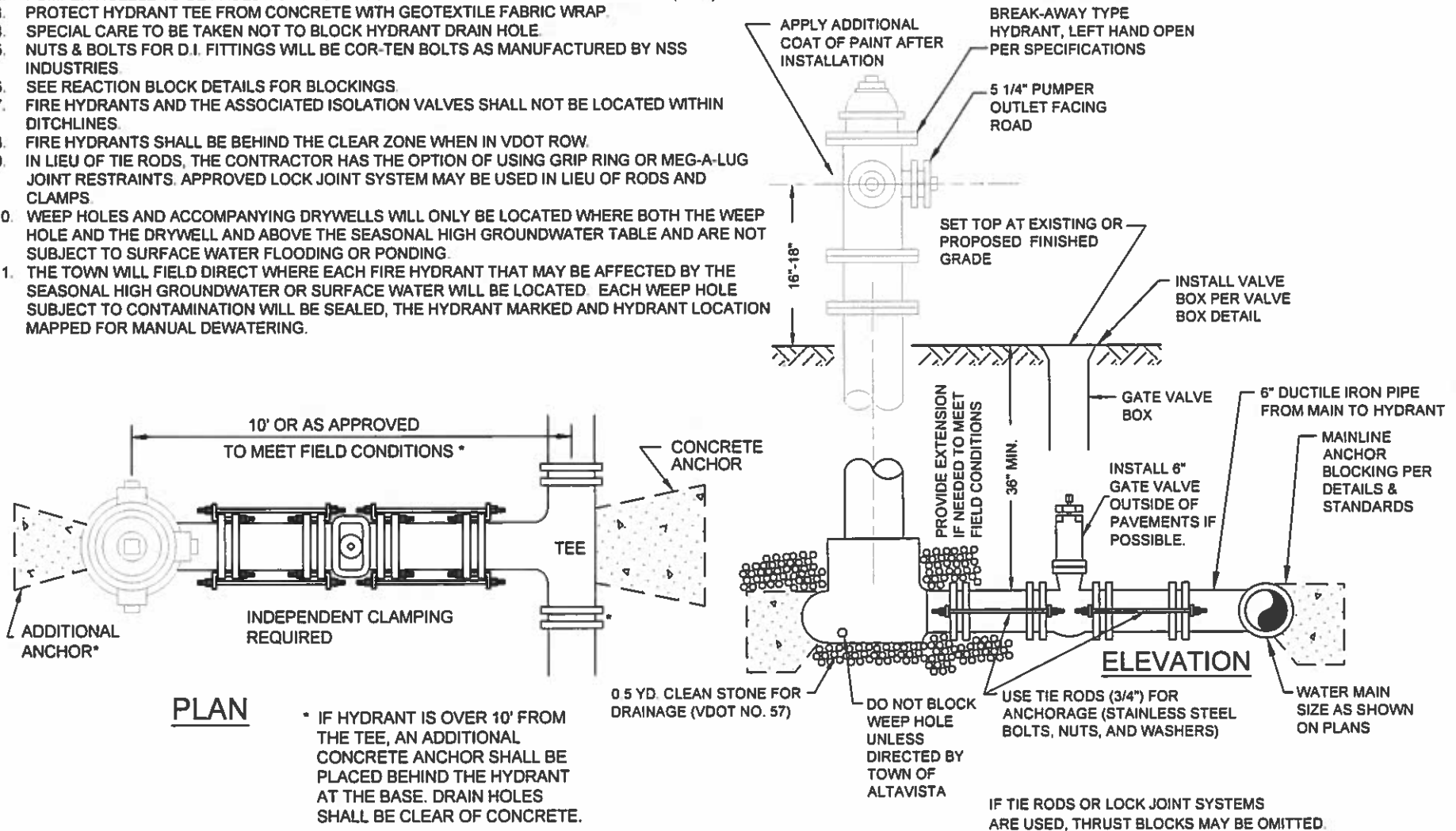
- A. General: install each fire hydrant with a separate gate valve in the supply pipe, anchor with restrained joints, mega-lugs, rodding back to mainline tee and/or thrust blocks, and support in upright, vertical position. Contractor will provide manufacturer's documentation regarding acceptability of restrained joints, mega-lugs, and/or rodding if used in lieu of concrete thrust blocks. Fire hydrants shall be installed on 6 inches or larger lines only.
- B. Install fire hydrants within the right-of-way behind the ditchline, behind the guardrail, or beyond the top of slope and/or outside of the clear zone per Town of Altavista and VDOT requirements. Contractor will coordinate all hydrant locations with the Town of Altavista (and VDOT if outside of Town limits) prior to installation.
- C. All fire hydrant leads will be ductile iron pipe from the mainline tee to the hydrant base.
- D. AWWA-Type Fire Hydrants: Comply with AWWA M17.
- E. High Ground Water Location: Relocate fire hydrants when excavation reveals high ground water or plug the hydrant drain hole if unable to relocate. Notify the Town of Altavista Utility Department in writing when hydrant drain holes are plugged.
- F. Coordination with local fire department: Notify local fire departments of work area, approximate work schedule, and all water mains & fire hydrants which may be impacted by utility work.
- G. Provide signage and/or provide cover to denote fire hydrants which are not usable by fire department. Coordinate signage and/or cover with local fire department.

3.14 FIELD QUALITY CONTROL

- A. Notify Town of Altavista Utility Department at least 48 hours in advance of the test date, and perform tests in presence of the Engineer.
- B. Contractor is prohibited from making service taps prior to pressurized testing of the water main.
- C. Town of Altavista will supply potable water for pipeline testing at no cost (to the Owner/Contractor) equal to two times the pipe volume. Master meters are to be installed and in service prior to filling and flushing the lines. Contractor will provide an estimated volume of water required for flushing, testing, and disinfection. All water in excess of this volume will be purchased by the Contractor/Owner from the Town of Altavista.
- D. After the line has been back-filled and at least seven days after the last concrete reaction anchor has been poured, subject the line or any valved section of the line to a hydrostatic pressure test in accordance with AWWA C600, except as modified herein. Fill the system with water at a velocity of approximately 1 ft. per second while necessary measures are taken to eliminate all air. After the system has been filled, raise the pressure by pump to 1.5 times the working pressure or up to the rated pressure of the pipe, whichever is less. Test pressures shall be:
 - 1. Not be less than 1.25 times the working pressure at the highest point along the test section
 - 2. Not exceed thrust restraint pressure

NOTES:

1. HYDRANT PUMPER & HOSE THREAD CONNECTIONS SHALL MATCH LOCAL STANDARDS.
2. PUMPER NOZZLE TO BE FACED TOWARD THE STREET OR THE ADJACENT DRIVEWAY (TYP.)
3. PROTECT HYDRANT TEE FROM CONCRETE WITH GEOTEXTILE FABRIC WRAP.
4. SPECIAL CARE TO BE TAKEN NOT TO BLOCK HYDRANT DRAIN HOLE.
5. NUTS & BOLTS FOR D.I. FITTINGS WILL BE COR-TEN BOLTS AS MANUFACTURED BY NSS INDUSTRIES.
6. SEE REACTION BLOCK DETAILS FOR BLOCKINGS.
7. FIRE HYDRANTS AND THE ASSOCIATED ISOLATION VALVES SHALL NOT BE LOCATED WITHIN DITCHLINES.
8. FIRE HYDRANTS SHALL BE BEHIND THE CLEAR ZONE WHEN IN VDOT ROW.
9. IN LIEU OF TIE RODS, THE CONTRACTOR HAS THE OPTION OF USING GRIP RING OR MEG-A-LUG JOINT RESTRAINTS. APPROVED LOCK JOINT SYSTEM MAY BE USED IN LIEU OF RODS AND CLAMPS.
10. WEEP HOLES AND ACCOMPANYING DRYWELLS WILL ONLY BE LOCATED WHERE BOTH THE WEEP HOLE AND THE DRYWELL AND ABOVE THE SEASONAL HIGH GROUNDWATER TABLE AND ARE NOT SUBJECT TO SURFACE WATER FLOODING OR PONDING.
11. THE TOWN WILL FIELD DIRECT WHERE EACH FIRE HYDRANT THAT MAY BE AFFECTED BY THE SEASONAL HIGH GROUNDWATER OR SURFACE WATER WILL BE LOCATED. EACH WEEP HOLE SUBJECT TO CONTAMINATION WILL BE SEALED, THE HYDRANT MARKED AND HYDRANT LOCATION MAPPED FOR MANUAL DEWATERING.



TOWN OF
ALTAVISTA
VIRGINIA

FIRE HYDRANT INSTALLATION

DATE: Oct. 2018

SCALE: N.T.S.

DETAIL NO.

FH-01



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Items for Discussion

MEETING DATE:

July 23, 2019

ITEM #: 5e**ITEM TITLE:**

Farmer's Market follow up

DESCRIPTION:

Council asked that staff evaluate the current Farmer's Market location and seek input from the individuals currently using the space. Councilman Bennett reported to staff that he had spoken with several individuals that sell at the stands located on the back of the sidewalk at Trade Lot parking lot. They indicated that they would prefer if the market stayed at this site, this mirrored conversations that staff has had with the individuals over the past several months.

Per the attachment, most Farmer's Markets are "seasonal", involve a limited number of days a week and require an application and possibly a fee. Currently our "stands" are available year round and seven (7) days a week, if so desired, with no application nor fee. While we utilize the term "Farmer's Market" our situation is more a "Produce Stand" type of model.

The previous issue that was before staff was creating some shade for the vendors. There are a wide range to options that could be utilized. At this time staff is seeking direction from Council on this item; assuming the location issue has been solved.

BUDGET/FUNDING:

Unknown at this time.

POTENTIAL ACTION/PROPOSED MOTION:

Provide direction on how to proceed with this item.

ATTACHMENTS:

- *Farmer's Market information (other communities)*



Photo: Glasgow Farmers Market

Glasgow Farmer's Market: *Fridays 12 – 5 p.m. and Saturdays 8 a.m. to noon. (Opens each May)*

Christiansburg Farmers Market: *Thursday from 3 p.m. to 7 p.m. May through October*

Danville Community Market *is home to the Farmer's Market open every Saturday, May through October.*

Bluefield (VA) Farmer's Market: *Friday from 8 a.m. to 1 p.m. June through October.*

Botetourt Farmer's Market: *Saturday from 9 a.m. to 1 p.m. May through October.*

Some Farmer's Markets have dedicated space, others utilize a parking lot (bank, etc.), while others utilized town streets. Most offer additional activities/events (ie. Wine tasting, bike rodeos, music, themed events, etc.)



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Items for Discussion

MEETING DATE:

July 23, 2019

ITEM #: 5f**ITEM TITLE:**

Recreation Committee Recommendation: Paving of Eagle Trail

DESCRIPTION:

The Recreation Committee provided a recommendation to pave Eagle Trail from the end of the existing pavement (in new area of English Park) to the end of the passive section of English Park, in the vicinity of the old water treatment plant. Following discussion by Town Council at their July Regular meeting, it was decided to place this item on the July 23rd Work Session.

Over the past year the Town has received funds in the amount of \$260,000 from the Jenks Estate that were designated for use in the development of the new part of English Park.

Staff has attached the Parks & Recreation CIP for FY2020-204.

Attached is a map and lowest proposal for the paving of the trail. This is a town maintained trail as it is not part of the VDOT system.

BUDGET/FUNDING:

Proposal cost is \$123,000 for paving.

POTENTIAL ACTION/PROPOSED MOTION:

Provide direction on how to proceed with this item.

ATTACHMENTS:

- *Map/Proposal*
- *Parks & Recreation CIP (FY2020-2024)*

Eagle Trail Paving Map

6,253P.00 Feet

10 Feet Wide

3" Thick

Prep Work Quote \$ 8,000.00

Paving Quote \$115,520.00

Total Estimate \$123,000.00

Legend

Google Earth

1000 ft



Randall Patterson Paving & Sitework
1787 Nicopolis Drive
Bedford, VA 24523
Office: (540)875-6331 Cell: (540)875-7806
Email: rpattersonpave@gmail.com

July 5, 2019

Town of Altavista
Attn: David Garrett
dtgarrett@altavista.gov

We are pleased to quote the following:

Project: Paving of Walkway
English Park Walk Path

Location: Town of Altavista
Altavista, VA

SCOPE OF WORK: (Approximately 6253 linear feet 10 feet wide)

A. Apply 3" compacted depth plant mix (Type SM12.5D)

Estimate: \$115,520.00

NOTE: Based upon current liquid asphalt and fuel cost.

Contractor agrees to provide all labor, equipment, and materials to complete project in a substantial workmanlike manner. Contractor agrees to provide insurance as needed to protect his operations.

TERMS: NET 10

By: _____ Date: _____

Accepted By: _____ Date: _____

ORIGINAL PLEASE SIGN AND RETURN UPON ACCEPTANCE



Randall Patterson Paving & Sitework
1787 Nicopolis Drive
Bedford, VA 24523
Office: (540)875-6331 Cell: (540)875-7806
Email: rpattersonpave@gmail.com

July 5, 2019

Town of Altavista
Attn: David Garrett
dtgarrett@altavista.gov

We are pleased to quote the following:

Project: Prep of Walkway for Paving
English Park Walk Path

Location: Town of Altavista
Altavista, VA

SCOPE OF WORK: (Approximately 6253 linear feet 10 feet wide)

- A. Grade and edge existing stone base as needed.
- B. Add additional base materials as needed to achieve smooth grade.
Note: Base materials (mainly millings furnished by Town of Altavista).
- C. Shape and compact.
- D. Need herbicide to be applied by Town prior to our move in.

Estimate: \$8,000.00

NOTE: Based upon current liquid asphalt and fuel cost.

Contractor agrees to provide all labor, equipment, and materials to complete project in a substantial workmanlike manner. Contractor agrees to provide insurance as needed to protect his operations.

TERMS: NET 10

By: _____ Date: _____

Accepted By: _____ Date: _____

ORIGINAL PLEASE SIGN AND RETURN UPON ACCEPTANCE

Town of Altavista
Capital Improvements Program (CIP)
FY2020 - 2024

PUBLIC WORKS CIP BY YEAR								
				FY2020	FY2021	FY2022	FY2023	FY2024
PW	Truck Replacement			\$ 55,000				
PW	Replace Generator			\$ 34,800				
PW	Replace Shop Furnace			\$ 11,000				
PW	Replace Broom Sweeper			\$ 5,200				
PW	Replace HVAC Unit (Town Hall)			\$ 7,500				
PW	Streetlight Upgrades (LED)			\$ 25,200	\$ 25,200	\$ 25,200	\$ 25,200	
PW	Chemical Storage Building			\$ 300,000				
PW	Solid Waste Replacement Cans			\$ 4,500				
PW	Replace Rotary Lift				\$ 7,500			
PW	Replace Bucket Truck				\$ 120,000			
PW	Replace Tractor Mower				\$ 76,800			
PW	Replace Street Sweeper					\$ 203,000		
PW	Truck Replacement					\$ 65,000		
PW	Replace Knuckleboom Truck					\$ 175,000		
PW	Replace Refuse Truck							\$ 350,000
PUBLIC WORKS TOTAL:				\$ 443,200	\$ 229,500	\$ 468,200	\$ 25,200	\$ 350,000
						FY2020-2024 CIP TOTAL:		\$ 1,516,100

PARKS & RECREATION CIP BY YEAR								
				FY2020	FY2021	FY2022	FY2023	FY2024
P&R	Resurface BB Courts (Coleman Park)			\$ 15,000				
P&R	Gazebo Roof Replacement (EP)			\$ 8,000				
P&R	Playground Replacement (SP)			\$ 125,000				
P&R	Access Bridge Replacement (SP)			\$ 50,000				
P&R	Disc Golf (Phase 1 - 9 holes)				\$ 26,100			
P&R	Trail (Connection to Lane Access Road)				\$ 75,000			
P&R	Inner Loop Trail (EP)				\$ 87,000			
P&R	Entrance Improvement (Pitt. Ave/3rd Street) (EP)					\$ 58,000		
P&R	Improvements - Picnic Area/River (EP)					\$ 50,750		
P&R	River Access (EP)					\$ 145,000		
P&R	Trail along River					\$ 87,000		
P&R	Boat Launch Area Parking/Circulation Improvements					\$ 159,000		
P&R	Improve War Memorial Entrance						\$ 36,250	
P&R	Trade Lot Parking/Circulation Improvements						\$ 232,000	
P&R	Improve Parking Lot connection to YMCA						\$ 72,500	
P&R	Pedestrian Bridge Access Improvement (EP)							\$ 108,750
P&R	English Park Sign Area Parking/Circulation Improvements							\$ 43,500
PARKS & RECREATION TOTAL:				\$ 198,000	\$ 188,100	\$ 499,750	\$ 340,750	\$ 152,250
						FY2020-2024 CIP TOTAL:		\$ 1,378,850



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Items for Discussion

MEETING DATE:

July 23, 2019

ITEM #: 5g**ITEM TITLE:**

Tree Removal Request – 1304 Lola Avenue Extension

DESCRIPTION:

The resident of 1304 Lola Avenue Extension requested that the Town look at a tree that is adjacent to her property, as she indicates that it is damaging her basement. Staff investigated the situation and the tree in question is located in the Right of Way and there appears to be large roots that are going in the direction to the home.

As with past tree removal requests, staff refers these items to Council when the tree in question is not dead or diseased. Staff seeks Council's direction on this item.

BUDGET/FUNDING:

Cost of removal of the tree.

POTENTIAL ACTION/PROPOSED MOTION:

Provide direction on how to proceed with this item.

ATTACHMENTS:

- *Drawing of area*



Homeowner at 1304 Lola Avenue Extension is requesting that the large tree located in the Right of Way be removed; she indicates that the roots of the tree are damaging her basement.