



INFRASTRUCTURE ADVISORY COMMITTEE

Thursday, May 4, 2023 – 3:00 PM

ARTHUR CAMPBELL ROOM

AGENDA

Call to Order- ***Nancy Head, Secretary***

Election of a new Committee Chairperson- ***Nancy Head, Secretary***

Approval of Minutes- March 2, 2022 Meeting

April 6, 2023- Meeting Canceled- No Quorum

Opening comments to the Infrastructure Advisory Committee- ***Committee Chair***

Discussion VDOT Local Assistance Program for funding infrastructure projects - ***Michael Surrett, Director Public Works***

Discussion Paving and Sidewalk Projects- ***Kevin Worley, Project Manager***

Discussion regarding amending Infrastructure Advisory Committee bylaws - ***Michael Surrett, Director Public Works***

Reports on Infrastructure Projects- ***See Memorandum of Progress Report***

Items not on the agenda

Adjournment



INFRASTRUCTURE ADVISORY COMMITTEE

Thursday, April 6, 2023 – 3:00 PM

ARTHUR CAMPBELL ROOM

AGENDA

Call to Order

Approval of Minutes- March 2, 2022 Meeting

Opening comments to the Infrastructure Advisory Committee- **Wayne Craig, Committee Chairman**

Discussion VDOT Local Assistance Program for funding infrastructure projects - **Michael Surrett, Director Public Works**

Discussion Paving and Sidewalk Projects- **Kevin Worley, Project Manager**

Discussion regarding amending Infrastructure Advisory Committee bylaws - **Michael Surrett, Director Public Works**

Reports on Infrastructure Projects- **See Memorandum of Progress Report**

Items not on the agenda

Adjournment

MEETING CANCELLED DUE TO NOT HAVING A QUORUM

**INFRASTRUCTURE ADVISORY COMMITTEE
THURSDAY, MARCH 2, 2023 – 3:00 pm
ARTHUR CAMPBELL ROOM – MUNICIPAL BUILDING**

A meeting of the Infrastructure Advisory Committee was held on Thursday, March 2, 2023, at 3:00 pm in Arthur Campbell room in the Municipal Building.

MEMBERS PRESENT: Wayne Craig, Chair
Vice Mayor Donna Quetsch
Janet Woolwine
Michael Surrett, Director of Public Works

MEMBER(S) ABSENT: Charlene Thurlick
Charlie Fugate

STAFF:

Kevin Worley, Project Manager
Nancy Head, Secretary of IAC
Megan Irwin, Contract Administrator
Mike Cochran, Town Manager
Mayana Rice, Assistant Town Manager
Chris Pritt, Project Manager Woodard & Curran

1. Call to Order: Mr. Wayne Craig, Chairman

2. Approval of minutes:

- February 2, 2023 Meeting

On motion of Mr. Michael Surrett, seconded by Vice Mayor Donna Quetsch, approved the February 2, 2022 minutes were approved as submitted.

Minutes were approved unanimously.

3. Opening comments to the Infrastructure Advisory Committee- *Wayne Craig, Committee Chairman*

- Mention was made that the infrastructure projects were moving slower than expected. Therefore, the concern for council appointed money for the projects. A worry as to the funds still being available for these projects. The concern was more of not the money being available, but if there were going to be enough funds available to complete them.
- At this time, it appears we will be moving forward with two of the three projects. We will not be moving forward with the Green Spring Rd project at this time.

4. FY24 Capital Improvement Submissions – Michael Surrett, Director Public

Works.

- Reference handout, a discussion about the handout ensued.
- Mr. Surret went over the Capital Improvement Plan.

5. Discussion Paving and Sidewalk Projects – Kevin Worley, Project Manager

- **Paving:** We have finalized the paving list, based on the amount of funds that we have available.
- We have 5800 feet of paving on four different street, which consist of the following.
- Main St. West – Cummings St. to Russell Rd.
- Valley St. East – Court St. to Deadmore St. (restriping, and realigning with pavement markings.)
- Colonial Rd - Old Reedy Creek Rd to West Main St.
- Gilliam St (All of Gilliam St.)
- The cost should be around \$350000.00.
- **Sidewalk:** We have several sections of sidewalk we are looking at.
- Brick on concrete near the courthouse on Main St., we are looking at putting it back as brick and sand, this would match the other sidewalks in town.
- Valley St, several long sections. (this is the bulk of the brick/sand work)
- Pecan St, section will be brick and concrete.
- Our estimate is around \$370,000.00 for sidewalks for this budget year.
- This bid will be released the week of February 6, and the work should be completed by the end of June 2023.

6. Discussion Green Spring Road Project – Wayne Craig, Committee Chairman.

- A discussion ensued regarding the Green Spring Road Project. Information was provided to the committee, stemming from the council retreat that had taken place.
- AMT was contacted and asked to add the sidewalk to the design work.
- The committee can proceed with the funds in hand, to get the engineering work done to add the sidewalk. Therefore, when the grants become available this would be a shovel ready project. These projects tend to get funded quicker than projects that are not shovel ready.

7. Reports on Infrastructure Projects – See Memorandum of Progress Report

- Trestle 4 Bids - \$1.84 Million was the only bid we received. It was from Ken Construction. This bid was to repair the entire trestle. There will be some cost savings by reusing some of the materials, at this time we are not sure what that savings will be.
- A new bid tab will be sent out next week.
- Chris Pritt, spoke on the issues regarding the sewer system since the last meeting.

8. Items not on the Agenda

Meeting was adjourned.

Approved: _____

Monday, April 24, 2023

Memorandum of Progress Report:

Project Updates:

1. East Main Street Flood Mitigation- **Priority Project**- Michael Surrett
 - a. **ARPA – TOA - Funded Project - \$3,899,640.00 (Funded from TOA Allocation)**
 - b. AMT EJCDC Contract for Project #22-0343.001. Engineering Services: \$350,940.00.
 - c. January 2023 - Survey and In-stream Inspection Work is finished.
 - d. February 2023 - AMT has developed 30% Plans.
 - e. February 24, 2023 - AMT and Town Management meeting to discuss project status, timeline and next steps.
 - f. March – worked with AMT to get Title Searches developed for all the effected parcels involved in the project scope.
2. Creeper Trail Trestle Repairs — **Priority Project**- Kevin Worley
 - a. **ARPA – TOA - Funded Project - \$1,250,000.00 (Funded from TOA Allocation)**
 - b. PROSIM Contract for Project #2022095. Engineering Services: \$97,910.00.
 - c. March 2, 2023 at 2:00 pm - Bid opening
 - a. Bid came in \$300,000.00 over budget
 - d. March 14, 2023 - Town Staff met with PROSIM to discuss options to revise the scope of services to address Trestle 4 critical repairs, Trestle 2 and 6 priority repairs and to keep the budget repairs at \$1.1 million to account for engineering fees and previous expenditures. Lowest bidder has been contacted and working with PROSIM and the Town to address the scoping changes.
 - e. April 5, 2023 – Meeting with PROSIM, Town Staff and Contractor to discuss repair options and final scope of work.
 - f. April 21, 2023 – Revised scope of services provided to Town and Contractor. Contractor is working to develop a revised fee schedule for the project based on the updated revised plans. Addressing plans for Immediate and Emergency Items for Trestles 4 and immediate items for Trestle 2 and 6. Consideration is being given to move Trestle 5 into the work scope instead of Trestle 2 to save costs on mobilization and repair costs.
 - g. Notice of Award will be requested at the next available Council Meeting following finalized scope of work and cost analysis approval.
 - h. Contract and Notice to Proceed will be finalized following Council Award.
3. Splash Pad- Kevin Worley
 - a. **ARPA – TOA Project - \$278,389.76 (Funded from TOA Allocation and Rotary Donation)**
 - b. Carolina Recreation Design contract for Project #2020-4300.
 - c. TOA Allocation: \$179,194.88 Rotary Donation: \$99,194.88
 - d. March – April 2023 - Town Staff are finalizing the site improvements.
 - e. April 12, 2023 - Carolina Recreation was onsite to start up the system and train staff on startup, operation and closing procedures. This was completed and staff have been trained and received the appropriate operation manuals for the site.
 - f. The Rotary Club has donated benches and a marker for the site. These will be installed once the site improvements are finalized.
 - g. Town Staff are finalizing the brick sidewalk and additions to the site
 - h. On track for Memorial Day Weekend dedication and opening.
4. Green Spring Road and Pedestrian Facilities
 - a. **ARPA – TOA - Funded Project - \$95,975.00 (Funded from TOA Allocation)**
 - b. AMT Task Order #3 for Project #19-0725.004. Engineering services \$95,975.00

- c. Scope: Re-align a portion of Green Spring Road where it crosses Town Creek and design for consideration pedestrian access facilities from existing sidewalk at the Creeper Trail Head to Robertson Street.
 - d. March 8, 2023 – Follow-up discussion with AMT about finalizing the preliminary designs to incorporate the requests of the Infrastructure Committee. Plans will be developed to 60%.
- 5. Sanitary Sewer ES Update- Michael Surret
- a. **DEQ – VRA Loan – TOA - Project - \$3,336,800.00 (Funded-TOA Underwrote and Reimbursed)**
 - b. The Lane Group EJCDC Contract for Project #2238. Engineering Services: \$834,900.00.
 - c. VRA Loan with 75% loan forgiveness meaning the TOA will repay \$834,200.00
 - d. March 2023 - The Lane Group is finalizing plans. The Town Creek DEQ ARPA Fund grant was **NOT** awarded. The Lane Group is considering options to include Town Creek in phase 1 construction. We are seeking additional dollars from DEQ to fund this portion of the phase 1 construction.
 - e. March 8, 2023 - Since the Town Creek Project was not awarded the DEQ funds we have met with The Lane Group and discussed this project with DEQ.
 - f. March 30, 2023 - The Town has filed a letter with DEQ requesting an additional \$1.9 million added to the \$3.3 million awarded for Phase 1 construction. We are awaiting response from DEQ on this request before finalizing the Phase 1 construction being designed by The Lane Group. If we need to amend the phase 1 scope to address Town Creek we are looking at all options and priorities.
- 6. Wolf Creek Water Reclamation Facility
 - a. **TOA – Enterprise Funds - \$35,000.00 (Funded by TOA)**
 - b. The Lane Group Task Order #22-01. Engineering Services: \$35,000.00.
 - c. Scope: Conduct Preliminary Engineering Report (PER) for the wastewater treatment plant and substations.
 - d. Amendment to Task Order The Lane Group estimates delivery of the PER May 2023.
 - e. Task Order still on track.
- 7. Exit 19 Force Main Project – Michael Surret
 - a. **DEQ – VRA Loan - \$486,555.00 (Not funded at this point)**
 - b. Mattern & Craig Task Order #4 for Project #4047D. Engineering Services: \$36,100.00.
 - c. Project is at 100% Plans and awaiting dates to advertise.
 - d. March 7, 2023 - DEQ – ARPA Application was **NOT** funded.
 - e. Discussion with Town Staff and The Lane Group has begun to address funding for this project.
- 8. Town Creek Sewer Project
 - a. **DEQ – VRA Loan - \$1,849,625.00 (Not funded at this point)**
 - b. Mattern & Craig Task Order #5 for Project #4047D. Engineering Services: \$59,800.00.
 - c. Mattern & Craig developed plans. The Lane Group will be working with M&C for construction.
 - d. Project is at 100% Plans and awaiting dates to advertise.
 - e. March 7, 2023 - Since the Town Creek Project was not awarded the DEQ funds we have met with The Lane Group and discussed this project with DEQ. The Town has filed a letter with DEQ requesting an additional \$1.9 million added to the \$3.3 million awarded for Phase 1 construction. We are awaiting response from DEQ on this request before finalizing the Phase 1 construction being designed by The Lane Group. If we need to amend the phase 1 scope to address Town Creek we are looking at all options and priorities.
- 9. SSES Task Order for CHA for Porter Field Highway Metershed
 - a. **DEQ – MRPDC – TOA - Grant Funds – \$100,000.00 (Funded-TOA Underwrote and Reimbursed)**
 - b. CHA Task Order #2 for Project #074362.000. Engineering and Deliverables: \$100,000.00

- c. February 28, 2023 - CHA provided final engineering report to the Town
 - d. March 11, 2023 – CHA provided the Town the CCTV work
 - e. March 11, 2023 – The Lane Group provided links to the PER and CCTV work for consideration in the SSES plan development.
 - f. March 28, 2023 – Reimbursement Request submitted to DEQ for \$75,000.00
 - g. March 29, 2023 – Reimbursement Request submitted to Mount Rogers Planning District Commission for \$25,000.00
10. I/I Program Update- Chris Pritt
- a. **DEQ – VRA Loan (Not Funded at this point but will be TOA Underwrote and Reimbursed)**
 - b. The Lane Group currently working on SSES work for the Town.
11. East Main Street Sidewalk, Smart Scale — Kevin Worley
- a. **VDOT - Smart Scale HSIP Project - \$248,000.00 (Funded-TOA Underwrote and Reimbursed)**
 - b. AMT EJCDC Contract for Project #22-0205. Engineering Services: \$40,796.50.
 - c. April 3, 2023 - Public Hearing on the project to be in accordance with VDOT LAP Manual. We will submit final LAP 402A form requesting authorization to proceed with project advertising.
 - d. April 20, 2023 – Submitted an updated Appendix A for the project to VDOT.
 - e. We are waiting on notification from VDOT to advertise the project for bids. This should happen late-April or early-May 2023.
12. VDOT Asphalt Resurfacing— Michael Surrent
- a. **VDOT - State of Good Repair Program Award - \$1,112,000.00 (VDOT Funded)**
 - b. East Main Street, Jonesboro Road agreements executed.
 - c. West Main Street Completed
13. Park Street Right Way Acquisition- Kevin Worley
- a. **VDOT Urban Project Funds - \$1,707,285.00 (Funded- TOA Underwrote and Reimbursed)**
 - b. Thompson and Litton, Inc., EJCDC Contract for Project #14017-00. Engineering Services: \$228,156.00
 - c. 3B Consulting EJCDC Contract. Professional Services: \$101,200.00.
 - d. ROW acquisition and negotiations continues by 3B for property and construction easements. We still waiting on signed options from 2 parcels in the project scope. Contact has been made by Town Staff as well as consultants on the status of the paperwork.
 - e. Right of Way plans have been submitted to VDOT for review. All the submitted documents have been approved to date.
 - f. Bid documents are being developed based on revised scope and add alternates.
14. VDOT Systemic Safety Initiatives – Highway Safety Improvement Program (HSIP) Funding
- a. **VDOT – Smart Scale HSIP Project - \$1,622,833.00 (Funded-TOA Underwrote and Reimbursed)**
 - b. Combined team effort to identify, gather data and complete applications for 3 potential projects for the Town of Abingdon.
 - i High Visibility Signal Backplates
 - ii Curve Delineation
 - iii Flashing Yellow Arrow
 - c. February 17, 2023 – Notification Email from VDOT that our Smart Portal Application has been selected for funding and will be sent to the Commonwealth Transportation Board for approval at the February meeting. Project scored a 78/100.
 - d. Project funds will be made available in FY 2024.
15. Intersection of Pecan and Main Signal Light- **Priority Project-** Michael Surrent
- a. **VDOT - Smart Scale Project (VDOT Funded)**

- b. VDOT Smart Scale Project to upgrade signalization through Abingdon was awarded and this intersection will be upgraded as part of the overall project.
 - c. This project will advertise in Spring of 2023.
16. Valley Street Traffic Calming- Michael Surret
- a. **Urban Maintenance – TOA - \$18,000.00 (Funded from TOA VDOT Allocation)**
 - b. R,K&K Task Order 4 for Project #20052.004. Engineering Services: \$18,000.00.
 - c. March 29, 2023 – Final stripping plan sent to the Town. These will be implemented during Spring Pavement Marking.
17. Sidewalk Projects- Public Works
- a. **Urban Maintenance – TOA - \$573,000.00 (Funded from TOA VDOT Allocation)**
 - b. March 16, 2023 – Invitation to Bid was released
 - c. April 13, 2023 – Bids due
 - d. April 18, 2023 – Meeting with lowest bidder to consider revised scope due project bid coming in \$300,000.00 over budget estimate. A revised fee schedule was provided by lowest bidder and accepted by the Town to submit to Town Council for Award.
 - e. Contract and Notice to Proceed will be finalized following Council Award with a 120 day work cycle beginning May 8, 2023.
 - f. Project will run over two budget cycles using the Urban Maintenance Funds with the first phase work completed and billed by June 23, 2023. Phase 2 will overlap and be finalized by August 31, 2023 unless lead time for brick exceeds the estimated delivery date.
18. Annual Bridge Inspections
- a. **Urban Maintenance – TOA - \$10,650.00 (Funded from TOA VDOT Allocation)**
 - b. Schwartz and Associates completed our annual bridge inspections. Final report has been received by the Town. Copy of the report has been submitted to VDOT.
 - c. Findings of this report will be used to develop Bridge Repair project for the Spring of 2023.
19. Annual Street Paving
- a. **Urban Maintenance – TOA - \$338,996.27 (Funded from TOA VDOT Allocation)**
 - b. February - Street Condition Report being finalized for roads to be selected for Spring 2023 Paving.
 - c. March 6, 2023 – Invitation to Bid Released
 - d. March 20, 2023 – Bids opened and read aloud
 - e. April 3, 2023 - Notice of Award will be requested at the Council Meeting.
 - f. Contract and Notice to Proceed will be finalized following Council Award.
 - g. June 16, 2023 – Final construction and invoicing
20. Annual Pavement Marking
- a. **Urban Maintenance – TOA - \$128,000.00 estimated (Funded from TOA VDOT Allocation)**
 - b. Clatterbuck Pavement Marking is secured under contract to conduct work Spring 2023.
 - c. Work schedule is being finalized with additional work on Valley Street as part of the Traffic Calming Plan in conjunction with R,K & K.
 - d. June 23, 2023 – Final work and invoice submitted.
21. Bridge and Culvert Repairs- Kevin Worley
- a. **Urban Maintenance – TOA - \$500,000.00 estimated (Funded from TOA VDOT Allocation)**
 - b. Project moved to Fall 2023 due to timeline and bidding requirements. Funding will come from Annual Urban Maintenance Funds.
 - c. Securing engineering services from on-call firm, The Lane Group, to assist with developing plans and bid documents based on Annual Bridge Inspection Reports. Estimated release date for bids in July 2023.
 - d. Bridge at Village Blvd will be invoiced separately and paid for by VACORP Insurance.

22. Urban Maintenance Inventory

- a. **Urban Maintenance – TOA**
- b. Staff have prepared an updated list of streets for VDOT to review to be incorporated into the Urban Maintenance Inventory. Once streets are incorporated into the VDOT system the Town will receive additional Urban Maintenance funds for maintaining these streets and right of way.
- c. April 2023 - Notification of acceptance should be released by VDOT.

23. VDOT Urban Maintenance Funding Increase

- a. **Urban Maintenance – TOA**
- b. March 22, 2023 - Due to recent budget bill update and VDOT's release of fuel reserves, all cities and certain towns in the urban system will receive an increase in their maintenance payments for FY 2023 to be distributed equally in Quarters 3 and 4.
- c. Additional Funds Allocated to Urban Maintenance Budget - **\$313,437.00**

Recap of Budget Expenditures and Allocations

1.	No new Revenue Sharing Project for FY 2024	
2.	<u>ARPA – TOA - Funded Projects –</u>	<u>\$5,520,004.00</u>
3.	<u>DEQ – VRA Loan – TOA – Projects –</u>	<u>\$5,807,980.00</u>
4.	<u>VDOT - Smart Scale Project –</u>	<u>\$4,690,118.00</u>
5.	<u>Urban Maintenance – TOA Projects –</u>	<u>\$1,568.646.00</u>
Total Project Estimates and Allocations to date		\$17,590,748.00
TOA Portion of the Total Project Budget		\$1,574,883.50
(Funding estimates current to 30 yr.)		
Total of current Projects Funded by ARPA,		\$16,015,864.50
Grants, VDOT, other sources		

INFRASTRUCTURE ADVISORY COMMITTEE BYLAWS

ARTICLE I – NAME

The Infrastructure Advisory Committee (“IAC”) is an advisory body created by the Abingdon Town Council.

ARTICLE II – AUTHORITY

Section 1

The IAC operates under the authority delegated to municipalities under Title 15.2, Chapter 22, Code of Virginia (1950), as amended.

Section 1.2

The authority for the IAC was established on October 1, 2019 by an ordinance of the Abingdon Town Council.

ARTICLE III – PURPOSE AND DUTIES

Section 1 – Duties and General Responsibilities

The IAC shall consider matters regarding the Town’s infrastructure, including, but not limited to streets, sidewalks, storm sewer systems, sanitary sewer systems, pumping stations, wastewater treatment, and traffic control and make recommendations to the Town Council and Planning Commission for actions regarding infrastructure, including but not limited to Town’s Capital Improvement Project and other specific expenditures.

ARTICLE IV – COMMITTEE MEMBERSHIP

Section 1 – Composition, salaries and expenses

The IAC shall consist of one Council member appointed by the Town Council to serve terms coincident with their terms as member of the Town Council, the Town Manager, the Public Works Director and four citizens appointed by Town Council to serve four-year terms. The members shall receive no salary, or other compensation for their services, but will be reimbursed for allowable expenses.

Section 2 – Appointment and vacancies of members

- a) The members of the IAC shall be appointed by the Abingdon Town Council. The Town Council shall seek out and appoint persons with a high degree of interest, capacity and objectivity.

- b) Vacancies in such committee occurring otherwise than by expiration of the term shall be filled by the Town Council for the remainder of the unexpired term. New members filling an un-expired term shall be eligible for two terms, without interruption.

ARTICLE V – OFFICERS AND ELECTIONS

The IAC shall within a reasonable time after appointment, conduct an organizational meeting to elect a chairman and secretary. The secretary shall cause a record to be kept of all proceedings, resolutions, findings and actions taken by the committee. Thereafter, the IAC shall elect a Chairman and Secretary annually in July. The term of the Chairman shall be one year.

ARTICLE VI – COMMITTEES

The Chairman may from time to time, with the consent of the IAC, recommend the establishment of special committees, including ad hoc committees, to study subjects of particular concern to the IAC and report their findings and recommendations to the IAC. Special Committee chairs must be appointed from among the members of the IAC. Special Committees shall consist of no fewer than two (2) IAC members and may include non-IAC members. All special committees shall take minutes to be presented at the next scheduled IAC meeting for all members to review.

ARTICLE VII – MEETINGS OF THE ADVISORY BOARD

Section 1 – Time and Place

Monthly meetings of the IAC shall ordinarily be held on the first Thursday of each month beginning at 3:00 p.m. in the Arthur Campbell Room, first floor of the Town Hall, or as noticed should a change of date, time or location be necessary. Additional and Special meetings of the IAC may be called by the Chair or a majority of IAC members provided that written or electronic notice to all members has been given proper notice. Meetings of special committees will be scheduled and convened at the discretion of the appropriate committee chair.

All meetings shall be open to the public and records of the IAC shall be a public record as required by the Virginia Freedom of Information Act. The committee may meet in closed session only for the purposes stated in that Act.

Section 2 – Quorum

Four or more members shall constitute a quorum.

Section 3 – Voting

In making any recommendation, adopting any plan, or approving any proposal, or position, action shall be taken by a majority vote of all members present. All votes of the IAC shall be made a matter of public record and shall be reflected in the minutes.

Section 4 – Minutes

Minutes of all IAC meetings shall be recorded by the Secretary and filed with the Town Clerk.

Section 5 – Attendance at Meetings

Regular attendance is expected and any member with an absence pattern will be addressed by the Committee. If after a determination of a majority of the IAC, a member has not attended regular meetings, the Chairman shall, at his or her discretion, declare that a vacancy exists and proceed to have it filled by Council appointment for the remainder of the unexpired term pursuant to these Bylaws.

ARTICLE VIII – AMENDMENT OF BYLAWS

Any proposed amendment to these Bylaws shall be presented in writing to the members of the IAC at a regularly scheduled meeting and shall not be subject to a vote until the next regularly scheduled IAC meeting. Bylaws shall be consistent with the Town Council ordinance establishing the IAC.

ARTICLE IX – SEVERABILITY

In the event any provision or provisions of these Bylaws shall be determined to be invalid, void or unenforceable, such determination shall not render invalid, void or unenforceable any other provision here of the adopted Bylaws.

ARTICLE XI – EFFECTIVE DATE

These Bylaws become effective when adopted by the IAC.

Adopted on January 6, 2022.

Amended: December 9, 2021

INFRASTRUCTURE ADVISORY COMMITTEE BYLAWS

ARTICLE I - NAME

The Infrastructure Advisory Committee ("IAC") is an advisory body created by the Abingdon Town Council.

ARTICLE II -AUTHORITY

Section 1

The IAC operates under the authority delegated to municipalities under Title 15.2, Chapter 22, Code of Virginia (1950), as amended.

Section 1.2

The authority for the IAC was established on October 1, 2019, by an ordinance of the Abingdon Town Council.

ARTICLE III - PURPOSE AND DUTIES

Section 1 - Duties and General Responsibilities

The IAC shall consider matters regarding the Town's infrastructure, including, but not limited to, streets, sidewalks, storm sewer systems, sanitary sewer systems, pumping stations, wastewater treatment, and traffic control, and make recommendations to the Town Council and Planning Commission for actions regarding infrastructure planning, including but not limited to Town's Capital Improvement Project and other specific expenditures.

ARTICLE IV -COMMITTEE MEMBERSHIP

Section 1 - Composition, terms, salaries, and expenses

The IAC shall consist of one Council member appointed by the Town Council to serve terms coincident with their terms as a member of the Town Council, the Town Manager or designees, the Public Works Director, and four citizens appointed by Town Council to serve staggered terms. One appointee shall serve a two-year term, two appointees shall serve a three-year term, and one appointee shall serve a four-year term. The members shall receive no salary or other compensation for their services but will be reimbursed for allowable expenses.

The IAC secretary shall be an ex-officio staff from Public Works as appointed by the Town Manager or designee. The secretary shall cause a record to be kept of all proceedings, resolutions, findings, and actions taken by the committee.

Section 2 - Appointment and vacancies of members

- a) The members of the IAC shall be appointed by the Abingdon Town Council. The Town Council shall seek out and appoint persons with a high degree of interest, aptitude, and objectivity.
- b) Vacancies in such committee occurring otherwise than by expiration of the term shall be filled by the Town Council for the remainder of the unexpired term. New members serving an unexpired term shall be eligible for two terms without interruption.

ARTICLE V - OFFICERS AND ELECTIONS

The IAC shall, within a reasonable time after the appointment, conduct an organizational meeting to elect a chairman. After that, the IAC shall elect a **Chair annually in January**. The term of the Chairman shall be one year.

ARTICLE VI - COMMITTEES

The Chairman may, from time to time, with the consent of the IAC, recommend the establishment of special committees, including ad hoc committees, to study subjects of particular concern to the IAC and report their findings and recommendations to the IAC. Special Committee chairs must be appointed from among the members of the IAC. Special Committees shall consist of at least two (2) IAC members and may include non-IAC members. All special committees shall take minutes to be presented at the next scheduled IAC meeting for all members to review.

ARTICLE VII - MEETINGS OF THE ADVISORY BOARD

Section 1 - Time and Place

Bimonthly meetings of the IAC shall ordinarily be held on the first Thursday of the scheduled month beginning at 3:00 pm in the Arthur Campbell Room, first floor of the Town Hall, or as noticed, should a change of date, time, or location be necessary. Additional and Special meetings of the IAC may be called by the Chair or a majority of IAC members provided that written or electronic notice to all members been given proper notice. Meetings of special committees will be scheduled and convened at the discretion of the appropriate committee chair.

All meetings shall be open to the public, and records of the IAC shall be a public record as required by the Virginia Freedom of Information Act. The committee may meet in closed session only for the purposes stated in that Act.

Section 2 - Quorum

Four or more members shall constitute a quorum.

Section 3 - Voting

In making any recommendation to the Town Council of any plan, proposal, or situation, the action shall be taken by a majority vote of all members present. All votes of the IAC shall be made a matter of public record and reflected in the minutes.

Section 4 - Minutes

Minutes of all IAC meetings shall be recorded by the Secretary and filed with the Town Clerk.

Section 5 - Attendance at Meetings

Regular attendance is expected and any member with an absence pattern will be addressed by the Committee. If, after a determination of a majority of the IAC, a member has not attended regular meetings, the Chairman shall, at their discretion, declare that a vacancy exists and proceed to have it filled by Council appointment for the remainder of the unexpired term pursuant to these Bylaws.

ARTICLE VIII - AMENDMENT OF BYLAWS

Any proposed amendment to these Bylaws shall be presented in writing to the members of the IAC at a regularly scheduled meeting and shall not be subject to a vote until the next regularly scheduled IAC meeting. Bylaws shall be consistent with the Town Council ordinance establishing the IAC.

ARTICLE IX - SEVERABILITY

In the event any provision or provisions of these Bylaws shall be determined to be invalid, void, or unenforceable, such determination shall not render invalid, void, or unenforceable any other provision here of the adopted Bylaws.

ARTICLE XI - EFFECTIVE DATE

These Bylaws become effective when adopted by the Infrastructure Advisory Committee.

Adopted: January 6, 2022.

Amended: December 9, 2021

Amended: