



INFRASTRUCTURE ADVISORY COMMITTEE

Thursday, November 2, 2023 – 3:00 PM

ARTHUR CAMPBELL ROOM

AGENDA

Call to Order

Approval of Minutes- October 5, 2023, Meeting

Opening comments to the Infrastructure Advisory Committee- *Michael Surrett, Director Public Works*

Welcome new Infrastructure Advisory Committee member Otey Dudley- *Michael Surrett, Director Public Works*

Vote of amended Infrastructure Advisory Committee bylaws - *Michael Surrett, Director Public Works*

Update on emergency sewer repairs- *Kevin Worley, Project Manager*

Report on completed sidewalk repairs and maintenance- *Kevin Worley, Project Manager*

Update on East Main Street Flood Mitigation- *Mike Cochran, Town Manager*

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

Items not on the agenda

Adjournment

INFRASTRUCTURE ADVISORY COMMITTEE

APPOINTMENT & EXPIRATION DATES

2-year terms; may serve any number of terms, but not more than two terms consecutively

Staff Contact: Director of Public Works

Phone Number: 276-628-3167

Updated: July 2023

Name	Address	Appointment Date	Term Expiration Date	Eligible for Another Term
Councilmember Donna Quetsch	PO Box 789 Abingdon VA 24212 dquetsch@abingdon-va.gov	July 2020	Term to coincide with Council term	Yes
Otey Dudley	490 Court Street, Apt 1 Abingdon, VA 24210 Otey840@gmail.com	October 2023	Oct 2025	Yes
Charlie Fugate	87 Fairway Drive Abingdon VA 24210 fugatec@foodcity.com	October 2019	Oct 2021 Reappt: Oct 2023	No
Charlene Truhlik	147 Valley St NE Abingdon VA 24210 charlene@bvu.net 276-356-9696	November 2019	Nov 2021 Reappt: Nov 2023	No
Mike Owens (filled the unexpired term of Chair Wayne Craig)	211 High Street Abingdon VA 24210 (423) 967-0851 mowensod@me.com	July 2023	July 2025	Yes
Michael Surrent, Director of Public Works	P O Box 789 Abingdon VA 24212-0789		Continual	
Mike Cochran, Town Manager	P O Box 789 Abingdon VA 24212-0789		Continual	

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~~, **infrastructure planning** including but not limited to Town's Capital Improvement Project and other specific expenditures.

Commented [MS1]: infrastructure planning

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~~, **Town Manager or designee**, the Public Works Director and four citizens appointed by Town Council to serve four-year terms. **It is at the council's discretion to appoint for shorter term to achieve terms for the citizen members.** ~~The secretary shall cause a record to be kept of all proceedings, resolutions, findings and actions taken by the committee.~~ The members shall receive no salary, or other compensation for their services, but will be reimbursed for allowable expenses.

Commented [MS2]: Town Manager or designee

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~~, **aptitude** and objectivity.

Commented [MS3]: aptitude

- 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~~. ~~A nonvoting Public Works staff member~~ ~~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~~ ~~Vice Chairman~~ annually in ~~July~~. ~~January~~. The term of the Chairman and ~~Vice Chairman~~ shall be one year.

Commented [MS4]: Chairman, vice chairman,

Commented [MS5R4]:

Commented [MS6]: MOVE TO ARTICLE 1

Commented [MS7]: Thereafter, the IAC shall elect a Chairman and Vice Chairman annually in January

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.~~ ~~Bimonthly meetings of the IAC shall ordinarily be held on the first Thursday of the scheduled month beginning at 5:30 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 has been given proper notice. Meetings of special committees will be scheduled and convened at the discretion of the appropriate committee chair.

Commented [MS8]: Bimonthly meetings of the IAC shall ordinarily be held on the first Thursday of the scheduled month beginning at 5:30 pm in the Arthur Campbell Room.

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,~~ of any plan, proposal, or situation 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**

Commented [MS9]: of any plan, proposal, or situation

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~~.

Commented [MS10]: Infrastructure Advisory Committee

Adopted on January 6, 2022.

Amended: December 9, 2021

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ARTICLE XI - EFFECTIVE DATE

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

Infrastructure Advisory Committee approves these Bylaws by _____ vote.

Mchael Surrect, Interim Chairman	
Mike Cochran, Town Manager	
Donna Quetsch, Councilmember	
Mike Owens, Citizen Member	
Charlene Truhlik, Citizen Member	
Otey, Dudley, Citizen Member	
Charlie Fugate, Citizen Member	

Signed: _____

Chairman, Infrastructure Advisory
Committee

Adopted on January 6, 2022.

Amended: December 9, 2021

Amended: November

DRAFT

REVISED – Monday, October 30, 2023

Memorandum of Progress Report:

Project Updates:

1. East Main Street Flood Mitigation- **Priority Project**- Michael Surrett
 - **ARPA – TOA - Funded Project - \$3,899,640.00 (Funded from TOA Allocation)**
 - **REVISED Project Estimate for Phase 1 - \$850,000.00**
 - AMT EJCDC Contract for Project #22-0343.001. Engineering Services: \$350,940.00.
 - a. July – October 2023 – 60% plans finalized with right of way – ON HOLD
 - b. September 2023 – Project Scope Revision. Project to be developed in phases.
 - c. October 2023 – Phase 1 revision to handle upstream concerns and working to Improve from Deadmore Street to Main Street. Included in Phase 1 will be to improve stream channel, install new box culverts under the parking areas of adjacent businesses and to install new box culverts under Main Street to tie into existing channel on the South Side of the road.
 - d. October 2023 – Consultants and Town Staff working with selected parcel owners.
2. Creeper Trail Trestle Repairs — **Priority Project**- Kevin Worley
 - **ARPA – TOA - Funded Project - \$1,250,000.00 (Funded from TOA Allocation)**
 - PROSIM Contract for Project #2022095. Engineering Services: \$97,910.00.
 - a. June 22, 2023 - Notice of Award by Town Council for **\$1,103.308.00 to Ken Construction.**
 - b. **September 11, 2023 – Onsite work begins at Trestle 4.**
 - c. Trestle work – Trestle 4, 5, and 6.
 - d. 220 Days allotted for total project improvements.
3. Sanitary Sewer ES Update- Michael Surrett
 - **DEQ – VRA Loan – TOA - Project - \$3,336,800.00 (Funded-TOA Underwrote and Reimbursed)**
 - The Lane Group EJCDC Contract for Project #2238. Engineering Services: \$834,900.00.
 - a. VRA Loan with 75% loan forgiveness meaning the TOA will repay \$834,200.00.
 - b. May 2023 – Project continues to design and bid document development.
 - c. June 2023 – Town Creek Project Added to Project Scope
 - d. August – September 2023 – Final plans and documents sent to DEQ for review and approval.
 - e. November 2023 - Public Advertisement for Construction
4. Sanitary Sewer Phase 2 Construction – Michael Surrett
 - **DEQ – VRA Loan – TOA - Project - \$9,000,000.00 (Secured-TOA Underwrote and Reimbursed)**
 - a. Project funds secured through DEQ for Phase 2 Construction
 - b. The Lane Group finalizing designs for project work.
 - c. June 23, 2023 – Loan Forgiveness Letter from DEQ received for 40%. TOA will repay \$5,701,200.00.
5. Exit 19 Force Main Project – Michael Surrett
 - **Project absorbed into Southview Pump**

6. Southview Pump Station and Exit 19 Force Main Project
 - **DEQ – VRA Loan - \$2,101,500.00 (Awarded by DEQ)**
 - Mattern & Craig and The Lane Group developing the project moving to construction.
 - a. July 2023 – DEQ Application for Sunding
 - b. September 2023 – DEQ Award Letter for Funding.
 - c. Project is at 100% Plans and awaiting dates to advertise.

7. Town Creek Sewer Project – Michael Surrett
 - **DEQ – VRA Loan – TOA – Project - \$1,849,625.00 (Funded-TOA Underwrote and Reimbursed)**
 - Mattern & Craig Task Order #5 for Project #4047D. Engineering Services: \$59,800.00.
 - a. Mattern & Craig developed plans. The Lane Group will be working with M&C for construction.
 - b. Project is at 100% Plans and awaiting dates to advertise.
 - c. June 2023 – Notification from DEQ that additional funds will be available for this project. The Lane Group will be working with Mattern & Craig to develop this phase of the project.

8. I/I Program Update- Chris Pritt
 - **DEQ – VRA Loan (Not Funded at this point but will be TOA Underwrote and Reimbursed)**
 - a. The Lane Group currently working on SSES work for the Town.

9. East Main Street Sidewalk, Smart Scale — Kevin Worley
 - **VDOT - Smart Scale HSIP Project - \$241,928.00 (Funded-TOA Underwrote and Reimbursed)**
 - AMT EJCDC Contract for Project #22-0205. Engineering Services: \$40,796.50.
 - a. June 26, 2023 – VDOT filed Bid Tabulation with Central Office to Award Contract to Taff & Frye for **\$154,393.75**. Notice of Award filed with VDOT. Contract Agreement will follow once approved by VDOT Central Office.
 - b. August 17, 2023 - Notice to Proceed issued.
 - c. September 5, 2023 – Onsite work begins
 - d. 120 Total days for construction

10. Park Street Right Way Acquisition- Kevin Worley
 - **VDOT Urban Project Funds - \$1,707,285.00 (Funded- TOA Underwrote and Reimbursed)**
 - Thompson and Litton, Inc., EJCDC Contract for Project #14017-00. Engineering Services: \$228,156.00
 - 3B Consulting EJCDC Contract. Professional Services: \$101,200.00.
 - a. June 2023 – Right of Way acquisition completed and payments for easements being processed. Working with Penn Stuart to finalize closings on parcels.
 - b. July 2023 – VDOT Review.
 - c. September – October 2023 – Closings on parcels
 - i. October 2023 – Closings scheduled for round 1. Additional closings to be scheduled in November.
 - d. November 2023 – Finalize project documents with VDOT
 - e. December – January 2024 – Projected bid release

11. Sidewalk Projects- Public Works – Kevin Worley

- **Urban Maintenance – TOA - \$637,190.00 (Funded from TOA VDOT Allocation)**
 - a. May 2, 2023 – Notice of Award and Contract issued to Jones Road and Bridge.
 - b. 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 October 31, 2023, unless lead time for brick exceeds the estimated delivery date.
 - c. June 20, 2023 – Released Jones Road and Bridge to order bricks for the project.
 - d. August 14, 2023 – Onsite works begins.
 - e. October 2023 – Additional Brick Sidewalk work approved.
 - f. August – December 2023 – Construction Phase.
 - g. **PROJECT - COMPLETED**

12. VDOT Systemic Safety Initiatives – Highway Safety Improvement Program (HSIP) Funding

- **VDOT – Smart Scale HSIP Project - \$517,000.00 (Funded-TOA Underwrote and Reimbursed)**
 - a. 3 potential projects for the Town of Abingdon.
 - i High Visibility Signal Backplates, Curve Delineation, Flashing Yellow Arrow
 - b. Project incorporated into a larger VDOT Project for Funding and Construction

13. Cook Street Extension – Michael Surrett

- **VDOT – Smart Scale Project - \$27 million (VDOT Funded) (Special) (Secured)**
 - a. May 23, 2023 – Notification email from that this project will be recommended for funding in this next cycle of project.

14. VDOT Pipeline Project Study – Michael Surrett

- **VDOT – Project Study - \$100,000.00 (VDOT Funded)**
- Comprehensive study of the Main Street Corridor to diagnose issues with transportation needs, identify congestion problems and make suggestions for improvements, safety needs, bike and ped transit needs, systemic risk factors to make potential safety action plans.
 - a. May 18, 2023 – Abingdon Town Council agreed to support the project study.
 - b. Various virtual meetings conducted with Town Staff to supply input on the project.

15. Bridge and Culvert Repairs- Kevin Worley

- **Urban Maintenance – TOA - \$813,381.95 estimated (Funded from TOA VDOT Allocation)**
- Project moved to Fall 2023 due to timeline and bidding requirements. Funding will come from Annual Urban Maintenance Funds.
- Securing engineering services from on-call firm, The Lane Group, to assist with developing plans and bid documents based on Annual Bridge Inspection Reports.
 - a. Bridge Repairs for FY24 on Rte. 75 Bridge over NS Railway on East Main Street.
 - b. Bridge at Village Blvd will be invoiced separated and paid for by VACORP Insurance.
 - c. May 2023 – Contacted VDOT to see if Bridges on Rte. 75 and Rte. 11 could go into the VDOT State of Good Repair for funding. Estimated for repairs for these two bridges \$1.6 million.
 - d. NOTE – If funded through State of Good Repair we will develop a separate bridge repair project to include Village Blvd. and other Bridge Culvert Repairs based on Inspection Report.

16. Village Blvd Bridge Repair

- **Insurance Settlement – TOA – Estimated repair and services \$160,000.00**
- Damage occurred as a crane wreck on October 25, 2022.
 - a. August 22, 2023 – Issued Task Order 23-01 with The Lane Group for preliminary engineering through construction services.
 - b. September – October 2023 – Bid Documents Prepared.
 - c. November – December 2023 – Bid Release and Contract Administration

17. West Main Street **EMERGENCY** Sewer Repair

- a. **Awarded Bid - \$89,883.15**
- b. Work completed by Woodard and Curran on the section of West Main Street, at Trupoint Bank, revealed a collapsed line in the road.
- c. September – The Lane Group developed plan sheet and bid documents for the repair
- d. October 5 – Release EMERGENCY Repair information to 4 contractors (Ken Construction, Little B Construction, Jones Road and Bridge and Rameriz Construction).
- e. October 12 – ONSITE meeting with contractors to discuss the repairs in preparation for them to submit bids
- f. October 19 – Bids due and opened
- g. October 19 – Bid Tabulation Presented to Council for Award
- h. October 20 – Issue Notice to Award and Notice to Proceed to selected bidder
- i. October 24 – Kick off Meeting with Little B Construction.
 - i Materials for the repair have been ordered
 - ii Notice to Proceed will be issued when materials arrive in Abingdon

Recap of Budget Expenditures and Allocations

1.	No new Revenue Sharing Project for FY 2024	
2.	<u>ARPA – TOA - Funded Projects –</u>	<u>\$5,149,640.00</u>
3.	<u>DEQ – VRA Loan – TOA – Projects –</u>	<u>\$7,287,925.00</u>
4.	<u>DEQ – VRA Loan – TOA – Projects – (Future)</u>	<u>\$9,000,000.00</u>
5.	<u>VDOT - Smart Scale Projects –</u>	<u>\$2,466,213.00</u>
6.	<u>Cook Street Project – (Special Project) (Secured)</u>	<u>\$27,000,000.00</u>
7.	<u>Urban Maintenance – TOA Projects –</u>	<u>\$1,450,571.95</u>
8.	<u>Insurance Settlement</u>	<u>\$160,000.00</u>

Project Estimates and Allocations to date	(Funded)	\$26,016,349.95
	(Special)	\$27,000,000.00

TOTAL PROJECTS and ALLOCATIONS **\$53,016,349.95**

TOA Portion of the Total Project Budget - Current **\$1,574,883.50**
(Funding estimates current over 30 yr. note at 0%) **(Loan Executed)**

TOA Portion of SECURED DEQ-VRA Loan - Upcoming **\$5,925,450.00**
(Funding estimates current over 30 yr. note at 0%) **(Amount based on loan forgiveness.)**