



## INFRASTRUCTURE ADVISORY COMMITTEE

Thursday, March 7, 2024 – 5:30 PM

ARTHUR CAMPBELL ROOM

### AGENDA

Call to Order

Approval of Minutes- January 4, 2024, Meeting

Opening comments to the Infrastructure Advisory Committee- ***Mike Owens, Chairman***

Discussion regarding planning for future infrastructure projects- ***Mike Owens, Chairman***

Discussion VDOT Project Pipeline Study for US-11/Main Street for infrastructure projects -  
***Michael Surrett, Director Public Works, Mayana Rice, Asst. Town Manager***

Discussion VDOT Smart Scale Round 6 for infrastructure projects - ***Michael Surrett, Director  
Public Works***

Discussion on Sanitary Sewer Evaluation Study Phase 1 – ***Kevin Woley, Senior Project  
Manager***

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

Items not on the agenda.

Adjournment

**INFRASTRUCTURE ADVISORY COMMITTEE THURSDAY, JANUARY 4, 2024 – 3:00 pm**  
**ARTHUR CAMPBELL ROOM – MUNICIPAL BUILDING**

**A meeting of the Infrastructure Advisory Committee was held on Thursday, January 4, 2024, at 3:00 pm in Arthur Campbell room in the Municipal Building.**

**MEMBERS PRESENT:** Michael Surrett, Interim Chair  
Mike Cochran, Town Manager  
Donna Quetsch, Council Member  
Mike Owens  
Otey Dudley  
Taylor Bettis  
Tyler Vencill

**MEMBE(S) ABSENT:**

**STAFF:** Kevin Worley, Project Manager  
Chris Pritt, Wastewater Plant Manager  
Mayanna Rice, Assistant Town Manager  
Steve Trotman, Director of Finance

1. Call to Order: Mr. Michael Surrett, Interim Committee Chairman.
2. **Approval of minutes:**
  - On motion of Mike Owens, seconded by Dudley Otey, approved the November 2, 2023, minutes were approved following minutes with corrections:
  - Change Vice Mayor Donna Quetsch, to Donna Quetsch – Council Member.
  - The minutes were approved unanimously.
3. Opening comments to the Infrastructure Advisory Committee- *Michael Surrett, Director Public Works*

- a. Mr. Surrett welcomed everyone to the meeting. We will be looking for additional infrastructure projects, in the 5-to-10-year plans.
4. Welcome new Infrastructure Advisory Committee member Tyler Vencill and Taylor Bettis –
  - a. Mr. Surrett welcomed Mr. Bettis and Mr. Vencill to the committee.
  - b. Mr. Vencill spoke to the committee regarding his tenure with the Town of Abingdon.
  - c. Mr. Bettis introduced himself to the committee, and provided some background information and how he is looking forward to being involved with the committee.
5. Organizational Meeting - *Michael Surrett, Director Public Works*
  - Election of new Chairperson- *Michael Surrett, Director Public Works*
    - A nomination for Mike Owens for Chairman, from Donna Quetsch.
    - On a motion by Taylor Bettis, seconded by Michael Surrett. Mr. Owens has been approved to be the Chairman.
  - Election of new Vice Chairperson-
    - A nomination for Michael Surrett for Vice Chairman was made by Dudley Otey.
    - On a motion by Dudley Otey, seconded by Donna Quetsch was approved to be Vice Chairman.
  - Appointment of the committee secretary- *Michael Surrett, Director Public Works*
    - Michael Surrett has appointed Nancy Head to continue as the committee secretary.
  - Review of the Infrastructure Committee By-laws
    - A quick review of the Committee By-laws, for Mr. Vencill and Mr. Bettis.
    - Mr. Surrett made mention of the recent changes that were made.
      - Meeting dates and timeline for the meetings.
      - Changed to the secretary appointed position.
      - Process for emergency replacement of chairman.
    - Mr. Vencill had a question about the by-laws.
      - Is there mention of special meeting requests?
        - Mr. Surrett acknowledged we have included in the by-laws the chairman can call a special meeting if needed.
  - Review of the Infrastructure Committee Matrix
    - Mr. Surrett went over the committee matrix that was included in the meeting agenda.
    - Correction for Tyler Vencill's email address [vencill.tyler@gmail.com](mailto:vencill.tyler@gmail.com).

- Review of meeting dates

- The only conflict for meeting dates is July 4<sup>th</sup>. This meeting will be moved to July 11, 2024.

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

- Mr. Kevin Worley keeps the report updated on our website. He also provided some additional information about the report.
- *East Main Street Flood Mitigation- Priority*
  - January 10, 2024, there is a meeting scheduled with AMT, to go over where we are with the project, for East Main St. flooding.
  - A discussion ensued about the logistics and plans for moving forward with the project.
- Mr. Michael Surrett went over some previously awarded projects.
- The sidewalk project on Main St. E. is completed, except for the handrail being installed.
- The Sanitary Sewer project will be released next week. Chris Pritt provided some additional information.
  - Mr. Michael Cochran advised he had spoken with Dr. Moore regarding the acquisition of additional property for the Southview Pump station.
  - Tyler Vencill inquired about any updates to include Marengo Rd, and those areas with any smoke testing and I&I work.
    - At this time, it was not included in this scope of testing. Mr. Vencill advised the study revealed the Watauga area pump station could be beneficial, to repair some I&I issues.
    - Mr. Surrett stated a conversation was had with Mr. Matthew Lane of the Lane Group to discuss the expansion of the project.
    - Mr. Chris Pritt advised the Wastewater Dept. has repaired manholes and cleanouts.
    - Eighty-six of the issues have been determined to be on the homeowner side of the project.
- Creeper Trail Project –
  - Mr. Kevin Worley advised the contractor to work on getting all the supplies in. The work that has been performed has been done from the top down. They hope to have minimal impact to trail traffic.
- West Main Street Emergency Sewer Repairs.
  - Mr. Worley advised that we had one small concern on a manhole that was low, on the inside travel lane. We have discussed having the contractor come back

and repair this in the spring.

- A discussion ensued about the breakdown of the current recap of budget expenditures and allocations.

7. Items not on the agenda.

- Main Street Parking issues – Mr. Mike Owens
  - Mr. Mike Cochran advised we do not currently have any parking issues.
    - Adding parking lines on Main St. helped with parking.

8. The meeting was adjourned.

Approved: \_\_\_\_\_

Memorandum of Progress Report:

Project Updates:

1. East Main Street Flood Mitigation- **Priority Project**- Michael Surrett
  - **ARPA - REVISED Project Estimate for Phase 1A and 1B - \$1,932,725.00**
  - 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.
  - e. November 2023 – Options Secured on selected Parcels.
    - 1 Apex Holding – Option Secured
    - 2 Combs Trust – Option Secured
    - 3 Ely Parcel – Option Secured. Staff working to finalize acquisition of this parcel in December.
    - 4 George Rees – Town Staff working to Mr. Rees to secure Temporary Construction and Permanent Maintenance Easement.
  - f. December – January 2024 – Easements finalized and executed.
  - g. **January 2024 – 100% plans and engineering estimates provided for review**
  - h. **February 8, 2024 – Maintenance of Traffic Discussion with VDOT, AMT and TOA Staff**
  - i. **February – April 2024 – Final Plans, Solicitation for Contractor Services**
  - j. **May 2024 – Estimated Notice to Proceed**
  
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. All permanent and temporary easements secured for adjacent land owners at Trestle 4, 5, and 6.
  - e. 220 Days allotted for total project improvements.
  - f. Project is moving along on schedule. Materials are being shipped to the site and the contractor is working on the various tasks for the repairs.
  - g. **Work To Date**
    - a. **Access and bridge installed**
    - b. **Shoring of foundations are almost completed on Trestle 4, 5 and 6**
    - c. **Materials ordered for steel span are arriving and this work will begin with a couple weeks. These will be installed to span the creek and stabilize the middle section of Trestle 4. This work should be completed by mid March.**
    - d. **Final foundation repairs for Trestle 5 and 6 should be completed by end of April.**

3. Sanitary Sewer **PHASE 1** Construction Project- Michael Surrett
  - **DEQ – VRA Loan – TOA - Project - \$3,336,800.00 (Funded-TOA Underwrote and Reimbursed)**
  - **VRA Loan with 75% loan forgiveness meaning the TOA will repay \$834,200.00.**
  - The Lane Group EJCDC Contract for Project #2238. Engineering Services: \$834,900.00.
  - a. May 2023 – Project continues to design and bid document development.
  - b. June 2023 – Town Creek Project Added to Project Scope
  - c. August – September 2023 – Final plans and documents sent to DEQ for review and approval.
  - d. **Probable Timeline**
    - 1 **Advertise for Bids – March 2024**
    - 2 **Pre-Bid Conference – March 2024**
    - 3 **Receive/Open Bids – April 2024**
    - 4 **Council Award – April 2024**
    - 5 **Issue Notice of Award – April 2024**
    - 6 **Loan Closing / Issue Notice to Proceed – May 2024**
    - 7 **Construction Phases (Running Concurrently)**
      - a Level 1 (Least complex repairs) – 120 Days
      - b Level 2 – 180 Days
      - c Level 3 (most complex repairs, dig and replace) – 270 to 300 Days (the allotted number of days will be set in the project kickoff meeting and will be based on work tasks and material lead times)
  - e. **February – TOA Staff finalizing execution of VRA Loans**  
**Waiting on final JPA Permits. Agencies have until February 25 to post any comments.**  
**Once approved we will be ready to release to bid.**
4. Southview Pump Station and Exit 19 Force Main **PHASE 1** Construction Project – Michael Surrett
  - **DEQ – VRA Loan - \$2,101,500.00 (Awarded by DEQ)**
  - **VRA Loan with 40% loan forgiveness meaning the TOA will repay \$1,260,900.00.**
  - 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. Land acquisition negotiations with Dr. Moore for purchase of .25 acre-ongoing
  - d. Project scope revised to include both projects. Force Main is at 100% Plans and Southview Pump Station Plans are being finalized.
  - e. **Alternate sites are being explored for the pumpstation if negotiations stall with Dr. Moore.**
5. Town Creek Sewer **PHASE 1** Construction Project – Michael Surrett
  - **DEQ – VRA Loan – TOA – Project - \$1,849,625.00 (Funded-TOA Underwrote and Reimbursed)**
  - **VRA Loan with 40% loan forgiveness meaning the TOA will repay \$1,109,775.00.**
  - 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.
  - d. Project will be bid with Sanitary Sewer Project in January 2024.

- e. Timeline for this phase of the project falls under the Probable Timeline listed in the Sanitary Sewer Project
- f. December 2023 – Finalizing JPA Permitting
- g. December – January 2024 – Finalizing easements
  - 1 Probable Timeline
    - a Bid Release – March 2024
    - b Prebid Meeting – March 2024
    - c Bids Due and Opening – April 2024
    - d Council Award – April 2024
    - e Notice of Award – April 2024
    - f Notice to Proceed – May 2024

6. Sanitary Sewer **Phase 2** Construction Project – Michael Surret

- **DEQ – VRA Loan – TOA - Project - \$9,502,000.00 (Secured-TOA Underwrote and Reimbursed)**
- VRA Loan with 40% loan forgiveness meaning the TOA will repay \$5,701,200.00.
- 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.
- d. December 2023 - The Lane Group will be submitting engineering proposal for work on Phase 2
- e. **January 2024 – Executed agreement with The Lane Group for Phase 2**

7. I/I Program Update- Chris Pritt

- a. The Lane Group currently working on SSES work for the Town.
- b. The Lane Group currently working on Electrical Engineering for Wolf Creek Water Reclamation Facility.

8. East Main Street Sidewalk, Smart Scale — Kevin Worley

- **VDOT - Smart Scale HSIP Project - \$241,928.00 (Funded-TOA Underwrote and Reimbursed)**
- **Project is 100% VDOT Funded**
- 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. November 2023 – Concrete being poured for the drop inlet and sidewalk sections.
- e. December 2023 – Substantial completion. Waiting on handrail for final completion. Estimated January 5, 2024 for final completion.
- f. 120 Total days for construction
- g. **January 23, 2024 – Final Project Walk Through to sign off – Punch List Items presented to contractor**
- h. **February 2, 2024 – Punch List items completed – TOA Staff signed off as COMPLETED**



9. Park Street Improvements- Kevin Worley

- **VDOT Urban Project Funds - \$1,707,285.00 (Funded- TOA Underwrote and Reimbursed)**
- **Project is 98% VDOT Funded and 2% TOA Funded**
- 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 – November 2023 – Closings scheduled for round 1. Additional closings to be scheduled in November.
- d. November 2023 – Finalize project documents with VDOT.
- e. November 2023 – 90% Plan Sets and Environmental Documents Submitted to VDOT
- f. December – January 2024 – Project being reviewed by VDOT.
- g. December – February 2024 – Finalizing and closing on easements
- h. **February – March 2024 – VDOT review and comments**
- i. **April 2024 – Estimated time for Project Bid**

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

- **VDOT – Smart Scale HSIP Project - \$517,000.00 (Funded-TOA Underwrote and Reimbursed)**
- **Project is 100% VDOT Funded**
- 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 (US-11 Preemptive Signalization) for Funding and Construction
- c. Project rebid by VDOT, and bid accepted. Project will be administered by VDOT Staff.
- d. Pre-construction meeting conducted with VDOT December 2023.
- e. April 2024 – Construction begins.

11. Cook Street Extension – Michael Surret

- **VDOT – Smart Scale Project - \$27 million (VDOT Funded) (Special) (Secured)**
- **Project is 100% VDOT Funded**
- a. May 23, 2023 – Notification email from VDOT that this project has been funded and is in the VDOT Six Year Improvement Plan.

12. VDOT Pipeline Project Study – Michael Surret

- **VDOT – Project Study - \$100,000.00 (VDOT Funded)**
- **Project is 100% 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.

- c. Finalized list of project concepts submitted by TOA Staff to VDOT for review and comments.
- d. **January 2024 – VDOT and TOA Concept Review**
- e. **February 20, 2024 – Public Information Meeting**
  - 1 5:00 pm – 7:00 pm
  - 2 Coomes Recreation Center, Abingdon, VA 24201
- f. **March 5, 2024 – Updated stakeholder meeting to update following public information meeting**

13. Bridge and Culvert Repairs- Kevin Worley

- a. NOTE – VDOT Inspections in December 2023. Current inspections show bridges and culverts meet or exceed State Standard. Town will address some items from Inspection Reports as needed and required to maintain State Standard.
- b. **Town staff will be addressing maintenance items and making patching repairs as noted in inspection report recommendations.**

14. 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. January 2024 – 100% Final plans for repairs submitted
- d. **January – February 2024 – Bid Release and Contract Administration**
  - 1 **February 21 - Bid Opening – Inland Construction low bidder at \$62,000.00.**
- e. **March 2024 – Notice to Proceed**
- f. **March – May 2024 – Construction**

15. Banner Poles

- a. **Poles have been constructed Twin City Welding and are completed.**
- b. **Town staff are constructing the foundations for mounting the poles.**
- c. **AEP will be relocating a guide wire on east side of the project.**
- d. **Once foundations are poured we will allow 3-4 weeks for curing before the poles will be attached.**
- e. **February 23 – Staff finalizing painting of poles.**

**Current Recap of Budget Expenditures and Allocations (as of posted date)**

	<b><u>TOTAL Project FUNDS</u></b>
1. No new Revenue Sharing Project for FY 2024	\$0.00
2. <u>ARPA – TOA - Funded Projects –</u>	<u>\$3,564,684.00</u>
3. <u>DEQ – VRA Loan – TOA – PHASE 1 Projects –</u>	<u>\$7,287,925.00</u>
a. <u>DEQ Allocation</u> = \$4,082,450.00	
b. <u>TOA Allocation</u> = \$3,205,475.00	
c. <u>NOTE: TOA Allocation is on a 30 year note at 0% interest rate.</u>	
4. <u>DEQ – VRA Loan – TOA – PHASE 2 Projects –</u>	<u>\$9,502,000.00</u>
a. <u>DEQ Allocation</u> = \$3,576,550.00	
b. <u>TOA Allocation</u> = \$5,925,450.00	
c. <u>NOTE: TOA Allocation is on a 30 year note at 0% interest rate.</u>	
5. <u>VDOT - Smart Scale Projects –</u>	<u>\$2,566,213.00</u>
a. <u>VDOT Allocation</u> = \$2,224,756.00	
b. <u>TOA Allocation</u> = \$341,457.00	
6. <u>Cook Street Project – (Special Project) (Secured)</u>	<u>\$27,000,000.00</u>
a. <u>VDOT 100% Total Funding</u>	
7. <u>Insurance Settlement -</u>	<u>\$160,000.00</u>
 Project Estimates and Allocations to date	
(Funded)	\$23,080,822.00
(Special)	\$27,000,000.00
 <b>TOTAL PROJECTS and ALLOCATIONS</b>	 <b>\$50,080,822.00</b>

\*\*\*\*\*

TOTAL - Grants, Awards, Alternate Funding	\$37,043,756.00
TOTAL - ARPA Funds	\$3,565,684.00
TOTAL - TOA Budget – Current Projects	\$341,457.00
TOTAL - TOA Executed Sewer Loan Appropriated (30 yr. Loan Notes)	\$3,205,475.00
TOTAL - TOA Future Loan Note (30 yr. Loan Note)	\$5,925,450.00
 <b>TOTAL PROJECT FUNDS</b>	 <b>\$50,080,822.00</b>