



INFRASTRUCTURE ADVISORY COMMITTEE

Thursday, May 2, 2024 – 5:30 PM

ARTHUR CAMPBELL ROOM

AGENDA

Call to Order

Approval of Minutes- March 7, 2024, Meeting

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

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

Discussion regarding future pedestrian projects- ***Otey Dudley, Committee Member***

Discussion East Main Street Flood Mitigation Project- ***Michael Surrett, Director Public Works***

Discussion on the need for future repairs for the Creeper Trail Trestles- ***Michael Surrett, Director Public Works***

Discussion on Sanitary Sewer Evaluation Study Construction 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, March 7, 2024 – 5:30 pm
ARTHUR CAMPBELL ROOM – MUNICIPAL BUILDING

A meeting of the Infrastructure Advisory Committee was held on Thursday, March 7, 2024, at 5:30 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
 Tyler Vencill

MEMBER(S) ABSENT: **Taylor Bettis**

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

1. **Call to Order: Mike Owens, Chairman.**
2. **Approval of minutes:**
 - **On motion of Michael Surrett, seconded by Otey Dudley, approved the January 4, 2024, minutes were approved following minutes with corrections:**
 - **The minutes were approved unanimously.**
3. **Opening comments to the Infrastructure Advisory Committee – Mike Owens, Chairman.**
 - i. Mr. Owens did not have any opening comments.*
4. **Discussion regarding planning for future infrastructure projects- Mike Owens, Chairman**
 - a. Mr. Owens requested the committee members to bring back ideas of some projects they see that would be of importance to the community, and infrastructure. This would help create a master plan. Mr. Surrett expanded on the purpose of the town’s infrastructure, and that is a wide range of topics, i.e....

wastewater, transportation, signalization. Is important to plan for future projects, and the growth of the community.

- b. It was discussed that the former Comprehensive plan, under the previous Town Manager, and the current infrastructure plans be combined into one Master Plan.
- c. A discussion was held regarding project funding, and how you cannot mix general fund and enterprise budgets.
- d. A lengthy discussion ensued about the additional sewer projects and the sewer collection we receive from Washington County, as well as how the billing is calculated. Currently, we are working and collecting data, to ensure we are correctly billing the county.

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

- a. This is a study we engaged with VDOT several months ago, to study the Main Street Corridor, from Hillman Highway to Porterfield Highway.
- b. A consultant was brought in and looked at the different road sections, to come up with, plans for potential Smart Scale Projects.
- c. Samples were provided to the Town of the projects the consultant provided.
- d. A meeting was held with VDOT about the proposed Smart Scale projects.
- e. A decision is requested to be made about the projects presented, on Tuesday March 12, 2024. A meeting will be held with members of the Town Council, regarding a decision.
- f. The projects that held the most interest was Remsburg Dr, Cummings St. and Main St... An in-depth discussion continued about the top three projects.
- g. Mr. Michael Surrett stated we would be submitting two applications.
- h. The NPO will be submitting on our behalf, French Moore Blvd. extension to Stone Mill Rd, this would complete the connection from Cook St. to Jonesboro Rd.
- i. VDOT let us know they have the cost down on this project and they feel it should get a good push in the high priority direction.
- j. The Smart Scale process opens this month, VDOT will be doing the pre application process. We will follow up and review

everything. This will eventually be coming before the Town Council for resolution.

- k. The pre-application is due April 1, 2024. Once it's been submitted, it will be screened. June will open the full application; we will have from June through August to prepare the full application. Then will be scored in the Fall. Then we should hear the results by late February or March 2025.

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

- a. We are currently finishing up some easements.
- b. Everything has been completed, all we are waiting on are some final permits from DEQ & Army Corp of Engineers. No Final comments were made by February 25, 2024, as this was the deadline.
- c. The Town Creek is also part of this project, we have received notification it will be under general permit.
- d. We are finalizing some easements, to determine whether we can do descriptive verses another alternative.
- e. Cam is currently working through as to what direction we proceed.
- f. Tyler Vencill has been doing some additional research as well as some title searches to assist with moving the project along.
- g. We will be holding some public meetings as well as other means of communication with the properties being affected.
- h. Once we have finalized the current research projects, and public meetings, we should be able to put the project out for bid.

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

- a. Tyler Vencill; has a question regarding trestle repairs.
 - i. What is the intention for the parking area along Watauga Rd, this is currently closed, is it going to be reopened?
 1. At this time, it will remain closed after the repairs have been completed.
- b. Village Blvd Project: Bids are in, and Inland Construction got the bid. Our engineered estimate for the project was \$132,000.00. The winning bid was for \$62,000.00.
- c. SmartView Ln; We have been having an issue with a sinkhole opening for a few years now, with what we thought was a storm drain that crossed the road in that area.

- i. We had a crew go out and investigate the area and found after having Les Sutherland with the Lane group look at it. It was a karst area. We filled it with water to try and determine where it was going. We were unable to find an outlet source of the water. It was then determined to be ground fissure, which is a long narrow crack or linear opening in the Earth. It was then sealed with 32 yards of flowable fill, and let it sit for 2 weeks. Once it sits-up we completed the filling and paving over the area.

8. Items not on the agenda

- a. ***No additional items discussed.***

- 9. 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 Apexx 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 – **EASEMENT SIGNED**
 - 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 (MOT) with VDOT, AMT and TOA Staff
 - i. March 4, 2024 - AMT is updating a revised MOT plan to conduct all the work with a full street closure for up to 14 days to address the Main Street Section of the project. Once plan is prepared it will be shared accordingly.
 - j. March 2024 – EASEMENTS FINALIZED.
 - k. March 2024 – AMT finalizing designs based on final easements.
 - l. April 2024 – Progress Meeting with AMT, TOA Staff to discuss final design, MOT, bid date
 - m. April 2024 - PUBLIC MEETING – Town Staff will set up a Public Meeting for all community members to discuss the final project plans and MOT. All effected property owners will be notified.
 - n. **Bid Release – April 22, 2024**
 - o. **Pre-Bid Meeting – May 21, 2024, at 1:00 pm**
 - p. **Bid Due and Opened – June 6, 2024, at 2:00 pm**
 - q. **Notice to Award – Council Meeting on June 20, 2024**
 - r. **Notice to Proceed and Pre-Construction Meeting – Following Council Award**

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.
- h. Update on work to date
 - a. Shoring of the steel beams is finalizing on trestle 4.
 - b. Shoring of the bents with concrete blocking is finished on trestle 4.
 - c. Mobilizing of concrete blocking is being set up next to trestle 5 to be used on 5 and 6.
 - d. Brush clearing has been conducted around trestles 5 and 6.
- i. Estimate work to completion
 - a. Due to weather and wet conditions the project had some delays.
 - b. Work should be completed by end of May, weather permitting.

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. Public Advertisement for Construction
 - 1 Probable Timeline
 - a Easements Finalization – March – April 2024
 - b Bid Release – April 7, 2024
 - c Prebid Meeting – April 25, 2024
 - d Bids Due and Opening – May 9, 2024
 - e Council Award – May 22, 2024
 - f Notice of Award – May 22, 2024
 - g Notice to Proceed – May – June 2024
 - h Loan Closing / Issue Notice to Proceed – June 2024
 - 2 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.
- f. March 2024 - Town Creek Project has received a General Permit for the project.
- g. March 20, 2024 – SSES Project has received a Nationwide Permit for the project.

- h. There are several parcels the Town and Penn Stuart are working to verify an easement exists or if a prescriptive easement can be used to conduct the work on the parcels.
 - i. By Code of Virginia .
 - 1 § 15.2-2109.1. Prescriptive easements for provision of water and sewer services.
 - 2 In an action to establish a prescriptive easement involving the provision of water and sewer services, a political subdivision shall demonstrate that the use has continued for a period of at least ten years. This section shall not affect any other requirement which may be necessary to establish a prescriptive easement.
 - j. **WEBSITE- We have established a website on the TOA Website for this project. This website will contain project FAQ's, Updates, News Releases, Progress Updates and Reports and Maps of the Target Areas.**
 - 1 **Website Address: www.abingdon-va.gov (Sanitary Sewer Project)**
4. Southview Pump Station and Exit 19 Force Main **PHASE 1** Construction Project – Michael Surret
- **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. **March – April 2024 - Land acquisition negotiations for purchase of .125 acre-ongoing.**
 - f. **March 2024 – The Lane Group proposed a revised sketch of the project site and options for the land adjacent to the current facility for Dr. Moore.**
 - g. **Alternate sites are being explored for the pumpstation if negotiations stall with Dr. Moore.**
 - h. **Agreement was signed with Dr. Moore to the adjacent land needed next to the existing station.**
5. Town Creek Sewer **PHASE 1** Construction Project – Michael Surret
- **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
 - h. Public Advertisement for Construction
 - 1 **Probable Timeline**
 - a **Easements Finalization – March – April 2024**
 - b **Bid Release – April 7, 2024**

- c Prebid Meeting – April 25, 2024
 - d Bids Due and Opening – May 9, 2024
 - e Council Award – May 22, 2024
 - f Notice of Award – May 22, 2024
 - g Notice to Proceed – May – June 2024
 - i Town Creek Project has received a General Permit for the project.

- 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
 - f. **The Lane Group is conducting flow monitoring in the Phase 2 areas and analyzing the data.**

- 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. Local Limit Study-Chris Pritt and Kevin Worley
 - **Funded by Washington County and the Washington County Service Authority.**
 - **Task Order Engineering Services - \$69,500.00**
 - a. The Town has executed a Task Order with CHA to conduct a local limit study at the Wolf Creek Water Reclamation Facility.
 - b. This project is being funded by
 - c. Scope of Work
 - i Data Acquisition, Program Sampling Plan, Sample Collection and Laboratory Analysis, Determination of Technically Based Local Limits, Draft narrative report of the data, Pretreatment Program Review and Recommendations, Review of Sewer Use Ordinance and Recommendations
 - ii 175 Days for Task Order Deliverables
 - d. **Work Schedule for the project was submitted and approved by DEQ.**
 - e. **CHA was released to begin the sampling and analysis process.**
 - f. **Work to begin soon.**

- 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. February 29, 2024 – Meeting with Brightspeed, Thompson and Litton and TOA Staff to discuss utility pole relocation. All agreed on the move. Thompson and Litton revising plat to show relocation. Sinking Spring has been informed of the move and has approved. Once they receive the updated plat they will petition the court system for the utility easement.
- j. **March – April 2024 Finalizing Utility Easements and Pole Relocations**
- k. **April – May 2024 – Estimated time for Project Bid**
- l. **Final Easements are moving along well with Penn Stuart and TOA. There are 1 left to record and issue check. (Sinking Spring Presbyterian Church.**

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.
- f. **Work has begun on this project**

11. Cook Street Extension – Michael Surrett

- **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 Surrett

- **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. Projects have been selected for the upcoming Smart Portal application. Still have a few of the concepts to flesh out before they can be considered for upcoming applications.**
- g. **March 2024 – Application for Smart Scale VDOT Funding submitted.**

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**
- g. **Construction – Work began Monday, April 22, 2024**

15. Banner Poles

- a. **March 27, 2024 – Poles to be erected.**
- b. **Project Completed.**

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

		<u>TOTAL Project FUNDS</u>
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
TOTAL PROJECTS and ALLOCATIONS		\$50,080,822.00

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
TOTAL PROJECT FUNDS	\$50,080,822.00