



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

510 7th Avenue

**Tuesday, July 27, 2021  
5:00 PM - Council's Chambers  
510 Seventh Street  
Altavista, VA 24517**

**1. AGENDA ADOPTION**

**2. RECOGNITIONS AND PRESENTATIONS**

**2.1 Solar proposal for Water Treatment Plant**

[Attachment 1 Keystone - Altavista Presentation and Savings Calculator\\_v3.pdf](#)

[Attachment 2 - AltaVista-KeystoneSolar-reviseddesign-51121-helioscope\\_simulation\\_6677032\\_summary.pdf](#)

[Attachment 3- Pitts\\_Solar\\_Ordinance.pdf](#)

**3. CITIZEN'S TIME (AGENDA ITEMS ONLY)**

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

**4. ITEMS REFERRED FROM PREVIOUS MEETINGS**

**4.1 Milling and Paving Contract - Additional Areas.**

[Attachment 1 -Worksheet all paving costs.pdf](#)

[Attachment 2 - English Park Walking Trail Paving Area.pdf](#)

**4.2 Council Rules of Procedure**

[Attachment 1 - Outline for initial discussion regarding Council Rules of Procedure.pdf](#)

[Attachment 2 - Proposed Council Rules - draft.pdf](#)

[Attachment 3 -Code of Ethics- draft.pdf](#)

**5. ITEMS FOR DISCUSSION (NEW & UNFINISHED)**

**5.1 Spark Innovation Center - Bid Information**

[Attachment 1 -BID TAB FORM\\_2021\\_09.pdf](#)

[Attachment 2 -BID TAB FORM\\_2021\\_09\\_with Alternates.pdf](#)

**5.2 Reserve Fund Policy**

[GENERAL FUND FISCAL POLICY HISTORICAL DATA.pdf](#)

[Attachment 2 Fiscal Policy Amedment.pdf](#)

5.3 [FY2021 Year End Budget Amendments.](#)  
[Attachment 1](#)

5.4 [Dearing Ford Business & Manufacturing Center Update](#)

5.5 [EOP Dewatering](#)

[Attachment 1-EcoMister Evaporator Disposal Costs\\_Altavista Sludge Lagoons\\_HD30 Dual Pack.pdf](#)

[Attachment 2 - Altavista Sludge Lagoons\\_EcoMister Quote #1.pdf](#)

[Attachment 3- EcoMister Evaporator\\_Solid Waste-Wastewater Brochure\\_2020.pdf](#)

**6. UPDATES/INFORMATIONAL ITEMS**

**7. PUBLIC COMMENT (NON-AGENDA ITEMS)**

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

**8. MATTERS FROM COUNCIL**

**9. CLOSED SESSION (IF NECESSARY)**

9.1 [CLOSED SESSION - Section 2.2-3711 \(A\) \(3\) and \(5\)](#)

**10. ADJOURNMENT**

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

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



TOWN OF ALTAVISTA  
TOWN COUNCIL WORK  
SESSION  
July 27, 2021  
AGENDA COVER SHEET

AGENDA ITEM #: 2.1

**RECOGNITIONS AND PRESENTATIONS**

**Title: Solar proposal for Water Treatment Plant**  
**Staff Resource: Thomas W. Fore, Utilities Director**

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**Action(s):**

Council requested additional information from Keystone Power Holdings a solar power company.

**Explanation:**

Keystone Power Holdings LLC. will be in attendance to present potential savings in the use of solar panels at the water treatment plant and to answer any questions of Council.

**Background:**

**Funding Source(s):**

N/A

**Attachments:** *(click item to open)*

*Attachment 1 Keystone - Altavista Presentation and Savings Calculator\_v3.pdf*

*Attachment 2 - AltaVista-KeystoneSolar-reviseddesign-51121-helioscope\_simulation\_6677032\_summary.pdf*

*Attachment 3- Pitts\_Solar\_Ordinance.pdf*

# Keystone Power Holdings, LLC

## Solar Proposal Without Capital Investment for



# About Keystone Power Holdings, LLC

- Keystone Power Holdings, LLC (Keystone) is a US-based solar development and finance holding company whose subsidiaries have been in business since before 2012.
- We focus on commercial and utility scale projects throughout the Americas with a mission to help clients realize savings through the production of clean energy while also reducing their carbon footprint.
- Keystone’s principals have over 25 years of combined solar photovoltaics industry experience, and Keystone and it’s financing partners have completed over \$100m of solar financings across the Americas with major commercial and industrial clients.
- We are committed to providing cost-competitive, cleaner energy to our customers with exceptional service.
- Some of our recent projects include:

3.9 MW Private College, Worcester, MA

720 kW Private College, Pomona, CA

1.7 MW Regional School District, MA

1.2 MW Large Oil Producer, Southern CA

2.0 MW Large National Retailer, South Windsor, CT

217 kW JCC of Scotch Plains NJ.

650 KW Water treatment plant

323 KW Water Treatment Plant

2.4 MW Elementary Schools, NM

1.4 MW Elementary School, CA

2.4 MW High Schools, CA

600 KW Township, Central NJ

1 MW Crown, Cork & Seal in SC.

1.1 MW Water treatment Plant

2.7 MW Private College, MA

230 KW Water Treatment Plant

# Keystone's Founders

## William R. DePhillipo

William is a Co-Founder of Keystone Power Holdings, LLC and is responsible for the overall development pipeline, land development and deal acquisition in North America. William has successfully developed and built commercial solar arrays in many states in the us including Puerto Rico.

William is owner of Green Energy Partners which was formed in 2011 with a focus to develop distributed generation solar projects in North America. GEP is focused on the development of Power Purchase Agreements with municipalities, local schools and universities for the purpose of delivering considerable cost savings to the client through developing large solar array fields. William has developed and built over 50 MWs of distributed generation projects while with GEP.

William previously delivered over 15 MW of volume in < 1 year as part of Conergy's senior development team.

William previously served as President and is currently sole owner of WRD Properties LLC, which acquired and purchased residential and commercial tenant buildings. WRD Properties currently owns and operates a portfolio of buildings in Pennsylvania and New Jersey.

William served as President and CEO of TMI FirstSearch. TMI FirstSearch was a national staffing firm specializing in recruiting for the Telecommunications industry. Established and managed by him in 1994, TMI FirstSearch exponentially grew to be one of the most successful national firms in their niche market with multi-million dollar revenue's and over 55 employees which was later acquired by Berwyn Consulting Group in 2006. William attended Villanova University and Stockton State College.

## Anthony C. Fotopoulos

Anthony is a Co-Founder of Keystone Power Holdings, LLC and focuses on partner management, due diligence, deal placement, and financing

Previously Anthony was President and CEO of Conergy Americas, the North, Central and South American units of the billion dollar solar development, finance, engineering, procurement, construction and O&M firm, where he was responsible for all of Conergy's efforts across all business segments.

Anthony started working with Conergy in 2006, initially with various roles in Corporate Strategy and in Sales, then as MD for distribution business and later as CFO/COO for Americas before becoming President and CEO and a member of the global Conergy Board. In his time at Conergy, Anthony and his teams have sold, built and/or financed over 300 MW of solar PV.

Before Conergy, Anthony was one of the founders of Photon Consulting, one of the original solar market research and consulting firms. Anthony was heavily focused on demand forecasting, value chain price analysis and new technologies. Anthony worked with many of the largest companies in or looking at solar for profit or finance through his time there.

Anthony also has over 10 years of operational and consulting experience across a variety of industries including Renewable Energy, Consumer Products, High Tech, Retail, and Transportation from his time at Ernst & Young and Accenture. He received his MBA from M.I.T. and has a BS in Computer Science and Decision Sciences.

# Current state of solar in Virginia

## Virginia Clean Energy Economy Act of 2020 (VCEA) and current Virginia solar policies

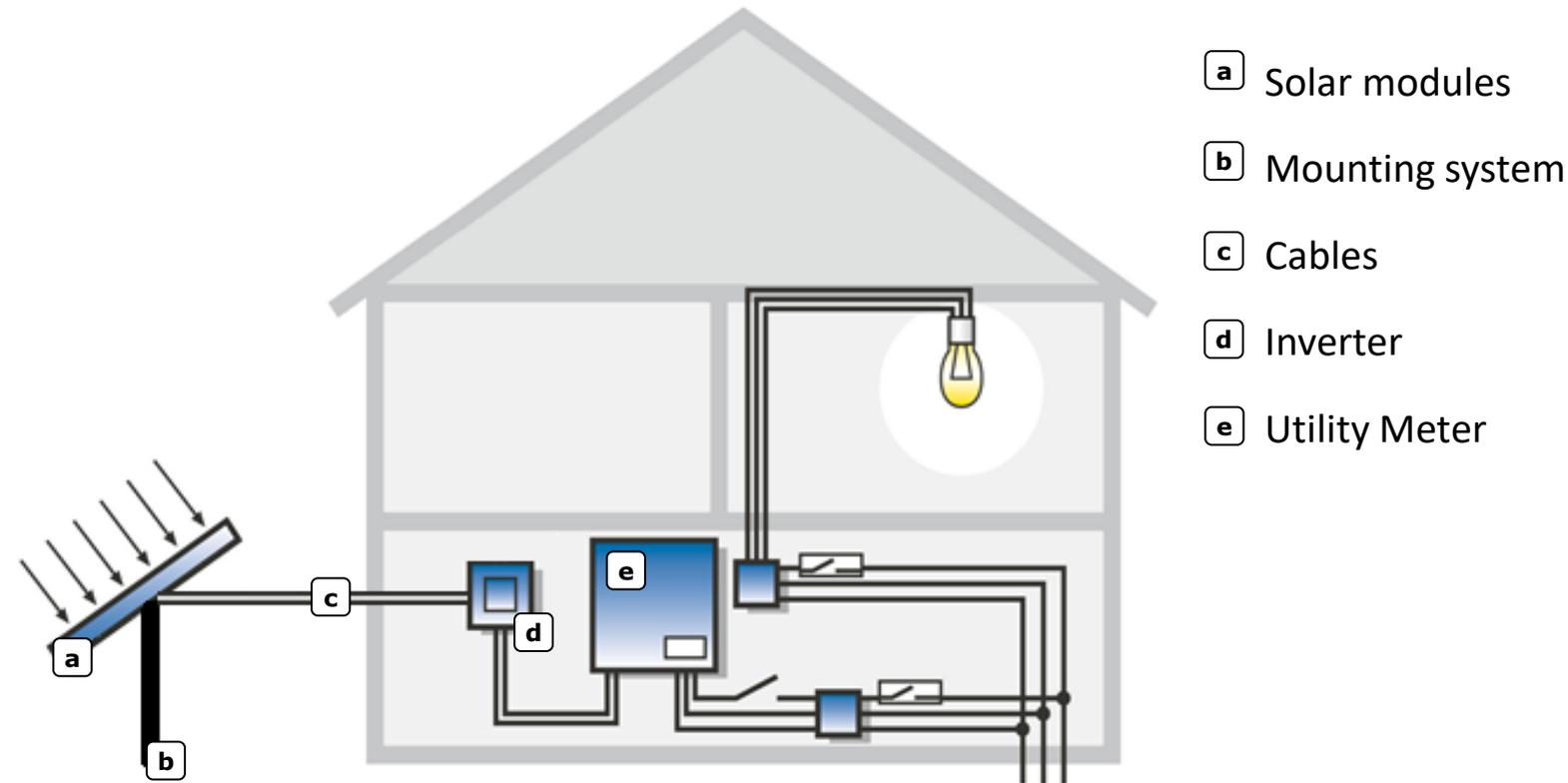
- ❑ Per VCEA, American Electric Power and Dominion **must procure 100% renewable power by 2050. The net energy metering program** has also been amended to increase the maximum capacity to **3 MWs. There is significantly higher value for SRECs <= 1 MW AC**, however
- ❑ **VCEA increases the cap on third party power purchase agreements to 500 megawatts for jurisdictional customers and 500 megawatts for nonjurisdictional customers of Dominion Energy Virginia and to 40 megawatts for customers of Appalachian Power**
- ❑ There is currently a **rate renegotiation for Public Authorities in Appalachian Power territory**. As part of this rate renegotiation, we expect the (currently filled) **3 MW cap on non-utility generation by Public Authorities** (non-jurisdictional customers) **to be increased**. This is **likely to be resolved later this year or early next** and is happening now
- ❑ **Co-ops already generally supported solar**, with many allowing **up to 1 MW AC solar projects** to be connected to the co-op grid and use net energy metering/enact power purchase agreements, but are usually **limited to a certain percentage of total generation**
- ❑ **Significantly more solar is coming, but the amount is limited**. Given the development timeline and the laws/rules in place, **now is the time to start moving on a path to solar savings** if it is of interest

# Benefits of our offering

- ❑ **Save Money** – *Reduce utility bills & operating costs*
- ❑ **No investment or management required** – *System is installed and operated by us*
- ❑ **Decrease Risks** – *Hedge against rising electricity prices by locking prices below utility rates*
- ❑ **Environmental Responsibility** – *Preserve natural resources, become energy independent*
- ❑ **Education** – *Be an environmental leader and educate constituents and employees*



# Components of a PV-system



Sunlight is converted by solar modules mounted to the roof or the ground into direct current. The inverter converts direct current into alternating current that the grid is based on and is fed into the site and connected to the utility meter for net metering

# Grid Backup with Net Metering

**Virginia has Net Metering that allows all bill kWh components to be offset 1-for-1, but standby charges may need to be addressed**

PV electricity fed into the grid is offset with electricity provided by the utility in 2 ways:

## Net Metering

= Crediting of kWh

*Can be thought of the meter spinning backwards for overproduction.*

## Net Billing

= Crediting of US\$

*According to time-of-use tariffs, meter can spin back ~4x as fast during super peak as forward during off peak.*

- ❑ Net metering/billing favors distributed electricity generation with solar even if usage is variable by month, day or hour
- ❑ The grid itself serves as “storage”, so no local storage unit or any other means to increase the consumption on site are required. The solar must just be used on a rolling, yearly basis
- ❑ Systems are designed to offset 90-95% of historical usage to ensure that the production will be used by the host in a year. The additional 5-10% allows headroom for any host efficiency upgrades as well
- ❑ There is no new risk of power outages or power quality, as the solar power plant is integrated with the grid
- ❑ Standby charges may result in a certain minimum charge for the utility to cover its costs even with 100% from solar

# Solar built and paid by us for the site through a Power Purchase Agreement “PPA” with ownership options after 10 years and every 5 years thereafter

## “PPA” agreement

*Allows the host to purchase power at a reduced cost*

*Does not involve any up-front cost from host*

*We build and manage the system over its lifetime – no host operational responsibilities*

*Host only pays for power produced*

*Contract with buy-out options after 10, 15, 20, 25 or 30 years*



*There is no upfront investment, simply commitment to make monthly payments for electricity generated by the solar facility at rates that are lower than the utility rates over a 30 year period at a fixed price. After the PPA term you will have the option to require removal, to renew, or to buyout. If the system is bought out, all energy is free after buyout.*

**Keystone has industry standard solar PPA Templates**

# The layout below is approximately a 510 kW DC system

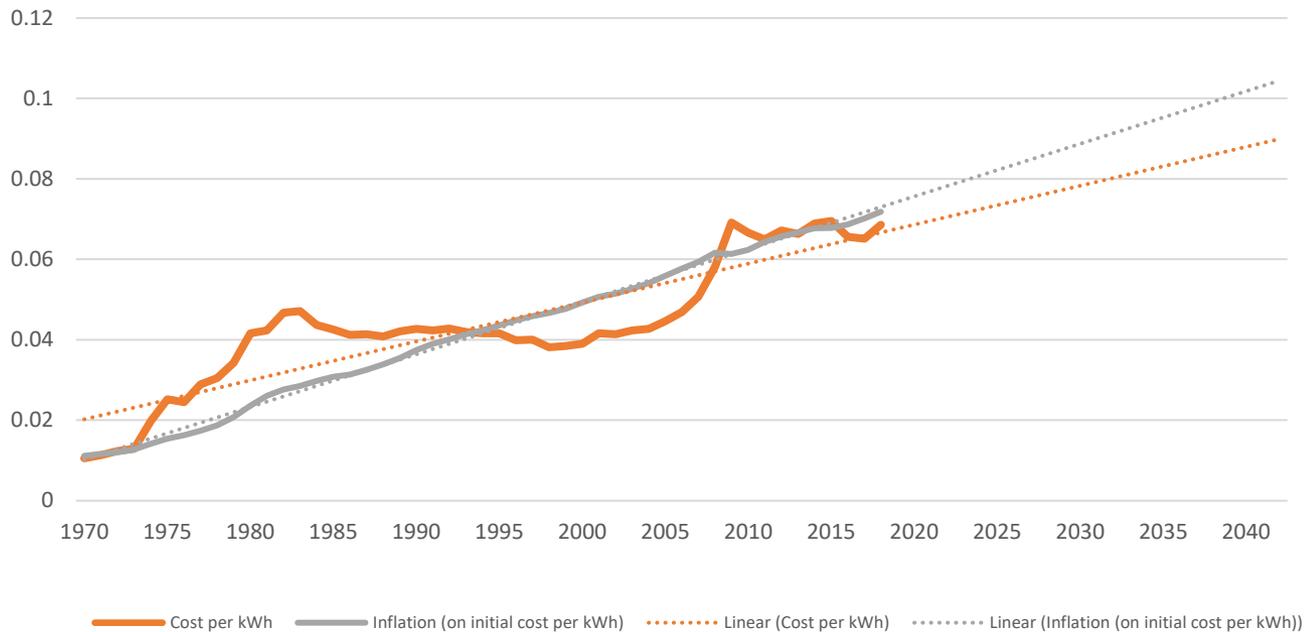


The **WTP** appears to have w  
land adjacent on the same lot  
that is **unused**. If that land is  
**usable for solar** and not  
needed for plant expansion, it  
is an **excellent candidate for  
solar**.

The system shown to the left  
is an actual rough layout and  
would **power 95% of the  
plant's last 12 months usage**  
(recommended size)

# Historical industrial power prices in VA have been escalating at 4% since 1970

Historical/Projected Industrial Electricity Cost in VA vs. Inflation



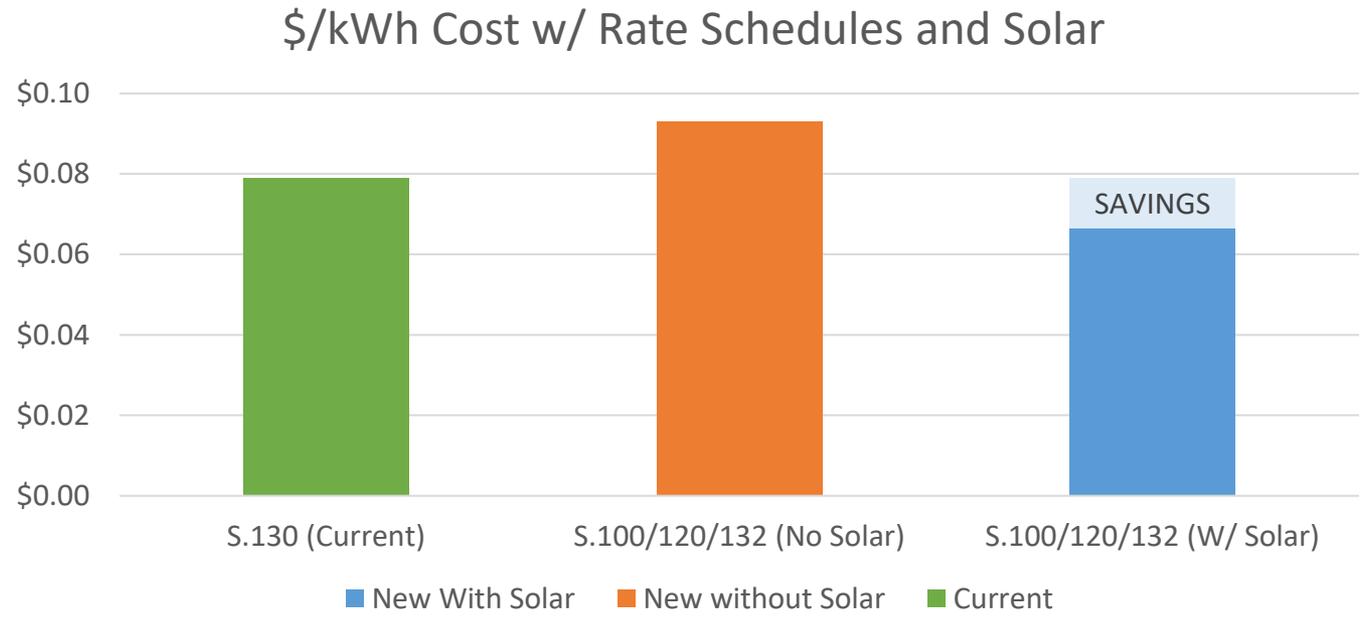
This is information from the **US Department of Energy** for all industrial users in Virginia, of which treatment plants are included.

**No one can guarantee what prices will be in future, but as can be seen, they generally track inflation, and have been ~4% historically.**

Sources:

- <https://www.usinflationcalculator.com/inflation/historical-inflation-rates/>
- [https://www.eia.gov/state/seds/sep\\_prices/total/csv/pr\\_all.csv](https://www.eia.gov/state/seds/sep_prices/total/csv/pr_all.csv) , <https://www.eia.gov/state/seds/seds-data-complete.php?sid=US#CompleteDataFile>
- [https://www.eia.gov/state/seds/sep\\_prices/notes/pr\\_elec.pdf](https://www.eia.gov/state/seds/sep_prices/notes/pr_elec.pdf)

# The Altavista plant would realize savings by moving onto Schedule 100/120/132 with solar



**The analysis above is for the month of October '20 (most recent we were given) but is generally the same for other months. For this month, Schedule 130 likely provided a lower rate than Schedule 100/120/132 without solar. The total rate (\$/kWh) being paid on Schedule 130 would be ~\$0.079/kWh (high). But not all of this is offsettable by solar and there are standby charges.**

**With a 510 kW DC solar plant, Standby Charges would come into effect only mildly with solar offsetting ~95% of the plant usage. With a switch to S.100/S.120/S.132, Standby Charges would only be ~\$600/month. This means the solar is worth ~\$0.07/kWh compared with Schedule 130 rates. Keystone would sell at \$0.0665/kWh to provide savings**

# Power Purchase Agreement Summary Terms

- ❑ Altavista treatment plant preliminary offer for solar:
  - ❑ No investment or operational responsibility
  - ❑ 30-year agreement to generate and purchase electricity at fixed rates
  - ❑ PPA buyout / system purchase options at years 10, 15, 20, 25 & 30
  - ❑ PPA rate of \$0.0665/kWh (5% savings below current rates in Year 1), annual escalator of 2.25% (Historical utility rate increases average is ~4%)
- ❑ Altavista would save ~\$750k over term of contract against projected rates, and still hundreds of thousands of dollars if using a lower rate increase projection.

# Keystone is seeking partners interested to reduce their electricity cost by using solar power.

Matt Baker

Regional Business Development Manager – Keystone Power Holdings, LLC

[matt@keystoneph.com](mailto:matt@keystoneph.com)

484-301-0755 x 28

William R. DePhillipo

Partner – Keystone Power Holdings, LLC

[billy@keystoneph.com](mailto:billy@keystoneph.com)

484-301-0755 x 20

Anthony Fotopoulos

Partner – Keystone Power Holdings, LLC

[anthony@keystoneph.com](mailto:anthony@keystoneph.com)

484-301-0755 x 23

# Picture of recent 1.2 MW Keystone project at treatment plant



**Altavista Water Treatment Plant 20 Ricky Van Shelton Drive**

This model includes a 510 kW DC system for the Pittsville Ave Treatment Plant which is ~95% of the plant's historical usage. The initial rate in Year 1 is >5% less than the current offsettable utility rates and >41% in Year 30, providing ~\$750k of cumulative savings. The rate will not get back up to the current price paid for electricity until year 4. Even if the utility inflation was assumed to be lower in future, there is still significant savings over the life of the agreement.

**System Info**

DC Rating (kW)	510
Capacity Factor (kWh/kWp/yr)	1,450
AC Output (kW/yr 1)	739,500
Annual kWh Production Degradation	0.50%

**Utility/PPA Info**

Offsettable Utility Price/kWh	\$0.07000
Annual Utility Inflation Rate	4.00%
PPA Price/kWh	\$0.06650
PPA Escalator	2.25%
Year 1 Rate Discount %	-5.0%
Year 30 Rate Discount %	-41.9%

ELECTRICAL SAVINGS OVER 30 YEARS -								
YEAR	YR #	Current Utility Rate	New Solar PPA Rate	Solar Power Produced (kWh)	12 Month Utility Costs	12 Month PPA Costs	Annual Savings	Cumulative Savings
2021	1	\$0.0700	\$0.0665	739,500	\$51,765	\$49,177	\$2,588	
2022	2	\$0.0728	\$0.0680	735,803	\$53,566	\$50,032	\$3,535	\$6,123
2023	3	\$0.0757	\$0.0695	732,123	\$55,431	\$50,902	\$4,529	\$10,652
2024	4	\$0.0787	\$0.0711	728,463	\$57,360	\$51,787	\$5,573	\$16,224
2025	5	\$0.0819	\$0.0727	724,821	\$59,356	\$52,687	\$6,668	\$22,893
2026	6	\$0.0852	\$0.0743	721,196	\$61,421	\$53,603	\$7,818	\$30,711
2027	7	\$0.0886	\$0.0760	717,590	\$63,559	\$54,535	\$9,023	\$39,734
2028	8	\$0.0921	\$0.0777	714,003	\$65,771	\$55,484	\$10,287	\$50,021
2029	9	\$0.0958	\$0.0795	710,433	\$68,059	\$56,448	\$11,611	\$61,632
2030	10	\$0.0996	\$0.0812	706,880	\$70,428	\$57,430	\$12,998	\$74,630
2031	11	\$0.1036	\$0.0831	703,346	\$72,879	\$58,428	\$14,450	\$89,080
2032	12	\$0.1078	\$0.0849	699,829	\$75,415	\$59,444	\$15,971	\$105,051
2033	13	\$0.1121	\$0.0869	696,330	\$78,039	\$60,478	\$17,561	\$122,612
2034	14	\$0.1166	\$0.0888	692,848	\$80,755	\$61,529	\$19,226	\$141,838
2035	15	\$0.1212	\$0.0908	689,384	\$83,565	\$62,599	\$20,966	\$162,804
2036	16	\$0.1261	\$0.0928	685,937	\$86,473	\$63,688	\$22,786	\$185,589
2037	17	\$0.1311	\$0.0949	682,508	\$89,483	\$64,795	\$24,688	\$210,277
2038	18	\$0.1364	\$0.0971	679,095	\$92,597	\$65,922	\$26,675	\$236,952
2039	19	\$0.1418	\$0.0993	675,700	\$95,819	\$67,068	\$28,751	\$265,703
2040	20	\$0.1475	\$0.1015	672,321	\$99,154	\$68,234	\$30,919	\$296,622
2041	21	\$0.1534	\$0.1038	668,959	\$102,604	\$69,421	\$33,184	\$329,806
2042	22	\$0.1595	\$0.1061	665,615	\$106,175	\$70,628	\$35,547	\$365,353
2043	23	\$0.1659	\$0.1085	662,287	\$109,870	\$71,856	\$38,014	\$403,367
2044	24	\$0.1725	\$0.1109	658,975	\$113,693	\$73,105	\$40,588	\$443,955
2045	25	\$0.1794	\$0.1134	655,680	\$117,650	\$74,376	\$43,273	\$487,229
2046	26	\$0.1866	\$0.1160	652,402	\$121,744	\$75,669	\$46,074	\$533,303
2047	27	\$0.1941	\$0.1186	649,140	\$125,980	\$76,985	\$48,995	\$582,299
2048	28	\$0.2018	\$0.1213	645,894	\$130,365	\$78,324	\$52,041	\$634,339
2049	29	\$0.2099	\$0.1240	642,665	\$134,901	\$79,685	\$55,216	\$689,555
2050	30	\$0.2183	\$0.1268	639,451	\$139,596	\$81,071	\$58,525	\$748,080
<b>Totals</b>					<b>\$2,663,470</b>	<b>\$1,915,390</b>	<b>\$748,080</b>	
<b>25 Yr Savings - *</b>							<b>\$748,080</b>	

**Electric Usage**

<b>TOTAL:</b>	<b>781,800 kWh</b>	(Actual from bills)
<b>95% f Total:</b>	<b>742,710 kWh</b>	(Recommended maximum 95%)

**Array Output**

<b>AC Output/YR 1</b>	<b>739,500 kWh</b>	(From PV System Year 1)
<b>% of Total Usage</b>	<b>95%</b>	(At or Under Recommended Maximum)

**Utility Rate Calculation**

<b>Utility Bill Charges</b>	<b>\$54,726</b>	(Per Year, Offsettable Charges)
<b>Energy Used (kWh)</b>	<b>781,800</b>	(From Analysis to Right)
<b>Utility price/kWh</b>	<b>\$0.0700</b>	(Supply and Offsettable Demand, From Recent Supply Bill)

**Estimated Electric Usage History**

Month	kWh from bills	Actual
Jan	80,400	Actual
Feb	69,000	Actual
Mar	75,300	Actual
Apr	66,000	Actual
May	63,300	Actual
Jun	63,300	Actual
Jul	65,700	Actual
Aug	63,000	Actual
Sep	36,600	Actual
Oct	68,400	Actual
Nov	42,900	Actual
Dec	87,900	Actual
<b>Total</b>	<b>781,800</b>	

\*Cost savings are generated based on recent utility rates along with an estimated annual utility inflation rate, which is subject to change.

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# Design 1 Town Of Altavista, 20 Ricky Van Shelton Drive, Hurt VA

## Report

Project Name	Town Of Altavista
Project Address	20 Ricky Van Shelton Drive, Hurt VA
Prepared By	Keystone Power Holdings administrator@keystoneph.com

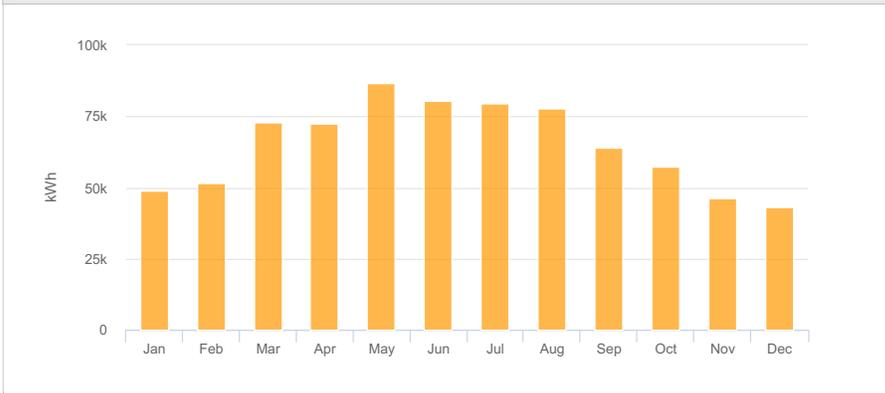
## System Metrics

Design	Design 1
Module DC Nameplate	509.2 kW
Inverter AC Nameplate	450.0 kW Load Ratio: 1.13
Annual Production	780.8 MWh
Performance Ratio	86.1%
kWh/kWp	1,533.3
Weather Dataset	TMY, 10km Grid (37.15,-79.25), NREL (prospector)
Simulator Version	4137d57a9f-e01c3d4266-05f9e46f96-c73fe8bfdd

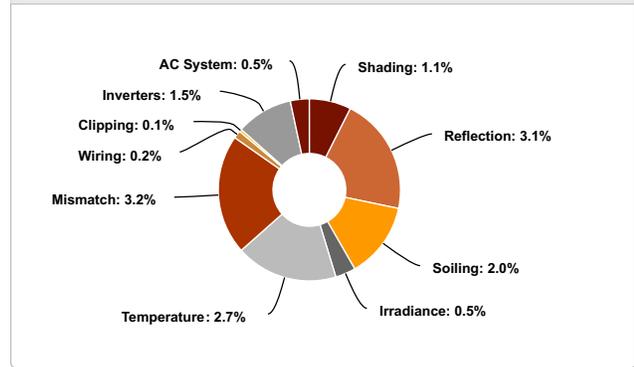
## Project Location



## Monthly Production



## Sources of System Loss



## Annual Production

	Description	Output	% Delta
Irradiance (kWh/m <sup>2</sup> )	Annual Global Horizontal Irradiance	1,602.7	
	POA Irradiance	1,781.2	11.1%
	Shaded Irradiance	1,761.5	-1.1%
	Irradiance after Reflection	1,706.8	-3.1%
	Irradiance after Soiling	1,672.7	-2.0%
	<b>Total Collector Irradiance</b>	<b>1,672.7</b>	<b>0.0%</b>
Energy (kWh)	Nameplate	852,448.9	
	Output at Irradiance Levels	847,878.1	-0.5%
	Output at Cell Temperature Derate	824,964.9	-2.7%
	Output After Mismatch	798,825.4	-3.2%
	Optimal DC Output	797,191.9	-0.2%
	Constrained DC Output	796,654.2	-0.1%
	Inverter Output	784,697.4	-1.5%
	<b>Energy to Grid</b>	<b>780,773.9</b>	<b>-0.5%</b>
Temperature Metrics			
	Avg. Operating Ambient Temp		15.6 °C
	Avg. Operating Cell Temp		24.5 °C
Simulation Metrics			
	Operating Hours	4667	
	Solved Hours	4667	

Condition Set													
Description	Condition Set 1												
Weather Dataset	TMY, 10km Grid (37.15,-79.25), NREL (prospector)												
Solar Angle Location	Meteo Lat/Lng												
Transposition Model	Perez Model												
Temperature Model	Sandia Model												
Temperature Model Parameters	Rack Type	a	b	Temperature Delta									
	Fixed Tilt	-3.56	-0.075	3°C									
	Flush Mount	-2.81	-0.0455	0°C									
Soiling (%)	J	F	M	A	M	J	J	A	S	O	N	D	
	2	2	2	2	2	2	2	2	2	2	2	2	2
Irradiation Variance	5%												
Cell Temperature Spread	4° C												
Module Binning Range	-2.5% to 2.5%												
AC System Derate	0.50%												
Module Characterizations	Module					Uploaded By		Characterization					
	TSM-DE15H(II) 410 (144cell) (Trina Solar)					Folsom Labs		Spec Sheet Characterization, PAN					
Component Characterizations	Device					Uploaded By		Characterization					
	CPS SCA60KTL-DO/US-480 (Sept17) (error) (Chint)					Folsom Labs		Spec Sheet					

Components		
Component	Name	Count
Inverters	CPS SCA60KTL-DO/US-480 (Sept17) (error) (Chint)	9 (450.0 kW)
Strings	10 AWG (Copper)	81 (10,819.6 ft)
Module	Trina Solar, TSM-DE15H(II) 410 (144cell) (410W)	1,242 (509.2 kW)

Wiring Zones			
Description	Combiner Poles	String Size	Stringing Strategy
Wiring Zone	-	14-17	Along Racking

Field Segments									
Description	Racking	Orientation	Tilt	Azimuth	Intrarow Spacing	Frame Size	Frames	Modules	Power
Field Segment 1	Fixed Tilt	Portrait (Vertical)	15°	180°	8.0 ft	2x1	621	1,242	509.2 kW

Detailed Layout



more, further construction shall be in conformance with provisions of this chapter for the district in which the operation is located.

**SECS. 35-28-35-34. RESERVED**

▪ **DIVISION 3. DEFINITIONS, PITTSYLVANIA COUNTY ZONING ORDINANCE**

**SEC. 35-35. GENERAL USAGE TERMS.**

**Abandoned Motor Vehicle** - means a motor vehicle, trailer, or semi-trailer or part thereof that:

- a. Is inoperable and is left unattended on public property for more than forty-eight (48) hours, or
- b. Has remained illegally on public property for a period of more than forty-eight (48) hours, or
- c. Has remained without consent on private property, including but not limited to any commercial parking place, motor vehicle storage facility, or establishment for the service, repair, maintenance or sale of motor vehicles, whether or not such vehicle was brought onto or left at such property with or without the consent of the owner or person in control of the property for more than forty-eight (48) hours.

**Adjacent** - The word "adjacent" means "nearby" and not necessarily "contiguous."

**Antique Motor Vehicle** - Every motor vehicle, as herein defined, which was actually manufactured, or designated by the manufacturer as a model manufactured in a calendar year not less than twenty-five (25) years prior to January 1 of each calendar year and is owned solely as a collector's item, and/or is used for participation in club activities, exhibits, tours; parades, and similar uses, but in no event used for general transportation, may be classified by the Commissioner of the Virginia Department of Motor Vehicles as an antique motor vehicle. Additionally, antique motor vehicles may be operated on the highways of the Commonwealth for the purposes of testing their operation, obtaining repair or maintenance, and transportation to events and activities as hereinabove provided.

**Building** - The word "building" includes the word "structure."

**Buildable Area** - The area of a lot remaining after required yards, open spaces, parking, loading and access areas have been provided.

**Code of Virginia** - The term "Code of Virginia" shall include "as amended."

**County** - The word "County" shall mean County of Pittsylvania or Pittsylvania County as a political subdivision of the Commonwealth of Virginia; "County boundary" means any exterior boundary of the County or any boundary of unincorporated territory within the County.

**Construction Standards** - The term "construction standards" means those construction standards approved by the Board of Supervisors and County Building Inspector and included in the Uniform Statewide Building Code.

Land use: use of land - The terms "land use" and "use of land" shall be deemed also to include "building use" and "use of a building."

Lot -The word "lot" includes the words "plot" or "parcel"

Person - The word "person" includes a firm, association, organization, partnership, trust, company, or corporation, as well as an individual.

Residential Addiction Treatment Group Home- Residential group homes for the treatment of recovering drug and alcohol addictions.

Shall - The word "shall" is mandatory.

Solar energy facility, large-scale - A private solar energy conversion system, whose primary purpose is to produce power, or off-set power use, for on-site commercial, agricultural and industrial applications, consisting of photovoltaic panels, support structures, and associated control, conversion, and transmission hardware which has the rated capacity to produce more than 25 kilowatts (kW) of electrical power and which has a total site area of five (5) acres or less.

Solar energy facility, small system - A private solar energy conversion system, whose primary purpose is to produce power, or off-set power use, for residential applications, consisting of photovoltaic panels, support structures, and associated control, conversion, and transmission hardware which has the rated capacity to produce not more than 25 kilowatts (kW) of electrical power.

Solar energy facility, utility-scale - An energy conversion system, whose primary purpose is to produce power for consumption by, or under contract to, a utility provider, consisting of photovoltaic panels, support structures, and associated control, conversion, and transmission hardware which has a total site area of more than five (5) acres.

State -The word "State" shall mean Commonwealth of Virginia.

Used - The word "used" shall be deemed to also include "erected", "reconstructed", "altered", "placed", or "moved."

## SEC. 35-36. INTERPRETATION OF DEFINITIONS BY THE ZONING ADMINISTRATOR.

In case of any dispute over the meaning of a word, phrase, or a sentence, whether defined herein or not.

## SECS. 35-37-35-39. RESERVED

## SEC. 35-40. PRINCIPAL DEFINITIONS OF THE ZONING ORDINANCE.

(Amended June 7, 1999)

Accessory Building - A subordinate building located on the same lot as the principal building, and the use of which is customarily associated with and incidental to the use of the principal building. An accessory building that is attached to and is an integrated part of a principal building (by location, materials and architectural design) shall be governed by the regulations for principal buildings in this Ordinance.

**SEC. 35-140. SOLID WASTE DISPOSAL.**

Within the territorial boundaries of Pittsylvania County, Virginia, it shall be unlawful for any private person to dispose of any solid waste without the expressed approval of the Pittsylvania County, Board of Supervisors. Unlawful solid waste disposal is not limited to but includes these types of waste as defined in Article 1 of the Pittsylvania County Solid Waste Ordinance: asbestos waste, ash, bottom ash, by-product materials, commercial waste, construction waste, corrosive waste, household waste, infectious waste, institutional waste, low-level radioactive waste, municipal solid waste, non-hazardous solid waste, nuclear waste, pollutants, reactive waste, radioactive waste, residential waste, sludge, solid waste, special waste, toxic waste or trash.

The County has adopted a Waste Ordinance and Solid Waste Disposal Ordinance.

The following sets out contents of the requirements of the Pittsylvania County Waste Ordinance.

1. Solid Waste Disposal Approval Requirements
2. Public Participation
3. Consideration for Acting upon Request for Approval
4. Findings Required by Board of Supervisors for Approval
5. Record for Request Shall Be Kept
6. Approval Prohibited Due to Prior Violations
7. Revocation of Approval by Board of Supervisors
8. Noncompliance and Penalties Set for Ordinance Violation
9. Must Meet All Other Rules and Regulations of State, Local, Federal Governments
10. Adjudication in Part

**SEC. 35-141. SOLAR ENERGY FACILITIES.**

The following guidelines are intended to promote and regulate the development of solar energy facilities in Pittsylvania County while protecting the public health, safety and general welfare of the community.

**SEC. 35-141. (A) SMALL SOLAR ENERGY FACILITIES.**

Small solar energy facilities shall be a Permitted Use in all zoning districts:

1. Roof-mounted small solar energy facilities may be mounted on a principal building or an accessory building but shall not exceed the maximum building height requirements for the zoning district in which they are located and shall not be more than three (3) feet higher than the finished roof to which it is mounted. These facilities shall meet the building setback requirements for the structures to which they are affixed and shall not extend beyond the exterior perimeter of the structure roof.
2. Ground-mounted small solar energy facilities shall meet the minimum setbacks for principal or accessory structures in the zoning districts which they are located. The maximum height of these facilities shall be 15 feet as measured from the grade or base of the facility to its highest point.

3. All small solar energy facilities shall be configured to avoid glare and heat transference to adjacent properties.
4. All small solar energy facilities shall utilize components which have a UL listing or equivalent and fully comply with all applicable building and electrical codes, and shall not generate or create electrical interruptions or interference with existing electrical or electronic uses.

**SEC. 35-141.(B) LARGE SCALE SOLAR ENERGY FACILITIES.**

1. Roof-mounted large-scale solar energy facilities shall be a Permitted Use in all zoning districts when affixed to the roof of an existing or properly permitted commercial, governmental, industrial, agricultural or institutional building. These facilities shall meet the building setback requirements for the structures to which they are affixed and shall meet all design requirements specified for small solar energy facilities.
2. Ground-mounted large-scale solar energy facilities shall be by Special Use Permit in the M-1 Industrial District, Light Industry zoning district and the M-2 Industrial District, Heavy Industry zoning district, and in the A-1 Agricultural zoning district.

**SEC. 35-141(C). UTILITY SCALE SOLAR ENERGY FACILITY.**

1. Utility-scale solar energy facilities shall be by Special Use Permit in the M-1 Industrial District, Light Industry zoning district and the M-2 Industrial District, Heavy Industry zoning district, and in the A-1 Agricultural zoning district.
2. Utility-scale solar energy facilities shall be located no more than 2 miles from an existing electrical transmission line.
3. Utility-scale solar energy facilities shall be located at least five (5) miles from any other utility scale solar energy facility.
4. Density of panel coverage over the entire site area shall be no more than seventy (70) percent.

**SEC. 35-141(D). PERMITTING REQUIREMENTS FOR LARGE AND UTILITY SCALE SOLAR ENERGY FACILITIES.**

In addition to the requirements of Article V, Division 4 (Site Development Plans) and, where applicable, Article V, Division 3 (Special Use Permits ) of Chapter 35, Pittsylvania County Zoning Ordinance, the following documents and information must be provided for review and approval of large- and utility-scale solar energy facilities:

1. A narrative identifying the applicant, owner, and operator, and describing the proposed solar energy project, including: an overview of the project and its location, approximate rated capacity of the solar energy project, the approximate number, representative types and expected footprint of solar equipment to be constructed, and a description of ancillary facilities, if applicable;

4. Documentation shall include proof of control over the land or possession of the right to use the land in the manner requested. The applicant may redact sensitive financial or confidential information.
5. Document that the panels are located and installed so that the sum of the glare is directed away from an adjoining property or public rights of way.
6. The applicant shall provide proof of adequate liability insurance for a large and utility-scale solar facility prior to issuance of a zoning or building permit.

**SEC. 35-141(E). DECOMMISSIONING REQUIREMENTS FOR LARGE AND UTILITY SCALE SOLAR ENERGY FACILITIES.**

The owner or operator of a large or utility scale solar energy facility shall completely decommission a facility within 12 months if the facility ceases to generate electricity for a continuous period of 12 months. This period may be extended by the Board of Zoning Appeals if the owner or operator provides evidence that the failure to generate electricity is due to circumstances beyond their control and the facility has not been abandoned. Decommissioning shall include the removal of all solar collectors, cabling, electrical components, fencing and any other associated equipment, facilities and structures to a depth of at least 36 inches and stabilization of the site. A decommissioning plan shall be submitted, which shall include the following: (1) the anticipated life of the project; (2) the estimated decommissioning cost in current dollars, not including a salvage or recyclable material value used to offset the decommissioning cost, provided in an itemized format by a Virginia Licensed Professional Engineer (PE); (3) how said estimate was determined; and (4) the manner in which the project will be decommissioned. As allowed by Section 35-714 of the Pittsylvania County Zoning Ordinance, the Board of Zoning Appeals shall require a bond with surety or other approved security to ensure compliance with conditions imposed in a Special Use Permit. The plan shall acknowledge that if at any time the project is declared to be an unsafe structure by the Pittsylvania County Building Code Official, the terms of the "unsafe structure" code shall apply. The surety instrument shall meet the following requirements:

A. Cash or certified check from a federally insured financial institution, with a credit rating of Superior, or equivalent, from a recognized credit rating company, licensed to do business in the Commonwealth of Virginia, to be held in escrow by the County Treasurer, deposited in an interest-bearing bank account.

B. An Irrevocable Letter of Credit from a federally insured financial institution, with a credit rating of Superior, or equivalent, from a recognized credit rating company, licensed to do business in the Commonwealth of Virginia and payable to the County in part or in full upon demand and receipt of a notice of forfeiture. Letter of credit shall be irrevocable unless replaced with cash or other form of security acceptable to the County.

C. A surety or performance bond that renews automatically from a company registered and licensed to operate in the Commonwealth of Virginia, with a credit rating of Superior, or equivalent, from a nationally recognized rating company, and on the U.S. Department of Treasury's Listing of Certified Companies (Department of the Treasury Circular 570, as revised). Performance Bond must be payable to the County and maintained until decommissioning requirements are met. There must be a requirement and mechanism for the surety company to give prompt notice to the County of: (i) any action alleging bankruptcy or insolvency of the surety or violation that would

result in suspension or revocation of the license of the surety; (ii) any attempt at cancellation by the owner; and (iii) any pending cancellation by the surety.

D. An insurance policy that provides the County with acceptable rights as a beneficiary and is issued by an insurance carrier that has the authority to issue insurance policies in the County, and whose insurance operations are regulated and examined by a Federal or State Agency.

**SEC. 35-141(F). GENERAL REQUIREMENTS FOR LARGE AND UTILITY SCALE SOLAR ENERGY FACILITIES.**

1. The height of roof mounted large and utility-scale solar energy facilities shall not exceed the maximum height of other structures as permitted in the zoning district, and the maximum height of ground mounted facilities shall be 15 feet, as measured from the grade or base of the facility to its highest point.
2. Warning signage shall be placed on solar equipment and facilities to the extent appropriate. Solar equipment shall not be used for the display of advertising, except for reasonable identification of the photovoltaic equipment manufacturer or operator of the solar energy facility. All signs, flags, streamers or similar items, both temporary and permanent, are prohibited on solar equipment except as follows: (a) manufacturer's or installer's identification; (b) warning signs and placards; (c) signs that may be required by a federal agency; and (d) signs that provide a 24-hour emergency contact phone number and warn of any danger. Educational signs providing information about the project and the benefits of renewable energy may be allowed as provided in Article II, Division 3 of the Pittsylvania County Zoning Ordinance.
3. All large and utility scale solar energy facilities shall utilize components which have a UL listing or equivalent and fully comply with all applicable building and electrical codes and shall not generate or create electrical interruptions or interference with existing electrical or electronic uses.
4. All large and utility scale solar energy facilities shall comply with all applicable state and federal permitting and regulatory requirements.
5. All large and utility scale solar energy facilities must comply with the Pittsylvania County Noise Ordinance, but the requirements shall be no more stringent than for other development in the underlying zoning district.

**SECS. 35-142-160. RESERVED**

**DIVISION 5. NONCONFORMITIES**

**SEC. 35-161. CONTINUATION.**

Any use, activity, lot or structure lawfully in existence on the effective date of this Ordinance which does not conform to the provisions of this Ordinance relating to the zoning district in which the same is situated, may be continued in accordance with the provisions of this Section.

No change in title to any property subject to the provisions of this Ordinance, including but not limited to the demise, renewal, expiration, termination or modification of any leasehold interest, shall impair the nonconforming status of such property. (Amended February 18, 1992)



TOWN OF ALTAVISTA  
TOWN COUNCIL WORK  
SESSION  
July 27, 2021  
AGENDA COVER SHEET

AGENDA ITEM #: 4.1

**ITEMS REFERRED FROM PREVIOUS MEETINGS**

**Title: Milling and Paving Contract - Additional Areas.**  
**Staff Resource: David Garrett, Public Works Director**

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**Action(s):**

Request additional paving to be done under the approved contract and to utilize fund balance to cover the costs.

**Explanation:**

Having well-paved and well-maintained streets is imperative for the Town of Altavista. Utilizing a paving plan has assisted in making sure that we have a record for maintenance and allows for future planning to ensure that the Town is maintaining this important infrastructure on a continual basis.

**Background:**

Per Council direction at their regular meeting on July 13, 2021, an estimate to pave a section of trail in English Park was obtained.

The addition of the boat ramp parking area was presented at approximately \$106,000; the trail area has been quoted at approximately \$30,000. This would require use of fund balance from the general fund of \$100,000 to pave these areas as the amount of the budgeted general fund for paving would be exceeded.

**Funding Source(s):**

Funding – General Fund for the parking area at the Boat Ramp and now trail at English Park

**Attachments:** *(click item to open)*

[Attachment 1 - Worksheet all paving costs.pdf](#)

[Attachment 2 - English Park Walking Trail Paving Area.pdf](#)

Project	Street	Beginning	Ending	Overlay SF	Overlay SY	Full Mill (SY)	Edge Milling (LF)	Total Milling (SY)	ECI Estimated Asphalt Tonnage	Shoulder Stone (ft)	ECI Shoulder Stone (Tons)		
1A	5th Street	Pittsylvania Avenue	Charlotte Avenue	27,528	3,059	1,454	1,208	2,394	332.6	0	0.0		
			Town Estimate										
1B	5th Street Alley-1	Charlotte Avenue	Franklin Avenue	14,021	1,558	406	20	422	169.4	530	8.8		
			Town Estimate										
2A	5th Street	Charlotte Avenue	Hughes Street	122,941	13,660	0	2,337	1,818	1,485.5	750	12.5		
			Town Estimate										
2B	5th Street Alley-2	5th Street	Amherst Avenue	5,452	606	0	15	12	65.9	630	10.5		
			Town Estimate										
2C	5th Street Alley-3	5th Street	Nelson Avenue	6,981	776	0	20	16	84.4	675	11.3		
			Town Estimate										
3A	7th Street (Lola Avenue)	Main Street	7th Street	14,015	1,557	0	868	675	169.3	0	0.0		
			Town Estimate										
3B	7th Street	Lola Avenue	7th Street Connector	70,100	7,789	0	4,347	3,381	847.0	0	0.0		
			Town Estimate										
3C	7th Street Connector	7th Street	Main Street	16,285	1,809	0	992	772	196.8	0	0.0		
			Town Estimate										
4	Lola Avenue	10th Street	14th Street	58,879	6,542	31,695	1,583	32,926	711.5	0	0.0		
			Town Estimate										
5	9th Street	Amherst Avenue	Lola Avenue	24,653	2,739	0	50	39	297.9	1,700	28.3		
			Town Estimate										
6	Frazier Road	Avondale Drive	Lynch Mill Road	68,682	7,631	0	6,019	4,682	829.9	0	0.0		
			Town Estimate										
7	Avondale Drive	National Guard	Ogden Road	59,175	6,575	3,288	96	3,362	715.0	2,185	36.4		
			Town Estimate										
8	Ogden Road	Avondale Drive	Lynch Mill Road	57,490	6,388	0	2,326	1,809	694.7	1,675	27.9		
			Town Estimate										
9	10th Street	Bedford Avenue	High School Limits	23,765	2,641	0	1,530	1,190	287.2	0	0.0		
			Town Estimate										
10	Reynolds Spring	Tardy Mt. Road	Cul-de-Sac	7,980	887	0	0	0	96.4	0	0.0		
			Town Estimate										
11	McMinnis Spring	Rockford School Road	Cul-de-Sac	10,450	1,161	0	0	0	126.3	0	0.0		
			Town Estimate										
12	Avondale Drive	1801 Avondale Drive	1801 Avondale Drive	3,015	335	3,015	0	3,015	36.4	0	0.0		
			Town Estimate										
13	Amherst Avenue	Main Street	Mill Street	38,025	4,225	0	1,990	1,548	459.5	0	0.0		
			Town Estimate										
14	10th Street	Bedford Avenue	Broad Street	18,570	2,063	0	1,153	897	224.4	0	0.0		
			Town Estimate										
15	11th Street	Bedford Avenue	Broad Street	14,165	1,574	0	1,130	879	171.2	0	0.0		
			Town Estimate										
16	Boat Ramp Parking Lot	Pittsylvania Road	Limits Shown	93,390	10,377	0	137	107	1,128.5	0	0.0		
			Town Estimate										
17	English Park Walking Trail	Parking Lot	~ 1,500'	25,780	2,864	0	0	0	311.5	0	0.0		
			Town Estimate										
				781,342	86,816	39,858	25,821	59,941	9,441	8,145	136	Total Quantities	
								\$1.38	\$93.97		\$55.00	Unit Prices	
								\$82,719	\$887,191		\$7,466	Total Estimate	



**English Park Walking Trail**



**ENGINEERING  
CONCEPTS, INC.**  
34 GARDENHILL STREET  
DANVILLE, VIRGINIA 24040  
940.473.1252

●●●●●	Overlay Limits
●●●●●	Edge Milling
■■■■■	Full Mill & Overlay

Date	Description

**SPRING MILLING  
& PAVING PROJECT  
TOWN OF ALTAVISTA**



7/15/21

GRAPHIC SCALE  
PROJECT: 20008

**17**



TOWN OF ALTAVISTA  
TOWN COUNCIL WORK  
SESSION  
July 27, 2021  
AGENDA COVER SHEET

AGENDA ITEM #: 4.2

**ITEMS REFERRED FROM PREVIOUS MEETINGS**

**Title: Council Rules of Procedure**

**Staff Resource: Amie Owens, Assistant Town Manager**

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**Action(s):**

Continue discussion and gain Council direction on the development of their rules of procedure

**Explanation:**

One goal from the Town Council retreat in March 2021 was to develop Council rules of procedure

**Background:**

Town Council was provided with an outline of potential topics for a document at their July 13, 2021 regular meeting. A draft document for rules of procedure as well as a code of ethics is provided for review and comment.

**Funding Source(s):**

No funding required.

**Attachments:** *(click item to open)*

*[Attachment 1 - Outline for initial discussion regarding Council Rules of Procedure.pdf](#)*

*[Attachment 2 - Proposed Council Rules - draft.pdf](#)*

*[Attachment 3 -Code of Ethics- draft.pdf](#)*

## **Outline for Initial Discussion Regarding Council Rules of Procedure**

### **Logistics:**

1. Time and Place for meetings/alternate locations
2. Meeting cancellations or postponements
3. Recessed/continued meetings
4. Special meetings

### **Meeting Conduct: (the who, what, when, why and how)**

1. Mayor Presides over Meetings
2. Vice Mayor Role
3. Other Roles – clerk, parliamentarian
4. Comments and Rebuttals by Council Members
5. Order of Business
6. Public Comment
  - a. time limits – individual versus representing a group
  - b. topic –whether on the agenda or not on the agenda
7. What is Unfinished Business?
8. Roberts Rules of Order versus Special Rules of Order developed by Council
9. Is conduct different for work sessions versus regular meetings?

### **How items make it to the agenda:**

1. Council member request
2. Staff response to Council Request from a previous meeting
3. Staff request based on situations that arise or necessary approvals (i.e., Budgetary, Contractual)
4. Public Hearings as necessary stemming from recommendations from the Planning Commission
5. Procedural items such as nuisance hearings, proclamations, resolutions
6. Informational from staff (received for information only – no action required)

**Actions and sanctions of Council Members:**

1. Attendance requirement
2. Conduct at meeting
3. Code of Ethics

**ALTAVISTA TOWN COUNCIL  
RULES OF PROCEDURE  
(Adopted Month Day, 2021)**

These rules of procedure were designed and adopted for the benefit and convenience of the Altavista Town Council (herein "Council"). Their purpose is to help Council conduct its affairs in a timely and efficient manner. Further, Council reserves the right to suspend or amend the rules of procedure whenever a majority of Council decides to do so. When Council's rules of procedure do not address a procedural issue, Council may consider the most recent edition of *Robert's Rules of Order* for guidance. The failure of Council to strictly comply with the rules of procedure shall not invalidate any action of Council.

**Section 1 – Purpose and Basic Principles**

**Section 1-1. Purpose of Rules of Procedure**

- A. To enable the Council to transact business fully, expeditiously and efficiently while affording every opportunity to citizens to witness the operations of government;
- B. To protect the rights of each individual Council member;
- C. To preserve a spirit of cooperation among Council members; and
- D. To determine the will of Council on any matter.

**Section 1-2. Basic Principles Underlying Rules of Procedure**

- A. The business of the Council should proceed in the most efficient manner possible;
- B. Council's rules of procedure must be followed consistently;
- C. Council's actions should be the result of a decision on the merits and not a manipulation of the procedural rules;
- D. Only one subject may claim the attention of Council at one time;
- E. Each item presented for consideration is entitled to full and free discussion;
- F. Every member has equal rights to participate and vote on all issues;
- G. Every member must have equal opportunity to participate in decision making;
- H. The will of the majority must be carried out, and the rights of the minority must be preserved; and
- I. The Council must act as a body.

**Section 2 – Meetings**

**Section 2-1. When and Where Regular Meetings are Held**

- A. The regular meetings of the Council shall be held in the Council Chamber located at 510 Seventh Street at 6:00 p.m. on the second Tuesday and at 5:00 p.m. on the fourth Tuesday of each month. The purpose of the meeting on the fourth Tuesday is to introduce topics for consideration and discussion prior to action being taken at the next regular meeting.
- B. The Council may hold additional meetings at other locations and times or may change the locations and times of regularly scheduled meetings as it deems appropriate to do so. Notice of such additional meetings or changes to the location or time of regularly scheduled meetings shall be provided to the public and the press as required by State Code. Additional meetings shall be referred to as "special meetings" and shall be approved by Council during a regularly scheduled meeting.

## **Section 2-2. Cancellation or Rescheduling of Meetings**

A regularly scheduled meeting may be cancelled or rescheduled, in special circumstances and for the convenience of Council, if the change would not impact an advertised public hearing or a scheduled public presentation. The Mayor and Vice Mayor shall agree to any such change and the remaining members of the Council shall be immediately notified of the change and the reason, therefore. If any member of the Council objects, the regularly scheduled meeting shall proceed as originally planned. In the event that no member of the Council objects, the public and the media shall be notified promptly of the change.

## **Section 2-3. Recessed/Continued Meetings**

If the Council deems necessary to continue a meeting due to the lateness of the hour, or a need for additional discussion, a regular meeting may be continued to a date not greater than seven (7) days after the recessed meeting. The meeting may be set for a different time or place as the regular meeting so long as the information is communicated to the Council members and the press as promptly as possible. All hearings and other matters previously advertised shall be conducted at the continued meeting and no further advertisement is required.

A properly called regular, additional scheduled, or special meeting may be recessed or adjourned to a time and place certain by a motion made and adopted by a majority of the Council in open session during the regular, additional scheduled, or special meeting. The motion must state the time and place when the meeting will reconvene. No further notice need be given of such a recessed or adjourned session of a properly called regular, additional scheduled or special meeting.

## **Section 2-4. Special Meetings**

A. The Council may hold such special meetings, as it deems necessary, at such times and places as it may find convenient; and it may adjourn from time to time. A special meeting of the Council shall be called pursuant to Section 15.2-1417 of the Code of Virginia (1950), as amended.

B. Special meetings may be called by the Mayor, the Town Manager, or any two (2) members of the Council in writing to the Clerk of Council for the purpose stated in the notice of the special meeting. The Clerk of Council will notify the members of the Council of the time and place designated and the purpose of the meeting. Written notice of the special meeting shall be delivered to each member of the Council by leaving a copy thereof at his or her place of abode or place of business at least twelve hours before the time scheduled for the special meeting. Only matters specified in the notice of the special meeting shall be considered unless (1) all of the members of the Council are present and (2) the Council determines in good faith at the meeting that it is essential to discuss or act on such additional item(s) immediately.

C. Notice to the public of any special meeting shall be given at the same time as the notice provided the members of the Council, the Town Attorney, and the Town Manager.

## **Section 3 – Officers**

### **Section 3-1. Mayor**

The Mayor shall preside over all meetings of the Council. The Vice Mayor serves in the absence of the Mayor. In the absence from any meeting of both the Mayor and Vice Mayor, the Council members present shall choose one of their members as temporary presiding officer.

### **Section 3-2. Vice Mayor**

In addition to serving in the absence of the Mayor, the Vice Mayor is charged with the annual evaluation of the Town Manager. The Vice Mayor may utilize assistance from another Council member to complete this task.

### **Section 3-3. Clerk**

The Clerk of Council shall be appointed by the Council. He or she shall prepare the agenda for Council meetings, shall attend all Council meetings, and shall keep an accurate record of the proceedings. This role is typically filled by the Town Manager; however, a deputy clerk may be assigned to take the minutes for the Council.

### **Section 3-4. Parliamentarian**

The Town Attorney shall serve as the Parliamentarian for the purpose of interpreting these Rules of Procedure and the Code of Virginia (1950), as amended, as may be directed by the presiding officer, or as required as a result of a point of order raised by one or more Council members. If the Town Attorney is unavailable, the Town Manager shall serve as the Parliamentarian.

## **Section 4 – Meeting Procedures and Expectations**

### **Section 4.1 – Conduct during the meeting**

A. At meetings of the Council, the presiding officer shall preserve order and decorum. The presiding officer shall have the following powers:

1. To rule motions in or out of order, including any motion not related to the subject under discussion or blatantly offered for obstructive purposes;
2. To determine whether a speaker has gone beyond reasonable standards of courtesy in his or her remarks and to entertain and rule on objections from other members on this ground;
3. To entertain and answer questions of parliamentary law or procedure;
4. To call a brief recess at any time;
5. To adjourn in an emergency.

B. A decision by the presiding officer under any of the first three powers listed above may be appealed to the Council upon motion of any member. Such a motion is in order immediately after a decision under those powers is announced and at no other time. The member making the motion need not be recognized by the presiding officer, the motion does not require a second, and the motion, if timely made, may not be ruled out of order. There are two exceptions to this right of appeal. The presiding officer may adjourn without the Council's vote or appeal in an emergency, and he or she may also call a brief recess without a vote at any time, when necessary to "clear the air" and thus reduce friction among the members.

#### **Section 4.2 – Council Comments and Rebuttals**

A. To maintain professional decorum, individual Council members should indicate that they wish to speak by raising their hand to be recognized by the presiding officer prior to beginning to speak. Once recognized, the Council member may ask questions of staff or the Council and/or make comments related to the current subject matter. Comments should be limited to five minutes.

B. The presiding officer shall preside over the discussion when a motion has been made according to the following general principles:

1. The maker of a motion is entitled to speak first.
2. A member who has not spoken on the issue shall be recognized before someone who has already spoken.
3. To the extent possible, the debate shall alternate between proponents and opponents of the measure.
4. The presiding officer may participate in the debate prior to declaring the matter ready for a vote.

C. In the instance of a rebuttal, the Council member should be acknowledged by the presiding officer prior to offering comments. The rebuttal comments should be limited to five minutes and should be delivered in a manner that is respectful to the Council as well as the staff and audience.

#### **Section 4.3 – Order of Business at Regular Meetings**

The suggested order of business at a regular meeting of the Town Council shall be set out in the printed agenda and may include, but not be limited to the following items:

1. Call to order
2. Invocation
3. Pledge of Allegiance
4. Adopt meeting agenda – Amendments/deletions to the agenda
5. Citizens Time (may be for items on the agenda and those not on the agenda)
6. Recognitions and Presentations
7. Partner Updates
8. Consent Agenda
9. Public Hearings
10. Unfinished Business
11. New Business
12. Reports and Communications

13. Matters from Council
14. Closed Session
15. Adjournment

#### **Section 4.4 – Order of Business at Work Sessions**

The suggested order of business at a work session of the Town Council shall be set out in the printed agenda and may include but are not limited to items outlined and referenced in Section 4.3 above.

#### **Section 4.5 – Public Comment (Citizens' Time)**

There shall be a period of time at every meeting where citizens are encouraged to speak to Council. Citizens wishing to address Council should sign in prior to the meeting and when recognized at the podium, provide their name and residential address for the record. Citizen comments will be limited to three (3) minutes with a total of fifteen (15) minutes allotted for this purpose.

- Public comment shall be for the purpose of allowing members of the public to present any matter, which, in their opinion, deserves the attention of the Council. They shall not serve as a forum for debate with the Council.
- Remarks shall be addressed directly to the Council and not to staff, the audience, or the media.
- There shall be no comment during Citizens' Time on a matter for which a public hearing is scheduled during the same meeting.
- There shall be no comment during Citizens' Time on a matter that has already been the subject of a previous public hearing where no final vote has been taken.
- Any issue raised by the public which the Council wishes to consider may be put on the agenda for a future Council meeting by a majority vote.
- Council members shall not discuss issues raised by the public except by consent of a majority of the Council members present.
- Other than as stipulated above or during public hearings, no person shall be permitted to address the council orally, except by permission of the Council, and such permission shall not be granted unless with the consent of a majority of the members of the Council present at such meeting.
- Any person who desires to submit written statements for forwarding to the Council prior to a Council meeting must submit ten (10) copies to the Clerk of Council by 4:00 p.m. on the Friday preceding the Council meeting.

#### **Section 4.6 - Unfinished Business Items**

Unfinished Business shall include all business not concluded at the previous two regular meetings. The town manager shall automatically place unfinished business items including postponed motions, under this agenda item.

#### **Section 4.7 – Roberts Rules of Order**

The provisions of Robert's Rules of Order, revised, edition date, shall govern the council in its meetings, except in so far as such provisions are inconsistent with law and modified by the special rules of order as set forth below. In the event that there is an inconsistency between the respective rules of order, the special rules shall control.

## **Section 4.8 – Special Rules of Order**

### **Voting and Debate**

- The Mayor shall vote on all matters before council unless contrary to law or he is required to abstain from a vote.
- During council meetings, council deliberations will be held amongst council members; unless the Mayor consents and there are no objections to invite other participants.
- Individuals shall request to speak by raising their hand to be recognized by the presiding officer during the debate. Individuals speaking without being recognized by the presiding officer will be asked to hold their comments until such time as an individual who was properly recognized finishes their statement.
- Any motion, amendment or resolution may be withdrawn or modified by the mover at any time before a decision, (with the concurrence of the seconder) of an amendment or ordering of the yeas and nays, except a motion to reconsider, which shall not be withdrawn without leave.
- The maker of the motion shall be allowed to provide opening and closing discussion during debate.
- Council members shall not engage in electronic or other communications amongst themselves regarding any motion or topic that is on the floor for debate.

## **Section 5 – Agenda Items**

### **Section 5.1 – Items included on the Agenda**

Items will be included on the Agenda based on the following actions:

1. A Council member may request an item be added to an agenda by notifying the Clerk to the Council and Mayor prior to the meeting;
2. A staff response to Council's request from a previous meeting or special request;
3. A request from staff that requires the attention and/or approval of Council such as policy, contractual obligation or budgetary item;
4. Public Hearings as necessary stemming from the Planning Commission or by virtue of a Council decision that requires a public hearing as part of the statutory process;
5. Procedural items such as nuisance hearings, proclamations and resolutions;
6. Information from staff received for information only such as monthly reports that require no action by Council.

## **Section 6 – General Operating Policy**

### **Section 6-1. Minutes of the Council Meetings**

The minutes of the Council meetings shall reflect the official acts of the Council. They shall provide a summary of discussion and record Council votes. Minutes shall be considered for approval within a reasonable time after the meeting they record.

### **Section 6-2. Broadcasting Council Meetings**

Regular meetings and work sessions of the Council shall be broadcast live on the Town's website. Copies of the broadcast are archived on the website and available for viewing at any time. For a copy of the meeting on a DVD, individuals should contact Town Hall and request a copy; there may be a charge for such service.

### **Section 6-3. Amending the Rules of Procedure**

These rules may be amended at any regular meeting, or at any properly called special meeting that includes amendment of the rules as one of the stated purposes of the meeting. Adoption of an amendment shall require an affirmative vote of four (4) members of the Council.

### **Section 6-4. Special Rules of Procedure**

The Council may adopt its own special rules of procedure to cover any situations that are not adequately addressed in these Rules of Procedure. Adoption of a special rule of procedure shall require an affirmative vote of a majority of a quorum of the Council.

## **Section 7 – Council Standards of Conduct**

### **Section 7.1. Attire**

To maintain the dignity and decorum of the Town Council Meetings and so as not to disrupt said meetings Council members shall dress in business or business casual attire.

### **Section 7.2. Attendance**

As an elected official of the citizens of the Town of Altavista, Council members should make every effort to attend the meetings of the Town Council as the meeting schedule is set and confirmed annually. Council members should inform the Mayor if they will be unable to attend a regularly scheduled meeting of the Council as far in advance as possible. The Mayor or presiding officer should announce at the beginning of the meeting if a Council member will be absent.

If a Council member is aware that they will be unable to attend an upcoming meeting; they should announce it at the preceding meeting to be recorded in the official record. For example: if the Council member knows at the regular meeting he will miss the upcoming work session, he should inform the Council prior to adjournment of the regular meeting.

**Section 7.3. Code of Ethics**

There shall be a Code of Ethics adopted separately by the Town Council which shall illustrate the proper behavior and ethical standards that should be followed by all Council members.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

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Michael E. Mattox  
Mayor

DRAFT

**CODE OF ETHICS FOR THE  
MAYOR AND TOWN COUNCIL  
FOR THE TOWN OF ALTAVISTA, VIRGINIA**

**WHEREAS**, the stability and proper operation of democratic representative government depends upon public confidence in the integrity of the government and upon responsible exercise of the trust conferred by the people upon their elected officials: and

**WHEREAS**, as public officials we are charged with upholding the trust of the citizens of Altavista and with obeying the law.

**NOW THEREFORE**, in recognition of our blessings and obligations as citizens of the Commonwealth of Virginia and as public officials representing the citizens of the Town of Altavista and acting pursuant to the requirements of the Code of Virginia, we the Mayor and Town Council Members do hereby adopt the following General Principles and Code of Ethics to guide the Town Council in its lawful decision making.

**GENERAL PRINCIPLES UNDERLYING THE CODE OF ETHICS**

Governmental decisions and policy must be made and implemented through the proper channels and processes of the governmental structure. This requires Council members to act in a manner that maintains their integrity and independence yet is responsive to the interests and needs of those they represent and to the code of ethics and policies adopted by the Council as a whole. Council members must always remain aware that at various times they play different roles:

- As advocates, who strive to advance the legitimate needs of their citizens;
- As legislators, who balance the public interest and private rights in considering and enacting ordinances, orders and resolutions;
- As decision-makers who arrive at fair and impartial quasi-judicial and administrative determinations.

Council members must know how to distinguish among those roles, to determine when each role is appropriate, and to act accordingly. Council members must be aware of their obligation to conform their behavior to standards of ethical conduct that warrant the trust of their constituents. Each official must find within his or her own conscience the touchstone by which to determine what conduct is appropriate.

## **CODE OF ETHICS**

The purpose of this Code of Ethics is to establish guidelines for ethical standards of conduct for the Mayor and Town Council and to help determine what conduct is appropriate in particular cases. It should not be considered a substitute for the law.

### **Section 1. Legal Considerations**

Council members should obey all laws applicable to their official actions as elected members of the Town Council. Council members should be guided by the spirit as well as the letter of the law in whatever they do.

At the same time, Council members should feel free to assert policy positions and opinions without fear of reprisal from fellow council members or citizens. To declare that a council member is behaving unethically because one disagrees with that council member on a question of policy, and not because of the council member's behavior, is unfair, dishonest, irresponsible, and itself unethical.

Council members should endeavor to keep up to date, through the council's attorney, town manager, and other sources, about new or ongoing legal or ethical issues they may face in their official positions. This educational function is in addition to the day-to-day advice the Council may receive concerning specific situations that arise.

### **Section 2. Act with Integrity**

Council members should act with integrity and independence from improper influence as they exercise the duties of their offices. Characteristics and behaviors consistent with this standard include the following:

- Behaving consistently and with respect toward everyone with whom they interact;
- Living as if they are on duty as elected officials regardless of where they are or what they are doing;
- Using their best independent judgment to pursue the common good as they see it, presenting their opinions to all in a reasonable, forthright, consistent manner;
- Showing respect for their offices and not behaving in ways that reflect badly on those offices;
- Recognizing that they are part of a larger group and acting accordingly;
- Disclosing contacts and information about issues that they receive outside of public meetings and refraining from seeking or receiving information about quasi-judicial matters outside of quasi-judicial proceedings themselves;

- Treating other Council members and the public with respect and honoring the opinions of others even when the council members disagree with those opinions;
- Not reaching conclusions on issues until all sides have been heard; and
- Recognizing that individual council members are not generally allowed to act on behalf of the council but may only do so if the council specifically authorizes it, and that the council must take official action as a body.

### **Section 3. Avoid Impropriety**

Council members should avoid impropriety in the exercise of their official duties. Their official actions should be above reproach. Although opinions may vary about what behavior is inappropriate, this council will consider impropriety in terms of whether a reasonable person who is aware of all the relevant facts and circumstances surrounding the council member's actions would conclude that the action was inappropriate.

If a council member believes that his or her actions, while legal and ethical, may be misunderstood, the member should seek the advice of the town's attorney and should consider publicly disclosing the facts of the situation and the steps taken to ensure it remains an ethical and legal action.

### **Section 4. Responsibilities as a Council Member**

Council members should faithfully perform the duties of their offices. They should act as the especially responsible citizens whom others may trust and respect. They should set a good example for others in the community, keeping in mind that trust and respect must continually be earned.

Council members should faithfully attend and prepare for meetings. They should carefully analyze all credible information properly submitted to them, mindful of the need not to engage in communications outside the meeting in quasi-judicial matters.

### **Section 5. Transparency**

Council members should conduct the affairs of the council in an open and public manner, as they are conducting the public's business every time they meet. They should comply with all applicable laws governing open meetings and public records, recognizing that doing so is essential to the public's trust. They should also remember that local government records belong to the public and not to council members or their employees.

In order to ensure strict compliance with the laws concerning openness, council members should make clear that an environment of transparency and candor is to be maintained at all times in the Town. They should prohibit unjustified delay in fulfilling public records requests. They should take deliberate steps to make certain that any closed sessions held by the board are lawfully conducted and that such sessions do not stray from the purposes for which they are called.

Adopted this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

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Michael E. Mattox, Mayor

ATTESTED:

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J. Waverly Coggsdale, III, Town Manager  
Clerk to Council



TOWN OF ALTAVISTA  
TOWN COUNCIL WORK  
SESSION  
July 27, 2021  
AGENDA COVER SHEET

AGENDA ITEM #: 5.1

**ITEMS FOR DISCUSSION (NEW & UNFINISHED)**

**Title: Spark Innovation Center - Bid Information**

**Staff Resource: Waverly Coggsdale, III, Town Manager**

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**Action(s):**

Request Council direction related to the bids received for the Spark Innovation Center

**Explanation:**

The Spark Innovation Center has been a project that has been developed over the past year; it is now reaching the point of construction and Town Council needs to approve a contractor.

Bids were received on Tuesday, July 13, 2021 and were opened by the engineer. Attached please find the Bid Tabulation Sheets for this project. Based on the bids received, Hurt and Proffitt recommends Piney Ridge Contracting as the lowest responsible, responsive bidder at \$632,000 based solely on the base bid amount.

There are some additional alternates that need to be considered such as the roof of the building. There are some funds available from a grant for asbestos abatement that can be used toward roof modifications. Staff and the engineer will provide additional detail at the meeting.

**Background:**

The Town of Altavista contracted with Hurt and Proffitt and Dominion Seven for design work for the Spark Innovation Center.

The Town Council requested that the individuals who would bid for the Spark Innovation Center project be prequalified in advance of the RFP. Five firms were pre-qualified for the project and all submitted bids; as listed on the Bid Tabulation Sheets.

**Funding Source(s):**

Various Funding Resources available - TRRC Grant; General Fund and Brownfields Grant

**Attachments:** *(click item to open)*

[Attachment 1 -BID TAB FORM\\_2021\\_09.pdf](#)

[Attachment 2 -BID TAB FORM\\_2021\\_09\\_with Alternates.pdf](#)

BIDS RECEIVED AND OPENED:  
2:00 P.M. TUESDAY, JULY 13, 2021 @ TOWN HALL – ALTAVISTA, VA

CONTRACTOR	BASE BID	ALTERNATE #1 WINDOW REPLACEMENT	ALTERNATE #2 SHINGLE ROOF	ALTERNATE #3 METAL ROOF	ALTERNATE #4 OPERABLE PARTITION	ALTERNATE #5 BRICK REPOINTING	ALTERNATE #6 PLATFORM LIFT ITEMS	ALTERNATE #7 ENTRANCE CANOPY	ALTERNATE #8 LANDSCAPING	ALTERNATE #9 UNDERGROUND POWER	UNIT PRICE #1 PLYWOOD ROOF DECKING	UNIT PRICE #2 BRICK MASONRY REPOINTING	BOND
1. <b>Jamerson-Lewis Construction Lynchburg, VA</b>	\$824,000	\$52,000	\$53,000	\$115,000	\$25,000	\$26,000	\$34,000	\$13,000	\$28,000	\$10,000	\$9.00	\$64.00	YES
	Calendar Days 150	Calendar Days 14	Calendar Days 14	Calendar Days 21	Calendar Days 14	Calendar Days 21	Calendar Days 14	Calendar Days 7	Calendar Days 21	Calendar Days 7			
2. <b>J. E. Burton Construction South Boston, VA</b>	\$710,655	\$50,365	\$42,745	\$110,065	\$21,577	\$23,323	\$15,770	\$9,360	\$24,245	\$8,840	\$6.60	\$60.00	YES
	Calendar Days 152	Calendar Days 8	Calendar Days 10	Calendar Days 14	Calendar Days 7	Calendar Days 5	Calendar Days 10	Calendar Days 3	Calendar Days 7	Calendar Days 7			
3. <b>Piney Ridge Contracting &amp; Consulting Appomattox, VA</b>	\$632,000	\$51,800	\$48,300	\$108,000	\$18,700	\$3,900	\$16,700	\$10,200	\$23,500	\$8,100	\$3.23	\$10.00	YES
	Calendar Days 180	Calendar Days 0	Calendar Days 15	Calendar Days 30	Calendar Days 0	Calendar Days 0	Calendar Days 15	Calendar Days 10	Calendar Days 15	Calendar Days 0			
4. <b>Price Building, Inc. Rocky Mount, VA</b>	\$767,600	\$19,000	\$33,800	\$103,800	\$22,400	\$5,600	\$15,250	\$8,050	\$9,520	\$9,470	\$3.50	\$35.00	YES
	Calendar Days 290	Calendar Days 10	Calendar Days 20	Calendar Days 20	Calendar Days 10	Calendar Days 5	Calendar Days 20	Calendar Days 10	Calendar Days 10	Calendar Days 5			
5. <b>Quality Construction Danville, VA</b>	\$698,700	\$19,300	\$33,900	\$97,600	\$31,200	\$25,300	\$21,400	\$20,400	\$14,500	\$2,300	\$15.00	\$68.00	YES
	Calendar Days 180	Calendar Days 5	Calendar Days 0	Calendar Days 20	Calendar Days 7	Calendar Days 0	Calendar Days 14	Calendar Days 7	Calendar Days 0	Calendar Days 0			

BIDS RECEIVED AND OPENED:  
2:00 P.M. TUESDAY, JULY 13, 2021 @ TOWN HALL – ALTAVISTA, VA

CONTRACTOR	BASE BID	ALTERNATE #1 WINDOW REPLACEMENT	ALTERNATE #2 SHINGLE ROOF	ALTERNATE #3 METAL ROOF	ALTERNATE #4 OPERABLE PARTITION	ALTERNATE #5 BRICK REPOINTING	ALTERNATE #6 PLATFORM LIFT ITEMS	ALTERNATE #7 ENTRANCE CANOPY	ALTERNATE #8 LANDSCAPING	ALTERNATE #9 UNDERGROUND POWER	UNIT PRICE #1 PLYWOOD ROOF DECKING	UNIT PRICE #2 BRICK MASONRY REPOINTING	BOND
1. <b>Jamerson-Lewis Construction Lynchburg, VA</b>	\$824,000	\$52,000	\$53,000	\$115,000	\$25,000	\$26,000	\$34,000	\$13,000	\$28,000	\$10,000	\$9.00	\$64.00	YES
	Calendar Days 150	Calendar Days 14	Calendar Days 14	Calendar Days 21	Calendar Days 14	Calendar Days 21	Calendar Days 14	Calendar Days 7	Calendar Days 21	Calendar Days 7			
2. <b>J. E. Burton Construction South Boston, VA</b>	\$710,655	\$50,365	\$42,745	\$110,065	\$21,577	\$23,323	\$15,770	\$9,360	\$24,245	\$8,840	\$6.60	\$60.00	YES
	Calendar Days 152	Calendar Days 8	Calendar Days 10	Calendar Days 14	Calendar Days 7	Calendar Days 5	Calendar Days 10	Calendar Days 3	Calendar Days 7	Calendar Days 7			
3. <b>Piney Ridge Contracting &amp; Consulting Appomattox, VA</b>	\$632,000	\$51,800	\$48,300	\$108,000	\$18,700	\$3,900	\$16,700	\$10,200	\$23,500	\$8,100	\$3.23	\$10.00	YES
	Calendar Days 180	Calendar Days 0	Calendar Days 15	Calendar Days 30	Calendar Days 0	Calendar Days 0	Calendar Days 15	Calendar Days 10	Calendar Days 15	Calendar Days 0			
4. <b>Price Building, Inc. Rocky Mount, VA</b>	\$767,600	\$19,000	\$33,800	\$103,800	\$22,400	\$5,600	\$15,250	\$8,050	\$9,520	\$9,470	\$3.50	\$35.00	YES
	Calendar Days 290	Calendar Days 10	Calendar Days 20	Calendar Days 20	Calendar Days 10	Calendar Days 5	Calendar Days 20	Calendar Days 10	Calendar Days 10	Calendar Days 5			
5. <b>Quality Construction Danville, VA</b>	\$698,700	\$19,300	\$33,900	\$97,600	\$31,200	\$25,300	\$21,400	\$20,400	\$14,500	\$2,300	\$15.00	\$68.00	YES
	Calendar Days 180	Calendar Days 5	Calendar Days 0	Calendar Days 20	Calendar Days 7	Calendar Days 0	Calendar Days 14	Calendar Days 7	Calendar Days 0	Calendar Days 0			
		<b>PRIORITY 2:</b> Recommend moving forward if budget allows.	<b>PRIORITY 3:</b> Recommend pushing to Phase 2 work = noise, debris, costs	<b>PRIORITY 4:</b> Do not recommend at these costs	<b>PRIORITY 1:</b> Recommend moving forward; good pricing	<b>PRIORITY 1:</b> Recommend moving forward; good pricing	<b>PRIORITY 3:</b> Recommend pushing to Phase 2 work = noise, debris, costs	<b>PRIORITY 1:</b> Recommend moving forward; good pricing	<b>PRIORITY 2:</b> Recommend moving forward if budget allows.	<b>PRIORITY 4:</b> Do not recommend at these costs. Power Company fees not included.			



TOWN OF ALTAVISTA  
TOWN COUNCIL WORK  
SESSION  
July 27, 2021  
AGENDA COVER SHEET

AGENDA ITEM #: 5.2

**ITEMS FOR DISCUSSION (NEW & UNFINISHED)**

**Title: Reserve Fund Policy**

**Staff Resource: Waverly Coggsdale, Town Manager**

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**Action(s):**

Amend the Town's Fiscal Policies to reduce the amount of funds needed to be earmarked in Reserves for the General Fund Undesignated Fund Balance.

**Explanation:**

During the Town Council Strategic Retreat and various meetings since, the Reserve Policy specifically the General Fund Reserve Policy has been mentioned several times. With several large projects in the works such as the renovation of the Altavista Theatre and the Spark Innovation Center that may require funding in addition to any already allocated funds, the possibility of changing the GF Reserve Policy from 100% of annual recurring revenue to a lesser percentage or flat amount is an option to consider.

Attached please find a comparison (last three fiscal years) of the recurring Revenue (this figure is used to establish the Policy amount) and the recurring Expenditures). As you can see the current policy provides in excess of 100% of needed funds to cover the recurring expenses in the General Fund. There is draft language that would amend the policy from 100% to 50% of recurring Revenue, this would dip the Policy funds below the 100% coverage of annual recurring Expenditures.

**Background:**

The Town Council adopted the existing Fiscal Policies on September 8, 2020.

The current Reserve Policy for the General Fund states the Undesignated Fund Balance at the close of each fiscal year per the Town's audit should be 100% of annual recurring revenues. The current General Fund balance, based on the FY2020 Financial Report, is \$6,133,612.

**Funding Source(s):**

FY2022 Budget

**Attachments:** *(click item to open)*

[\*GENERAL FUND FISCAL POLICY HISTORICAL DATA.pdf\*](#)

[\*Attachment 2 Fiscal Policy Amedment.pdf\*](#)

## GENERAL FUND FISCAL POLICY HISTORICAL DATA

### Annual Recurring Expenses and Annual Policy Review

Client:	<b>050830 - Town of Altavista, Virginia</b>						
Engagement:	<b>2020 Audit - Town of Altavista, Virginia</b>						
Period Ending:	<b>6/30/2020</b>						
Trial Balance:	<b>TB</b>						
Workpaper:			<b><u>FY2020</u></b>		<b><u>FY2019</u></b>		<b><u>FY2018</u></b>
<b>Account</b>	<b>Description</b>	<b>FINAL</b>	<b>OPERATIONS ONLY</b>	<b>FINAL</b>	<b>OPERATIONS ONLY</b>	<b>FINAL</b>	<b>OPERATIONS ONLY</b>
		<b>6/30/2020</b>	<b>6/30/2020</b>	<b>6/30/2019</b>	<b>6/30/2019</b>	<b>6/30/2018</b>	<b>6/30/2018</b>
<b>EXPENSES</b>	<b>TOTALS</b>	7,946,038.58	3,540,002.08	4,896,090.23	3,276,771.88	4,981,797.84	3,119,813.16
<b>REVENUES</b>	<b>POLICY</b>		6,133,612.00		5,800,233.00		5,647,309.00
			173%		177%		181%

THIS COMPARISON SHOWS THE RELATION BETWEEN THE ANNUAL RECURRING EXPENDITURES (TOTALS) TO THE ANNUAL RECURRING REVENUES (POLICY) IN REGARD TO THE TOWN'S ABILITY TO SUSTAIN A DECREASE IN REVENUES DUE TO UNFORESEEN CIRCUMSTANCES. THE PERCENTAGE BELOW THE TABLE INDICATES THE RELATION BETWEEN REVENUE AND EXPENDITURES (100% would indicate that the Expenditures could be covered for a full year without the receipt of any Revenue; through the use of the Policy Funds that would be earmarked in Reserves.

#### NOTES:

EXPENSES TOTALS = Annual Expenditures less Capital Improvement Program (CIP) Items.

REVENUES POLICY = Annual Recurring Revenues (100%)

## Policy A – Fund Balance

# DRAFT

### General Fund

#### ***Undesignated Fund Balance***

- The Town of Altavista's Unassigned General Fund Balance will be maintained at a level to provide the Town with sufficient working capital and a comfortable margin of safety to address emergencies and unexpected declines in revenue without borrowing.
- The Town shall not use the Undesignated General Fund Balance to finance recurring operating expenses.
- The Town will maintain an Undesignated General Fund Balance (UGFB) equal to ~~100%~~ **not less than six months or 50%** of General Fund Annual Recurring Revenues (based on previous year's Financial Report). In the event the UGFB is used to provide for temporary funding of unforeseen emergency needs, the Town shall restore the Undesignated General Fund Balance to the minimum of ~~100%~~ **50%** within three years.
- Funds in excess of the targeted ~~100%~~ **50%** fund balance may be considered to supplement "pay-as-you-go" capital outlay expenditures, other non-recurring expenditures or as additions to fund balance.

#### ***Committed Fund Balance***

- Committed fund balance includes amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of Town Council. These committed fund balance amounts cannot be used for any other purpose unless Town Council removes or changes the specified use by taking the same action (ordinance or resolution) it employed to previously commit those amounts. Committed fund balance also includes contractual obligations to the extent that existing resources in the fund have been specifically committed to use in satisfying those contractual requirements.

#### ***Assigned Fund Balance***

- Assigned fund balance includes amounts that are constrained by the government's intent to be used for specific purposes but are neither restricted nor committed. Fund Balance may be assigned either through the encumbrance process as a result of normal purchasing activity (which includes the issuance of a purchase order), or by *the Town Manager or his designee, in accordance with Council adopted fund balance policy.*

#### ***Restricted Fund Balance***

- Restricted fund balance includes amounts that have constraints placed on their use by external sources such as creditors, grantors, contributors, laws or regulations of other governments or imposed by law through constitutional provisions or enabling legislation.

#### ***Non-Spendable Fund Balance***

- Non-spendable fund balance includes amounts that cannot be spent because they are either not in spendable form such as inventories and prepaids or they are legally or contractually required to be maintained intact.



TOWN OF ALTAVISTA  
TOWN COUNCIL WORK  
SESSION  
July 27, 2021  
AGENDA COVER SHEET

AGENDA ITEM #: 5.3

**ITEMS FOR DISCUSSION (NEW & UNFINISHED)**

**Title: FY2021 Year End Budget Amendments.**

**Staff Resource: Tobie Shelton, Finance Director/Treasurer**

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**Action(s):**

Consensus to place this item on the August 10th Regular Meeting Consent Agenda for Approval.

**Explanation:**

To revise the FY2021 Budget to reflect changes that have occurred during the fiscal year.

**Background:**

Items that arise during a fiscal year that have been previously approved by Town Council, require amendments to the budget. The attached memo indicates the nature of the budget amendment, as well as the reason and when Council directed staff on the action.

**Funding Source(s):**

Amendments as directed by previous action of Council.

**Attachments:** *(click item to open)*

[Attachment 1](#)



**DATE:** July 22, 2021  
**TO:** Mayor Mattox and Members of Council  
**FROM:** Tobie Shelton  
**SUBJECT:** Budget Amendments

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Attached are budget amendments that are necessitated by previous Council action or the receipt of funds to cover an associated expense. The adoption of these amendments completes the process.

- Purchase of 89 acres \$241,530  
*(Council Approval: April 27, 2021)*
- Memorial Plaque, Pat DeBernard \$ 1,210  
*(Consensus: April 27, 2021)*
- Dalton's Landing Canoe Launch: Construction \$ 56,840  
*(Council Approval: July 14, 2020)*
- Professional Services: Brownfields Grant \$ 13,930  
*(Council Approval: June 25, 2019)*
- Avoca, additional security camera \$ 1,600  
*(Council Approval: January 26, 2020)*
- Mowing Contract, Avoca \$ 630  
*(Council Approval: April 13, 2021)*
- McMinnis Spring Project \$730,420  
*(Council Approval: March 24, 2020)*
- WTP Filter Improvement \$ 28,050  
*(Council Approval: October 8, 2019)*
- WTP Melinda Tank HPZ Project \$ 5,530  
*(Consensus: April 13, 2021)*
- WTP Electrical Project \$ 30,170  
*(Council Approval: August 11, 2020)*
- Abbott Water Line Project \$ 16,540  
*(Council Approval: May 11, 2021)*
- Wastewater Electrical Project \$184,800  
*(Council Approval: October 13, 2020)*



# TOWN OF ALTAVISTA

## BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2021:

Section 1. To amend the General Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Capital Improvements - Land (New) 010-1101-401.82-16	\$ 241,530.00	
Transfer In from Reserves 010-000-361.01-00		\$ 241,530.00

Summary

To appropriate \$241,530 for the purchase of 89 acres, as approved by Council at the April 27th, 2021 Work Session.

Budget Impact

This will result in a net increase to the budget of \$241,530.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 10th day of August 2021



# TOWN OF ALTAVISTA

## BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2021:

Section 1. To amend the General Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Public Works - Miscellaneous 010-4101-601.50-32	\$ 1,210.00	
Transfer In from Reserves 010-000-361.01-00		\$ 1,210.00

### Summary

To appropriate \$1,210 for the memorial plaque in honor of Pat DeBernard to be placed at Eagle Trail Overlook in dedication for the good work he did for the town. Consensus of Council at the April 27th, 2021 Work Session.

### Budget Impact

This will result in a net increase to the budget of \$1,210.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 10th day of August 2021



# TOWN OF ALTAVISTA

## BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2021:

Section 1. To amend the General Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Public Works - Miscellaneous 010-4104-602.81-30	\$ 56,840.00	
Transfer In from Designated Reserves 010-000-361.03-01		\$ 56,840.00

### Summary

To appropriate \$56,840 for the final cost of construction for Dalton's Landing Canoe Launch as approved at the July 14, 2020 Council meeting in addition to the the deposit for the solar lights and additional amenities as Council consented to at the January 26, 2020 Work Session.

### Budget Impact

This will result in a net increase to the budget of \$56,840.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 10th day of August 2021



# TOWN OF ALTAVISTA

## BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2021:

Section 1. To amend the General Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund		
Capital Outlay - Brownfields Grant Project		
010-9102-801.82-30	\$ 13,930.00	
Transfer In from Designated Reserves		
010-0000-341.17-00		\$ 13,930.00

### Summary

To appropriate \$13,930 for costs associated with the professional services related to the Brownfields Grant Process, as approved by Council at the June 25, 2019 Work Session.

### Budget Impact

This will result in a net increase to the budget of \$13,930. There is an offsetting revenue to cover the expense.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 10th day of August 2021



# TOWN OF ALTAVISTA

## BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2021:

Section 1. To amend the General Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund		
Avoca - Miscellaneous		
010-9105-801.50-32	\$ 1,600.00	
 General Fund		
Transfer in from Designated Reserves - Avoca Main. Funds		
010-0000-361.03-01		\$ 1,600.00

### Summary

To appropriate \$1,600 for the installation of an additional security camera at Avoca using a portion of Avoca's "reserve" maintenance funds to cover the cost of the project, as approved by Council at the January 26, 2020.

### Budget Impact

This will result in a net increase to the budget of \$1,600.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 10th day of August 2021



# TOWN OF ALTAVISTA

## BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2021:

Section 1. To amend the General Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund		
Avoca - Mowing Contract		
010-9105-801.30-36	\$ 630.00	
General Fund		
Avoca Reimbursement		
010-0000-351.05-00		\$ 630.00

### Summary

To appropriate \$630 associated with the mowing contract for Avoca. Council approved at the April 13th 2021 Regular Meeting to include Avoca on the Mowing Contract, with Avoca reimbursing the Town 100% of the costs.

### Budget Impact

This will result in a net increase to the budget of \$630.00. There is an offsetting revenue to cover this expenditure.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 10th day of August 2021



# TOWN OF ALTAVISTA

## BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2021:

Section 1. To amend the Enterprise Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Enterprise Fund		
Capital Outlay - McMinnis Project		
050-5010-701.81-06	\$ 730,420.00	
Transfer In From Bond Proceeds		
050-0000-361.11-00		\$ 730,420.00

### Summary

To appropriate \$730,420 to cover costs associated with the McMinnis Spring Project. This project is funded with bond proceeds as approved by Council at the March 24, 2020 Work Session.

### Budget Impact

This will result in a net increase to the budget in the amount of \$730,420. Project is funded with bond proceeds.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 10th day of August 2021



# TOWN OF ALTAVISTA

## BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2021:

Section 1. To amend the Enterprise Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Enterprise Fund		
Capital Outlay - WTP Filter Improvement Project		
050-5010-701.81-22	\$ 28,050.00	
Transfer In From Bond Proceeds		
050-0000-361.11-00		\$ 28,050.00

### Summary

To appropriate \$28,050 to cover engineering costs associated with the WTP Filter Improvement Project, as approved by Council at the October 8, 2019 Regular Meeting. This project is funded with bond proceeds as approved by Council at the March 24, 2020 Work Session.

### Budget Impact

This will result in a net increase to the budget in the amount of \$28,050. Project is funded with bond proceeds.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 10th day of August 2021



# TOWN OF ALTAVISTA

## BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2021:

Section 1. To amend the Enterprise Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Enterprise Fund		
Capital Outlay - WTP Melinda Tank HPZ Project		
050-5010-701.81-35	\$ 5,530.00	
Transfer In From Bond Proceeds		
050-0000-361.11-00		\$ 5,530.00

### Summary

To appropriate \$5,530 to cover engineering costs associated with the Melinda Tank HPZ Project, as consented by Council at the April 13, 2021 Regular Meeting. This project is funded with bond proceeds as approved by Council at the March 24, 2020 Work Session.

### Budget Impact

This will result in a net increase to the budget in the amount of \$5,530. Project is funded with bond proceeds.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 10th day of August 2021



# TOWN OF ALTAVISTA

## BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2021:

Section 1. To amend the Enterprise Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Enterprise Fund		
Capital Outlay - WTP Electrical Project		
050-5010-701.81-40	\$ 30,170.00	
Federal - VDEM Reimbursement		
050-0000-343.10-00		\$ 22,620.00
State - VDEM Reimbursement		
050-0000-341.18-00		\$ 6,030.00
Transfer in from Reserves		
050-0000-361.01-00		\$ 1,520.00

### Summary

To appropriate \$30,170 to cover costs associated with the WTP Emergency Generator Project. Council approved at the August 11, 2020 Regular Meeting to execute the FEMA/VDEM Grant agreement for this project.

### Budget Impact

This will result in a net increase to the budget in the amount of \$30,170. Project is funded with VDEM Grant revenue and local funds.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 10th day of August 2021



# TOWN OF ALTAVISTA

## BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2021:

Section 1. To amend the Enterprise Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Enterprise Fund		
Capital Outlay - Abbott Water Line Project		
050-5010-701.82-22	\$ 16,540.00	
Reimbursement		
050-0000-351.04-05		\$ 16,540.00

### Summary

To appropriate \$16,540 to cover costs associated with the Abbott Water Line Project. Council approved at the May 11, 2021 Regular Meeting.

### Budget Impact

This will result in a net increase to the budget in the amount of \$16,540. Project is no cost to the Town, as Abbott is reimbursing the Town for all costs.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 10th day of August 2021



# TOWN OF ALTAVISTA

## BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2021:

Section 1. To amend the Enterprise Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Enterprise Fund		
Capital Improvement - WW Electrical Project		
050-5110-702.81-40	\$ 184,800.00	
Transfer In From Bond Proceeds		
050-0000-361.11-00		\$ 184,800.00

### Summary

To appropriate \$184,800 for costs associated with the WW Electrical Project. This project is funded through the VRA borrowing, as approved by Council at the October 13, 2020 regular meeting.

### Budget Impact

This will result in a net increase to the budget in the amount of \$184,800.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 10th day of August 2021



TOWN OF ALTAVISTA  
TOWN COUNCIL WORK  
SESSION  
July 27, 2021  
AGENDA COVER SHEET

AGENDA ITEM #: 5.4

**ITEMS FOR DISCUSSION (NEW & UNFINISHED)**

**Title: Dearing Ford Business & Manufacturing Center Update**

**Staff Resource:**

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**Action(s):**

**Explanation:**

Staff will update Town Council on the items listed below in regard to Dearing Ford Business & Manufacturing Center:

- \* Boundary Line Adjustment Request to Campbell County
- \* Conveyance of Property process

**Background:**

The Town recently purchased the parcel adjacent to the Dearing Ford Business and Manufacturing Center and will need to request a Boundary Line Adjustment through Campbell County.

Town Council, at their March 2021 Retreat, expressed interest in learning about the options of conveyance of the industrial property to the Altavista Economic Development Authority (AEDA).

**Funding Source(s):**

N/A, at this time.

**Attachments:** *(click item to open)*



TOWN OF ALTAVISTA  
TOWN COUNCIL WORK  
SESSION  
July 27, 2021  
AGENDA COVER SHEET

AGENDA ITEM #: 5.5

**ITEMS FOR DISCUSSION (NEW & UNFINISHED)**

**Title: EOP Dewatering**

**Staff Resource: Thomas W. Fore, Utilities Director**

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**Action(s):**

- Update Council on DEQ Correspondence regarding dewatering the Emergency Overflow Pond

**Explanation:**

Council has looked out several options to resolve the PCB problem at the WWTP Facility

**Background:**

Staff has discussed the process of dewatering the water from the pond by way of analogous biological treatment process along with sorption to activated carbon to treat the overlying water and prevent untreated discharge from leaving the pond. This work follows from decades of studies demonstrating the feasibility of treating wastewater containing PCBs using a bed of active carbon sorbent and enhancing the life of the activated carbon by colonizing the carbon surface with PCB degrading bacteria (Ghosh et al. 1999; Lin and Weber, 1992)

After presenting this to DEQ staff was advised by DEQ that this would require permitting. DEQ the proposed using a mister to dewater the pond because it would not require permitting.

The Staff has investigated a Mister that would dewater the pond over a year and a half period.

The current cost to utilize a mister provided to the staff by Shawn Boudreau, Division Manager - EcoMister Evaporators, Slimline Manufacturing Ltd.

The cost of the mister including shipping is about \$155,000.00 There would also need to be an electrical installation for the equipment that is estimated to be around \$10,000.00.

The Annual electrical cost would be about \$15,000.00/year until the pond was emptied.

Once the pond is nearing being emptied staff would request permission to ask the DEQ to encapsulate the pond with usable fill material and close out the EOP use. As was done at the Hurt site in the Town of Hurt.

**Funding Source(s):**

To be determined by Council..

**Attachments:** *(click item to open)*

*[Attachment 1-EcoMister Evaporator Disposal Costs\\_Altavista Sludge Lagoons\\_HD30 Dual Pack.pdf](#)*

*[Attachment 2 - Altavista Sludge Lagoons\\_EcoMister Quote #1.pdf](#)*

*[Attachment 3- EcoMister Evaporator\\_Solid Waste-Wastewater Brochure\\_2020.pdf](#)*

## Disposal Cost for the HD30 Dual Pack

Altavista Sludge Lagoons



### Scenario

#### Clarification #1

Our evaporator motor designed to allow for extremely long electrical runs from source to evaporator we use a 40 HP when the actual horsepower required and consumed is 23.5 HP, if cable is sized correctly for the application.

#### Clarification #2

Our pump design assumes that the pump is located close to power source, to eliminate loss in cabling.

### Operating Period

8 Months	Period	2,920	Hours	
	kW/HR Cost	\$0.08	Cost/kWh	
	Pump	30	HP	22.4 kW
	Evap	23.5	HP	17.5 kW
No. of Units				
1	Pump	22	kW	
2	Evap	35	kW	
	Total kW/period	57.4 kW	x	2,920 Hr = 167,663.2 kWh
	Total Cost/period	167,663.19 kWh	x	\$0.08 /kWh = \$13,413.06 per period

### Evaporation Cost

Energy Cost \$0.0010 /US Gallons



# ECOMISTER EVAPORATOR

June 28<sup>th</sup>, 2021

**Paul Hill**  
Town of Altavista  
510 Seventh Street  
PO Box 420  
Altavista, VA 24517  
USA



Hello Paul,

Thank you for your inquiry about the Enhanced Evaporation System we call the “EcoMister Evaporator”. In our communications you requested a quote for an evaporation solution that will empty your sludge lagoon at the Town of Altavista Wastewater Treatment Plant.

**EcoMister is a division of Slimline Manufacturing**, the original developer of this type of mechanical, turbine based, trajectory evaporator. We have been engineering and building these systems for **more than 20 years**. With over **600 installations sites around the world** these systems have been used in all types of conditions including salt brine, acidic water, and nuclear wastewater.

Please see the below feasibility assessment and quote we have developed for you from the collected site data.

## Feasibility Assessment - Collected Site Data

**Location:** Altavista, Virginia  
**Type of Water:** EOP Supernatant/Effluent  
**Volume to Dispose:** ~10,000,000 gallons in one year  
**Operational Period:** Assuming 8 months a year  
**Evaporation data:** Lynchburg, VA - NOAA Data

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Inches	-	-	3.15	5.12	6.00	6.70	6.35	5.65	4.47	3.01	-	-

**Seasonal Weather:** Winter months are assumed to be minimal evaporation  
**Winds:** Predominately form the southwest  
**Electrical:** Assuming 3 phase, 460 volts, 60Hz on grid power  
**Pond Size:** 640ft x 480ft x 4.5ft

## Conclusions

Based on the goal of emptying your ~10,000,000 gallon pond, your site will require up to 2 X HD30 EcoMister Evaporators. Below is a table showing the disposal volume of a single HD30 EcoMister Evaporators in two operating scenarios (24 Hr. and 12 Hr. - Daylight).

Month	Evaporated Per Evaporator in US Gallons	
	24 Hr. Scenario	12 Hr. Scenario (Daylight)
January	0	0
February	0	0
March	1,108,456	775,919
April	1,245,715	872,001
May	1,358,752	951,126
June	1,349,525	944,667
July	1,394,509	976,156
August	1,322,996	926,097
September	1,211,112	847,778
October	1,072,699	750,890
November	0	0
December	0	0
<b>Total for an 8-month period</b>	<b>10,063,764</b>	<b>7,044,634</b>

## Disposal Costs

Disposal costs have been calculated for the Dual Pack configuration below and is based on an energy rate of \$0.08/kWh (can be updated with actual rates as required):

- **1 X Dual Pack: \$0.0010/gallon**

## Scope of Supply

In terms of deployment configuration, we are recommending **One (1) Dual Pack of HD30 EcoMister Evaporators**.

### 1 X Dual Pack

Each Dual Pack consists of two (2) **HD30 Land Based EcoMister Evaporators** and a single Heavy-Duty Skid Based pump package to feed them. The scope of supply for this configuration is as follows:

- **2 X HD30 Land Based EcoMisters**
  - Stainless Steel lunar lander legs, with leveling capability
- **1 X Heavy-Duty Skid Based pump packages**, each consisting of:
  - A 316 Stainless Steel, vertical multistage centrifugal pump mounted to a Scotchkote™ 134 powder coated pump skid.
  - Pump package can provide 36 m<sup>3</sup>/hour (160 GPM) at 150PSI to supply the evaporators.
  - Floating intake with primer pump (intake barge)
- **1 X PLC based controls package:**
  - Optional wind speed and wind direction controls

The evaporators should be positioned next to the pond or containment area and spaced out by 50ft. More detailed specifications on the units can be found below.

# Pricing

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## HD30 Land Based EcoMister Evaporator - Dual Pack

Item	Number of Units	Unit Price	Extended Price
HD30 Land Based EcoMister Evaporator Dual Pack (2 evaporators per pump package)	2	\$37,500	\$75,000
Skid Based Pump Package	1	\$28,500	\$28,500
PLC Controls Package	1	\$25,400	\$25,400
Floating Intake	1	\$9,600	\$9,600
<b>Total:</b>			<b>\$138,500</b>
Upgrade: Windspeed and Wind Direction Automation	1	\$10,100	\$10,100
<b>Total including Options:</b>			<b>\$148,600</b>

- All Prices are in USD. Applicable taxes not included.

## Lead Times and Shipping

- Typical **Production** Delivery is 6 to 8 weeks.
- **Shipping** is typically DAP-Penticton, BC, Canada
- **Pricing** does not include applicable taxes, or shipping.

## Warranty

- Standard Product Warranty is 12 months on all manufactured products and components. Vendor supplied components carry vendor supplied warranty, all which carry a minimum 12-month warranty, with **IEEE Motors** carrying a minimum **24-month warranty**.

## Payment Terms

Standard Payment terms outright purchase are:

- 25% on Order (deposit)
- 65% on Shipment
- 10% on delivery

Favorable payment and financing terms are available for credit approved customers.

Best regards,

**Shawn Boudreau**

Division Manager - EcoMister Evaporators

Slimline Manufacturing Ltd.

Office: 778-476-8432 | Mobile: 604-812-5672

# Quote Acceptance

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**1. Validity**

This offer is valid for acceptance within thirty (30) days from the date of this quote.

**2. Acceptance:**

Company Name \_\_\_\_\_

Accepted and Authorized by \_\_\_\_\_

Date Accepted \_\_\_\_\_

**Slimline Manufacturing Ltd**

\_\_\_\_\_

Date \_\_\_\_\_

This proposal is subject to current stock pricing, availability, and revisions upon receipt of final authorization. Additions or changes after work is in progress will be subject to additional charges. Work will commence once final authorization and terms and conditions are accepted.

# HD30 EcoMister Evaporator

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The Heavy Duty, **HD30 EcoMister Evaporator** series has been developed and improved over more than 20 years, and is designed to operate 24 hours a day, 365 days a year.

All units in the HD series are designed to operate in the harshest environments and are available in land based, trailer based and float-based configurations, depending on your specific needs. Pump packages are also available to match the needs of your site along with wind speed and automated control systems.

## FEATURES and BENEFITS

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### Longevity in the Harshest Environments

The HD30 EcoMister is built with our patented stainless-steel axial flow turbine and our stainless-steel directional wind tunnel and both are coated with specially blended 3M™ Scotchkote™ for durability against the elements and to meet the corrosive conditions of operating sites.

Motors are built to exceed IEEE-841 Severe Duty standards and are 3<sup>rd</sup> party tested to guarantee a 0.5 mil vibration rate to maximize the motor's operational lifetime.

### Best in Class Evaporation

Equipped with a dynamically balanced aluminum fan and our directional air delivery tube which creates laminar air flow, the spray pattern is engineered to reduce water particle collision and to reach maximum loft or "hang time". This longer "hang time" along with a specifically engineered droplet size maximizes your evaporation efficiency.

### Low Operating Costs

To maximize efficiency and minimize operational costs the turbine is spun to a specific size allowing for manufacturing tolerances of fewer than 30 thousandths of an inch. This allows the turbine to operate at lower horsepower requirements but provides air volumes comparable to a much larger and more costly unit. Systems are designed for minimal maintenance and down time through thoughtful design like simplified greased ports on the motors to a quick release camlock on the nozzle ring manifold.

### Flexibility

Each evaporator is available in multiple base configurations including fixed land based, trailer based, and float based, providing the best solutions and setup for the needs of each site. A simplified pitch adjustment system allows the operator to easily adjust the direction and angle of the wind tunnel to optimize plume control and evaporation efficiency in varying site conditions.



Figure 1 - HD30 EcoMister Tri Pack, ALCOA, BRAZIL

## HD30 Specifications

- Max Throw from Machine (Length) is 180 FT (55 M)
- Annual Disposal Volume at 50% Efficiency is >21,000,000 US Gallons (79,400 Cubic Meters)
- Manufactured from a combination of stainless steel and carbon steel.
- All wetted components are 316L Stainless Steel.
- Our biggest enhanced evaporation fan at 30"
- Our most popular coating system, Scotchkote™ 134 powder coat
- Custom manufactured electric motor that exceeds the 841 standards, with stainless steel motor shafts (HD) and specialty high corrosion resistant paint
- Motors are designed with a 50% safety margin to allow for excessive cabling runs and power quality (traditionally installed 40 HP motor, **actual operational demand 23.5 HP**)
- Dual independent fan support bearings separated by vibration coupling which does not allow thrust/vibration to transfer from fan thrust and/or fan vibration to the motor.
- Powder coated Aluminum fan. **It is also available in Stainless steel for severe corrosion applications.**
- Independently inspected quality controlled
- Quality control to ensure that operational vibration is below 0.5 mil.
- Quick release nozzle ring with **Teflon nozzles**
- Available in a variety of configurations from land based, float based to units with sound enclosures.
- Pump volume through unit is **80.1 US GPM at 150 psi**
- Average weight of standard equipped land base unit is **1,540 pounds.**
- **WARRANTY:** All units have a minimum one-year parts and labor warranty.

## Dual Pack Pump Package

We make a variety of evaporator pump packages for your consideration and we are recommending our premium Dual Pack pump package. This package utilizes a vertical multi-stage stainless-steel pump and motor - Heavy duty construction with a heavy-duty motor is designed to last in the harshest environments - and consists of the following:

- **Motor** is directly connected to the **stainless-steel pump** installed on a **powder coated pump skid** - **easy mobility with a fork-able pump skid and access for maintenance.**
  - Stainless steel system manifold c/w pressure gauge
  - Pressure monitor switch for suction and discharge failure.
- **Self-Cleaning Suction filter** encased in a stainless basket - **keeps larger particles and sediment out, which means less downtime for nozzle wear or clogging from algae and added protection for the pump.**
  - Throttling valve for flow control to self-cleaning filter and pressure gauge
  - Stainless steel piston check valve
- **Certified wire reinforced hose** which comes complete with Certificates of pressure testing
  - 100' (30 m) suction hose
  - 60' (18 m) of primer/filter hose
  - 100' (30 m) of discharge hose
- All plumbing fixtures & camlocks are **stainless steel.**



Figure 2 - Skid Based Pump Package



Figure 3 - HD30 EcoMister Evaporator

## PLC Automated Control System - Compact Option

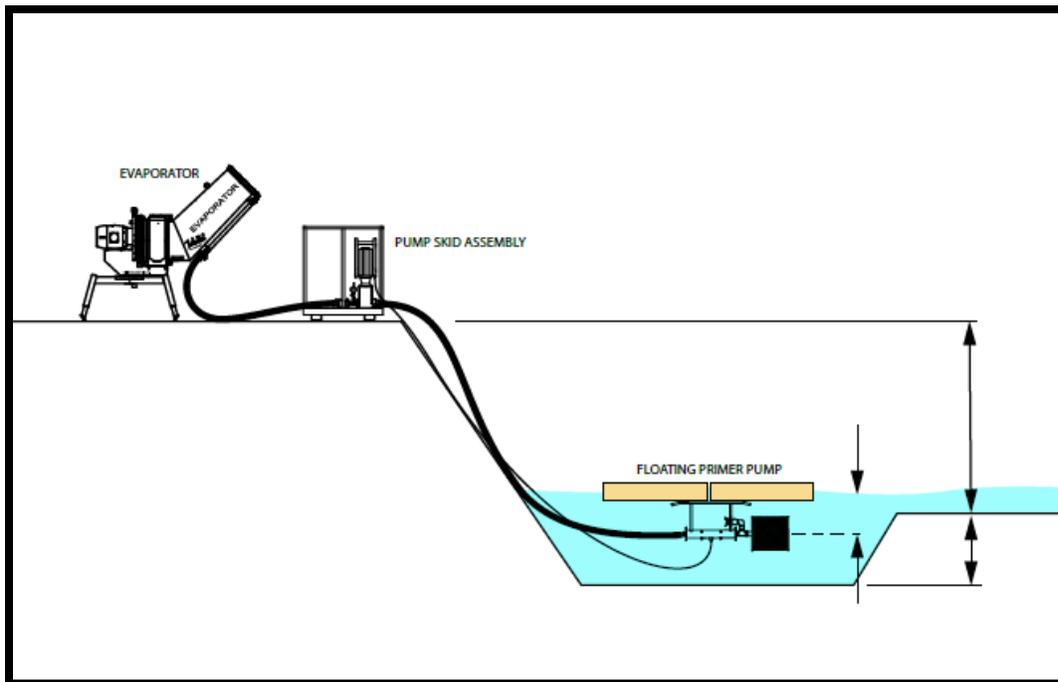
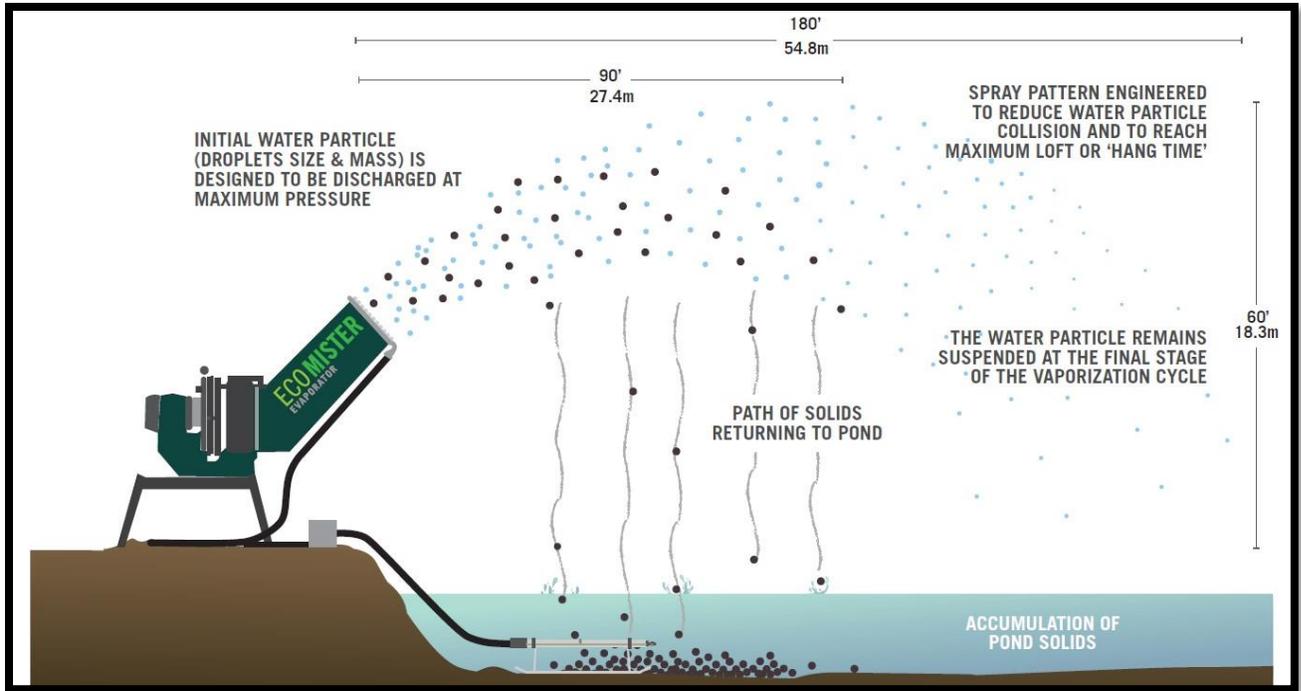
This system tracks the wind speed and direction, and various logging figures. It controls both pump and evaporator start up sequence plus monitors for any plumbing or pump system failures.

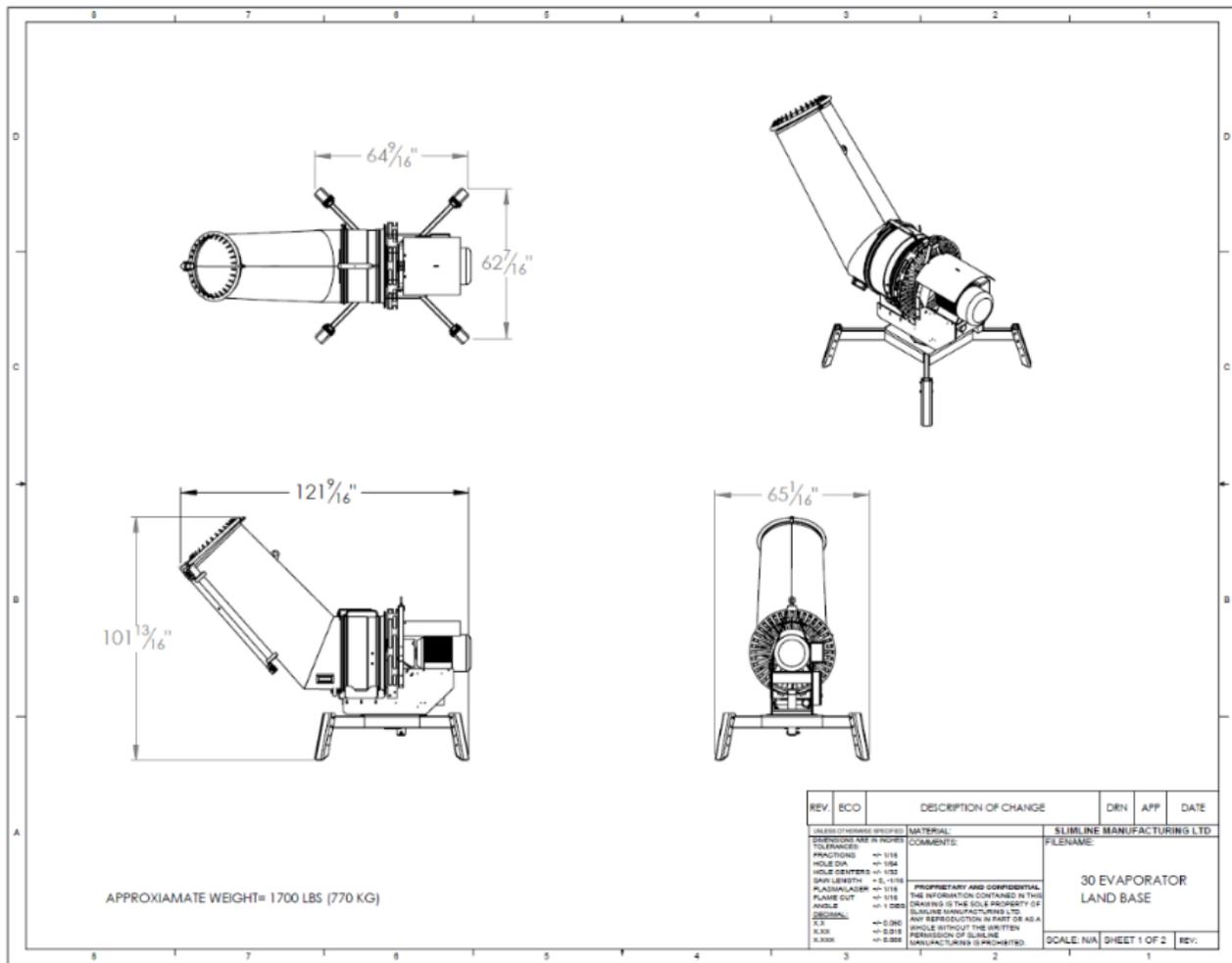
- Wind direction control for 360-degree presets
- Wind high speed shut down.
- Wind low speed start up.
- Loss of pressure shut down (high and low pressure)
- E-stop
- Sequential start
- Unit will sequentially shut down the Evaporator then pump.
- Data logging and runtime totalizer
- Control panel will be able to accommodate a centralized shut down location.
- Warning lights to inform personnel of status of the control center.
- System is programmed and tested as a functioning model before shipment.
- Panels are NEMA 4.



# EcoMister Evaporator Spray Plume

## HD30 EcoMister Evaporator





## Typical Operation and Maintenance Costs

Historical data on our evaporators for maintenance, assuming that the unit is operational 12 months a year 24-7, is as follows.

### Yearly:

- Units should be greased yearly at the beginning of each season.
- Nozzle replacement biannually per unit (every 2nd year) \$1,290.00 USD.

### Every 5 - 10 Years:

- Fan bearing replacement per unit \$260.00 USD (Qty. of 2)

Note: No labor calculations have been shown but weekly inspections should be done for general condition of units during operation. It is recommended you check for such things as plugged nozzles or leaking hoses. A second nozzle ring is recommended to minimize down time for maintenance.

# ECOMISTER

## EVAPORATOR



Solid Waste Industry Solutions

Next Generation Wastewater Disposal Technology



[www.ecomister.ca](http://www.ecomister.ca)



Engineered for the Future

[www.slimlinemfg.com](http://www.slimlinemfg.com)

# Leveraging Nature To Preserve Nature

## The EcoMister Evaporator

Twenty years ago, the wind and water engineering team at Slimline Manufacturing Ltd. developed the EcoMister Evaporator 1.0, the first highly effective portable Evaporator technology for the global mining industry. Since then, we have installed over 600 EcoMister Evaporator Units on sites around the globe.

The initial prototypes were developed and tested at Mascot Mine (currently owned by Barrick Gold) in 1999, in Hedley BC, Canada. The goal of the project was to harness and dramatically accelerate the natural process of evaporation, while sequestering any and all contaminants from the pond, allowing the site to undergo bioremediation, and return to its natural state.

### The Proof is in the Pond.

The Mascot Mine in Hedley BC, in 1999.

Slimline Engineers developed and tested the original prototypes between 1999 and 2003.

BEFORE:



AFTER:



The original site of the tailings pond at Mascot Mine is now returned to near original condition.

# The Science Behind the Results

## The EcoMister Evaporator

In designing the original EcoMister Evaporator (then called Turbo-Mister), the engineers at Slimline Manufacturing Ltd. accepted the following evidence, proven in separate studies at Virginia Tech and Ohio State University, as truths:

Evaporation is affected by humidity, temperature and wind conditions. The higher the temperature, the lower the humidity and the greater the wind conditions, which lengthen hang time of the spray, exposing it to more air, the greater the amount of evaporation achieved.

The smaller the water particle, the faster it will evaporate, but with a proportionate increase in the potential for "drift". The Ohio State University report concluded the following: "Spray droplet size is by far the most important factor affecting drift. Spray droplet diameters are measured in micrometers. A Micrometer is 1/25,000 of an inch, and is usually referred to as a micron. For reference, the thickness of a human hair or a sheet of paper is roughly 75 microns."

Exposing the maximum volume of water particles to the air with sufficient hang time to enable evaporation, while having the ability to precisely engineer water droplet size and control spray direction and loft would result in maximized evaporation while simultaneously minimizing the potential for drift.

### Power Consumption Analysis/Single Model HD30 Evaporator Unit

Calculated based on a \$0.06 US Dollar Per Kilowatt Hour power rate

#### Vaporization and Pump Efficiency for 7 months (210 Days) \*

- Total Gallons Evaporated Over 210 Days = **10,019,934 US Gallons**
- 5,112 total hours
- \$9,790.50 Total cost per 7 month evaporation season
- **\$0.0010 cost per US gallon**

\* Clarification #1

Our evaporator motor is designed to allow for extremely long electrical runs from source to evaporator. We use a 40 HP motor when the actual horsepower required and consumed is 23.5 HP, if cable is sized correctly for the application.

\* Clarification #2

Our pump design assumes that the pump is located close to a power source to eliminate loss in cabling.

\* Clarification #3

Using the pan evaporation data from <http://www.wrcc.dri.edu/htmlfiles/westevap.final.html>, a US government site, we have calculated the performance of the HD30 as if it was installed at Beowawe U of N Ranch in Nevada.

**1 Micron = 1/25,000 in.**

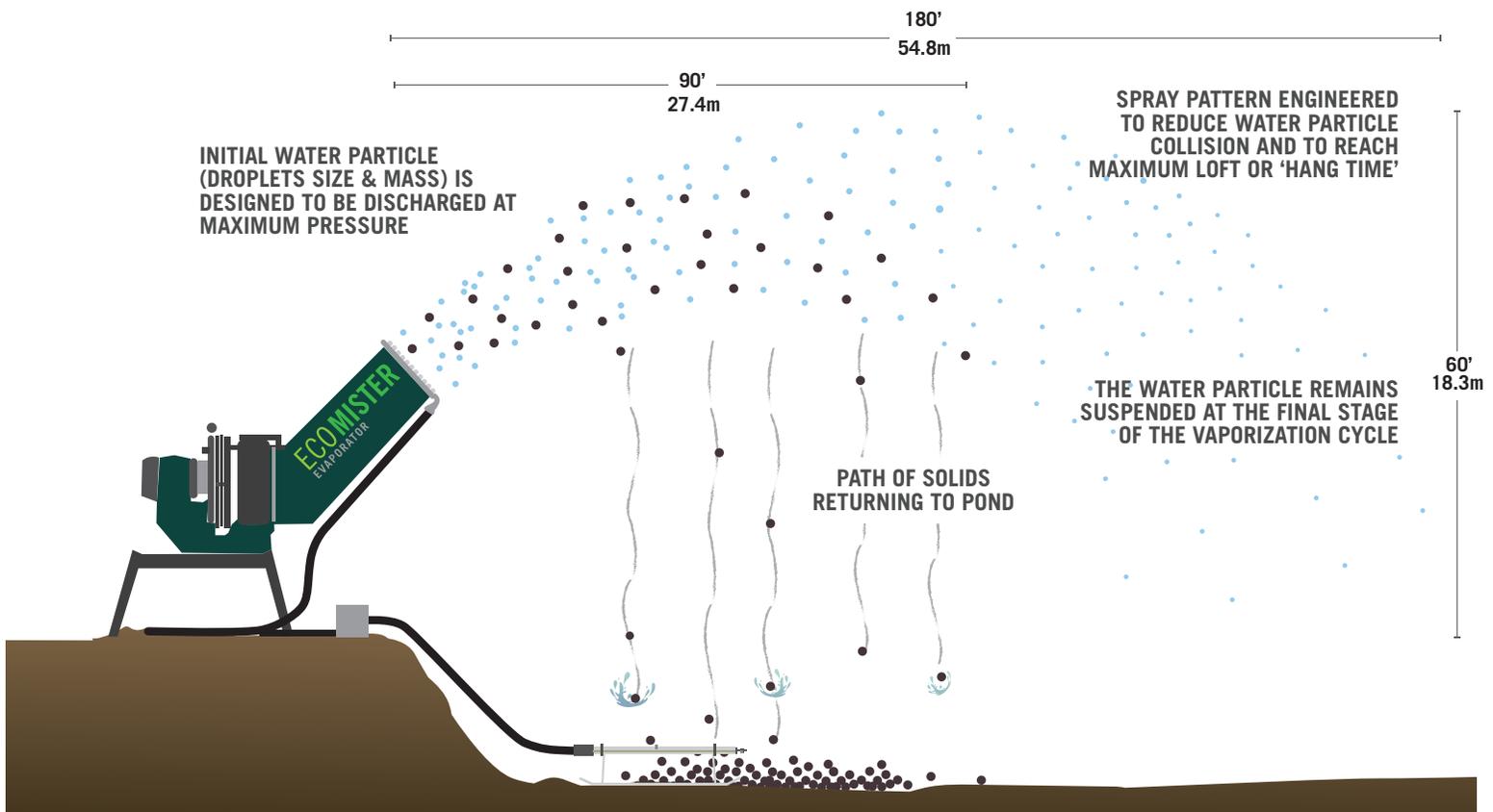
*Spray-droplet diameters  
are measured in microns.*



# Precision Engineering Predictable Results

## The EcoMister Evaporator at work

Harnessing the natural process of evaporation is the future of wastewater disposal. The EcoMister Evaporator series from Slimline Manufacturing uses our patented Turbine technology to loft wastewater into the air, creating optimal 'hang time', and allowing nature to evaporate the water, while the solids are returned to the pond.



Slimline Manufacturing Ltd.'s patented Turbine and wind tunnel technology are combined to dramatically outperform any other evaporation system available. The Turbine in every handmade EcoMister Evaporator is engineered and manufactured to a clearance of 1/50th of an inch. With this precision, the EcoMister Evaporator generates 160 km/hour (100 MPH) air velocity through the wind tunnel, the nozzling atomizes the liquid exposing the maximum volume of water particles to the air creating optimal hang time to enable evaporation.

Having the ability to precisely engineer water droplet size and control spray direction and loft results in maximized evaporation while simultaneously minimizing the potential for drift.

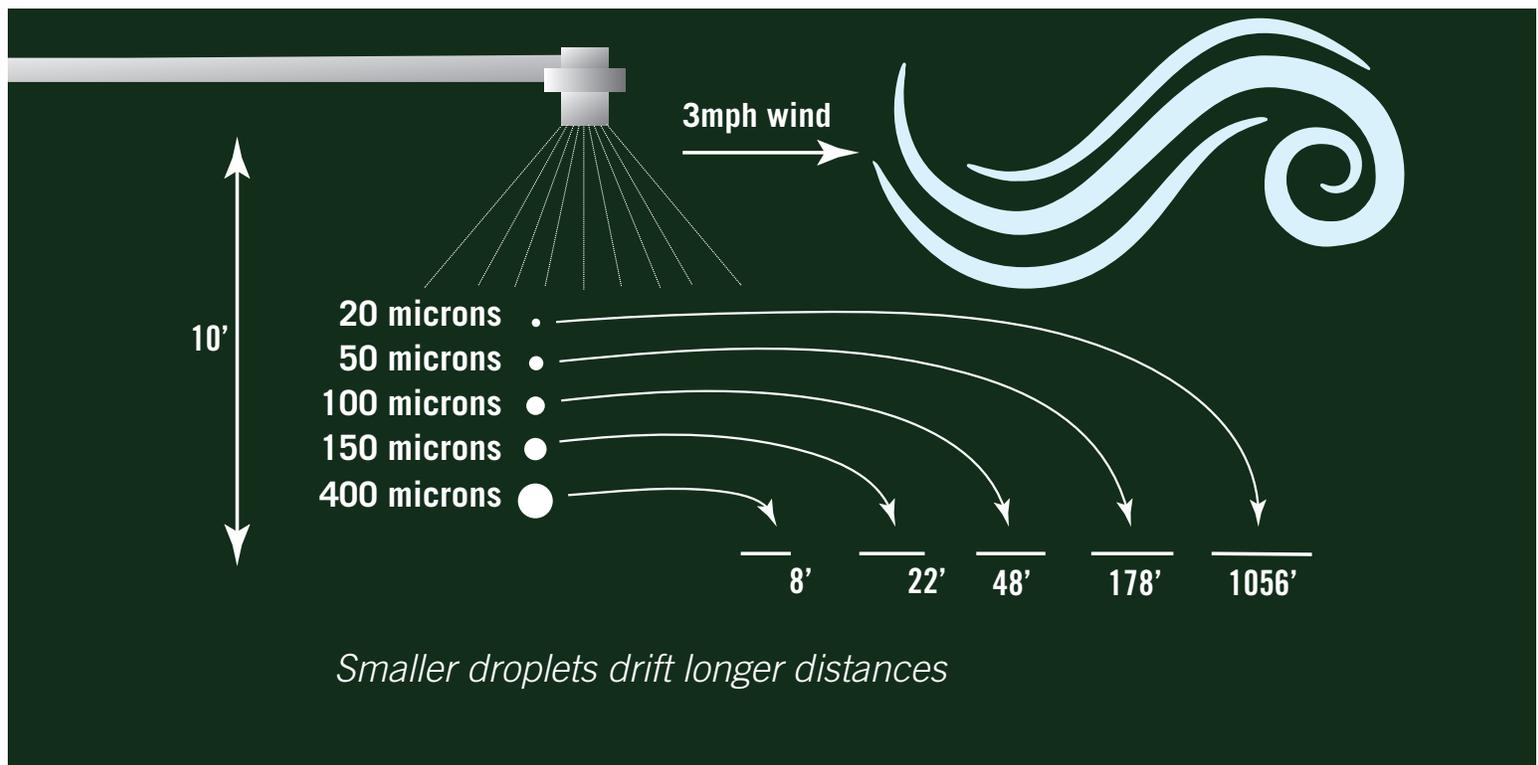
Based on prevailing winds, pond size and desired evaporation volumes, Slimline Manufacturing Ltd. will customize a solution that best meets your goals of cost savings, pond maintenance and environmental safety.

# Precision Engineering. Predictable Results.

## The EcoMister Evaporator at work

Research has shown that there is a rapid decrease in the drift potential of water droplets greater than 150-200 Microns. Droplet size where drift potential becomes insignificant depends on wind speeds, but lies in the range of 150 – 200 Microns for wind speeds of 1-9 MPH (Bode, 1984).

Based upon findings by Virginia Tech, a water droplet size of 150 microns will fall at 1.7 ft/sec, and take 16 seconds to evaporate, requiring the droplets to fall 27.2 feet to ensure evaporation. A water droplet of 100 microns will fall .91 ft/sec, and take 7 seconds to evaporate, which is a drop of only 6.37 feet- opening the door to drift.



## Example of Savings.

Single HD30 EcoMister Evaporator in operation for 7 months in Nevada in the area around Beowawe U of N Ranch:

With an average pan evaporation rate of 46%

- Daily disposal rate for period was 46,041 US gallons
- Average monthly disposal for this period was 1,431,419 US gallons
- Total volume disposed in the 7 month period was 10,019,934 US gallons

Disposal cost based on power consumed

- Total power consumed during operation was 32 KW/hour
- Power Cost of 6 cents per Kilowatt
- Our cost of disposing 10,019,934 US gallons of water over a period of 7 months was 0.0010 cents per gallon

# Landfill Case Study

Project Profile Slimline Manufacturing Ltd.

## Everything that Comes Here, Stays Here

How a landfill managed by a not-for-profit association exemplifies progressive fiscal, environmental, and community values.



Emile Saindon oversees a staff of 11, three stormwater ponds, and two leachate ponds, and manages the Municipal Solid Waste for two towns in southern Alberta. Pincher Creek sits in a mining, oil, and gas community in western Canada, a region hit hard by low oil price and the myriad challenges including a new pipeline to get its product to market.

Originally built in 1976, by the mid-1990s the site became a Class 2 Registered Landfill and began accepting industrial waste. Today, the Crowsnest/Pincher Creek Landfill site manages over 100,000 metric tons of commercial and municipal waste in a typical year. Commercial contractors come from as far away as Vancouver, British Columbia, some 600 miles to the west, and from all points in between.

"We have the lowest tipping fees in Alberta" admits Emile, which is a reflection of the best in class technology, innovation, and cost containment that has been implemented to achieve the operating goals of the site.

"All of our equipment is GPS tracked by our suppliers; we don't have down-time, we have advance notice of servicing, and we plan for every contingency," says Emile. Operating 10 hours a day, 6 days a week, 52 weeks a year in a rugged northern climate requires some advanced planning, but it also demands innovation. "As a member of SWANA Northern Lights Chapter, and as a member of Alberta Recycling Management Authority, we have extremely high standards we

we have extremely high standards we are measured against. Our staff and engineering partners are always looking for ways to work smarter, reduce our footprint and generate operational savings; we receive no funding from any level of Government, so working smart isn't an option, it's the only option."

"We're saving \$200,000 to 250,000 a year, from a one time investment of \$75,000 all in. Our 5 year net return will be roughly \$1 million in savings."

One of Emile's cost-saving plans came into effect in 2016, in the form of a customized EcoMister Evaporator. (formerly known as the Turbo-Mister), from Slimline Manufacturing Ltd.

# Landfill Case Study

## Project Profile Slimline Manufacturing Ltd.

an OEM company known for engineering custom wastewater management solutions.

With two 55-by-55-meter (150-foot-by-150-foot) leachate ponds naturally running high in spring, the site would truck excess liquid from the ponds starting in early March to a deep-well site to be treated and disposed of, the volume of which was dependent on the severity of the winter snows and the amount of rainfall. Disposal costs averaged out at \$200,000 in low year and up to \$250,000 or more in heavier years. Emile recalls the decision point as a small but meaningful "eureka" moment: "One of our consulting engineers suggested the evaporator as a solution, allowing us to dramatically enhance natural evaporation, and bring the pond level down by three to six inches a week.

**With the small diesel generator, we run the evaporator for pennies an hour, every day, all through the season?'**

**We knew we'd need a custom application, and as our ponds are remote, we'd need a self-contained power source. The Slimline Manufacturing Ltd.'s team created a model that met all of our criteria. For the past 2.5 years, we've run the evaporator 10 hours a day, six days a week, for six months each year, powered by a small diesel generator. Our maintenance costs have totaled about \$2,000, and we haven't had to truck off a single drop out of the ponds since." With some highly corrosive materials contained in the ponds, Emile expected some breakdowns, even if modest in scale, but none materialized.**

"We haven't even changed a nozzle", said Emile, "after constant use over two and half years. We spent \$2,000 rebuilding the pump after the first year, because we didn't want to take any shortcuts, but that's about it. With the small diesel generator, we run the evaporator for pennies an hour, every day, all through the season. We're looking at getting a second evaporator now."

In an era where industry is being challenged to demonstrate a newfound commitment to environmental protection, and with cost minimization always the overwhelming priority, Emile and his team found a way to meet the challenge head on, saving fuel, saving money, and reducing their footprint. No wonder they have the best tipping fees in Alberta.

**MSW**





### SAVE YOUR MONEY

- Total Gallons Evaporated Over 210 Days = 10,019,934 US Gallons
- 5112 total hours
- \$9,790.50 Total cost per 7 month evaporation season
- \$0.0010 cost per US gallon



### PROTECT THE ENVIRONMENT

- Enhancing the natural evaporation process
- Allows contaminants to fall in the containment area
- No trucks, no dust: just air and water



### HARNESS THE COMBINED POWER OF TECHNOLOGY & NATURE

- Patented turbine technology creates water particle isolation and optimal 'hang time' for maximum evaporation
- Portable Heavy or Light duty models; electric or fuel powered
- Customizable for any environment

Designed, Engineered and Manufactured by:



## Engineered for the Future

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TOWN OF ALTAVISTA  
TOWN COUNCIL WORK  
SESSION  
July 27, 2021  
AGENDA COVER SHEET

AGENDA ITEM #: 9.1

**CLOSED SESSION (If Necessary)**

**Title: CLOSED SESSION - Section 2.2-3711 (A) (3) and (5)**

**Staff Resource:**

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**Action(s):**

- Section 2.2-3711 (A)(3) regarding discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.
- Section 2.2-3711 (A)(5) regarding discussion concerning a prospective business or industry or the expansion of an existing industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community.

**Explanation:**

**Background:**

**Funding Source(s):**

**Attachments:** *(click item to open)*