

# December 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 B&G 8 am	2 Staff Meeting 8 am	3 Economic Development 8 am	4	5
6	7 Planning Commission 7 pm	8 Board of Supervisors 7 pm	9	10	11	12
13	14	15 Water 9:30	16 JPSA 7 am	17 Budget 8 am NRRWA 9:30 am	18	19
20	21 Fire & Rescue 8 am	22 Board of Supervisors 9 am	23 County offices Close at Noon *Subdivision Deadline	24 County Offices Closed	25 County Offices Closed	26
27	28	29	30	31 County Offices Closed	*The Planning Commission approves Major/Townhouse subdivisions ONLY. Those proposals must be submitted no later than December 23rd to be included on the January 4th Planning Commission agenda for review/approval.	

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# January 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 Offices Closed	2
3	4 Planning Commission 7 pm	5 B&G 8 am	6 Staff Meeting 8 am	7 Economic Development 8 am	8	9
10	11	12 Board of Supervisors 7 pm	13	14	15 Offices Closed	16
17	18 Offices Closed	19 Water Committee 9:30 am	20 JPSA 7 am *Subdivision Deadline	21 Budget 8 am NRRWA 9:30 am	22	23
24	25	26 Board of Supervisors 9 am	27	28	29	30
31				*The Planning Commission approves Major/Townhouse subdivisions ONLY. Those proposals must be submitted no later than January 20th to be included on the February 1st Planning Commission agenda for review/approval.		

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**INFORMATIONAL PACKAGE AGENDA  
DECEMBER 7, 2015**

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- I. Department Head Reports**
  - A. Animal Control**
  - B. Building Inspection**
  - C. Engineering**
  - D. Recreation**
  - E. Water/Wastewater**

# ANIMAL CONTROL AND LITTER CONTROL

## ACTIVITY REPORT FOR October 2015

- I. DOGS ON HAND THE BEGINNING OF THE MONTH: 5
- II. DOGS PICKED UP: 29
- III. DOGS BROUGHT IN BY TOWN OF WYTHEVILLE: 7
- IV. DOGS BROUGHT TO SHELTER BY PUBLIC: 5
- V. DOGS RECEIVED FROM BLAND COUNTY: 14
- VI. DOGS EUTHANIZED: 2
- VII. DOGS DIED AT THE VET FACILITY: 0
- VIII. DOGS ADOPTED: REPLACED: 0 ADOPTED: 11 \$220.00 Board: 13 \$78.00 Total: 24 \$268.00
- IX. DOGS TRANSFERED TO OTHER FACILITIES: 22
- X. DOGS ON HAND AT THE END OF THE MONTH: 12
- XI. TAGS ISSUED:

	1 YEAR TAG	2 YEAR TAG	3 YEAR TAG	KENNELS	DUPLICATE	DANGEROUS DOG
MONTH	477	269	27	2	0	2
YTD TOTAL	477	269	27	2	0	2

### XII. ANIMAL CONTROL

CITATIONS ISSUED: 0                      FINES: \$                      COURT COST: \$  
 CALLS RECEIVED: 150  
 DISPATCHED CALLS: 77  
 REPORTS ON FILE

### XIII. LITTER CONTROL

CITATIONS ISSUED: 0                      FINES: \$                      COURT COST: \$  
 COMPLAINTS: 7  
 REPORTS ON FILE  
  
 TOTAL: FINES: \$                      COURT COST: \$

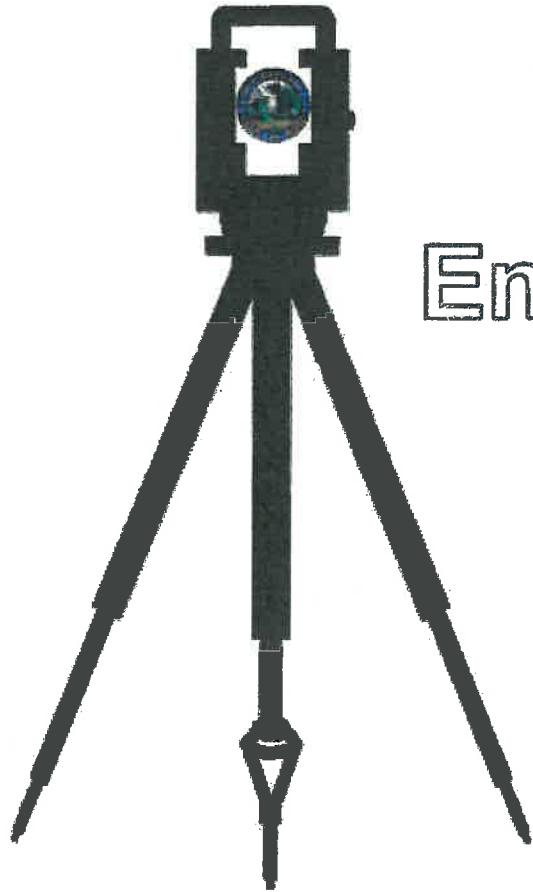
Date: 11/20/2015

**Building Permits - Use Code Summary**  
**Building Inspection Department**  
**Wythe County, Virginia**

Page 1

Use Code	Number	Estimated Cost	Inspector's Value	Permit Fee
Electrical Inspection	12	464,125	464,125	600.00
Manufactured Homes/Single family	5	122,800	132,000	1,088.00
Single family dwelling	2	319,000	430,000	1,216.48
Single Family Dwelling Add/Remodel	7	30,300	31,700	541.84
Sign	1	2,000	2,000	0.00
Storage Building	2	15,575	15,600	170.24
<b>Total:</b>	<b>29</b>	<b>\$953,800</b>	<b>\$1,075,425</b>	<b>\$3,616.56</b>

Selection Criteria: PermitDate(10/01/2015-10/31/2015)

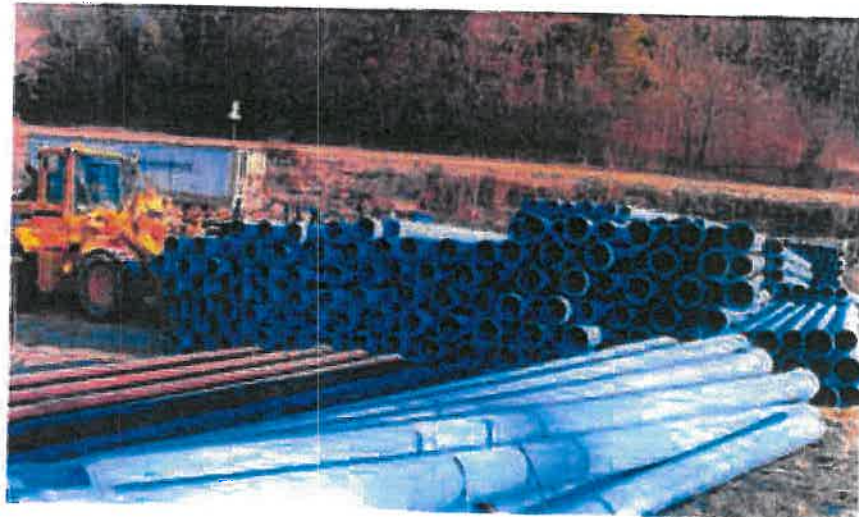


# Engineering Department

## PROJECT STATUS REPORT

As of November 15, 2015

# WATER PROJECTS



# Water Projects Synopsis

## 2009 - 2015

Project	Project Cost	Line Contract Cost	%	Notes
Wytheville-Rural Retreat		\$4,270,387.30	100	Complete. Reimbursement of \$275,005.87 received from RD on 3 Sep.
Water Storage Tank	\$5,465,300.00	\$455,784.81	100	
Old School Road Extension		\$619,091.00	100	Budgeted cost: \$1,082,100
Old School Road Loop	\$1,076,700.90	\$272,704.38	100	
Route 619	\$895,933.80	\$756,921.67	100	Budgeted cost: \$1,084,200.
Slabtown/Rt 619	\$171,223.55	\$138,678.00	100	
Speedwell Div 1A		\$1,073,051.50	100	
Speedwell Div 1B		\$795,516.50	100	
Speedwell Div 1C		\$2,008,320.50	100	
Water Storage Tank	\$4,824,300.00	\$396,465.00	99	Soil stabilization, gate remaining to finish project
Jackson School/Rt 52	\$276,016.00	\$239,165.50	75	Intent to terminate cancelled; road bore attempted, changed to open cut of US 52
Barren Springs Phase I	\$927,000.00	\$880,191.00	99	Wythe Co. funded
Barren Springs Div IIA		\$650,521.00	0	Mobilized; started work
Barren Springs Div IIB		\$916,090.00	3%	Mobilized; started work
Barren Springs Div IIC		\$1,009,750.00	10%	Mobilized; started work
Water Storage Tank	\$3,754,000.00	\$498,799.00	0	Notice to proceed: 14Oct15
Kitchen-Nixon-Wilkins Road	\$684,000.00	TBD	0	Completing letter of conditions items
Speedwell Phase II	\$2,918,200.00	TBD	0	Completing letter of conditions items



# UNDER CONSTRUCTION

## Barren Springs Division 1

- Start – 5 Jan 15.
- Substantial completion – 3 Aug 15.
- Current progress: 99%.
- Remaining work.
  - Disinfection will be performed upon connection with Division II.
  - Retainage held at \$500.

# UNDER CONSTRUCTION

## Jackson School/Rt 52

- Start – 5 Jan 15.
- Current progress: 75%; wet tap at SR 69 complete.
  
- Recent activity
  - County sent “Notice of Intent to Terminate” letter to contractor.
  - Contractor then put forth additional effort, put work-in-place.
  - County rescinded intent to terminate based upon increased work effort.
  - Major road bore will need to be changed due to physical road conditions. Open-cut approved by VDOT.
  - “Way-ahead” schedule agreed to by Contractor. Critical component was bore, which was attempted, now open-cut, which is approved.
  - Open-cut related change order being developed (additional traffic control requirements, per VDOT, etc.).
  - Pay application #8 in process. I intend to submit a draw request once payment process for this pay app is completed. Payment of this application gets project to 75% work-in-place.

# **UNDER CONSTRUCTION**

## **Castleton Road**

(aka Barren Springs Div II and III)

Division IIA: \$629,898.50, Little B Enterprises, Castlewood, VA.

Alt 1 - \$20,622.50

Division IIB: \$916,090.00, Meade Contracting, Pulaski, VA.

Division IIC: \$1,009,750.00, Central Builders, Rocky Mount, NC.

Division III: \$498,799, King General Contractors, Bristol, VA.

Total awards: \$3,780,730.00.

## **Recent activity**

- Divisions IIA, IIB, IIC mobilized and starting work

# NEARING COMPLETION

## Wytheville to Speedwell Phase I

### Current/upcoming activity

- Division II (water tank.
  - Retainage @ \$19,215.87.
  - Work on cut slope (rip-rap will be required to stabilize) and gate installation underway week of 12 Oct 15.
  - Credit on project will allow purchase of 18 meter sets for spares.
  - Closeout contract, final RD draw request upon completion of work.

# **PRE-CONSTRUCTION**

## **Kitchen, Nixon, Wilkins Roads**

### **Recent activity**

- **Completing Letter of conditions (LOC) items.**
- **Easements – 2 required.**
  - 1 signed to date.
- **Bond hearing held 12 November 2015 (\$684,000).**

# PRE-CONSTRUCTION

## Speedwell Phase II

### Recent activity

- Interconnection – option will not be exercised. Will result in lower fire flows. Coordination letter with fire officials required.
- Completing LOC requirements moving towards authorization to bid from RD Late November, early December.
- Transfer of services letter signed by County and Town, approved by USDA RD.
  - Four transfers (includes trailer park).
  - Due to “unusual circumstances, RD will approve use of project funds for service
  - Installaton.
- Bond hearing held 12 November 2015 (\$1,358,000).

# Exit 24 Wastewater Improvements

- **Virginia Clean Water Revolving Loan Fund (VCWRLF)**  
public notice comment period began December 6<sup>th</sup>.
  - \$2,103,000 loan.
  - Comment period ended 5 Jan 15.
  - Pubic Hearing held January 13<sup>th</sup>.
- **90% submittal submitted to VDH for review.**
- **A/E firm working towards end of CY bids.**
  - **Project in two contracts.**
    - **Division 1: Sewerline. Final alignments near Beale Street coordinated; Easements identified dependent upon final placement of lift station.**
    - **Division 2: Treatment plant. Final drawings for plat development; offer analysis underway.**

# PROJECT PLANNING

## Wastewater Projects

- **Fort Chiswell Sewer Extension**
  - Proposals requested from qualified engineering firms to provide a preliminary engineering report (PER) and environmental assessment (EA) for a sewer line extension near Fort Chiswell.
  - The proposed extension will begin near Fort Chiswell High School and proceed south along US Route 52 for approximately 0.9 miles.
  - The project includes gravity mains and a lift station and force main. Also, the project scope will possibly include the addition of service on SR 94 (Ivanhoe Road) with a connection to the proposed lift station.
  - The subject report and assessment will be prepared in a format normally accepted by funding agencies utilized by the County (such as the Virginia Department of Health and USDA Rural Development) in order to facilitate future funding requirements.
  - Proposals due November 13<sup>th</sup>.



# PROJECT PLANNING


## Wastewater Projects

- Fort Chiswell WWTP Headworks: Design Proposal.
  - Three firms down selected, vis-à-vis interviews completed.
  - Final selection: Anderson & Associates (8 Apr 15).
  - Construction alternatives under evaluation.
  - Fee proposal accepted by Water Committee 15 Sep.
    - \$9,685.
    - PER, Bid documents, Bid package.
- Lead Mines Rescue Squad Building
  - Design prepared.
  - Request sent to Health Department on August 8<sup>th</sup> for permit based upon definition of graywater system found at Code of Virginia § 32.1 – 248.2.
    - Health Department review received, coordinated 28 Aug; “way-ahead” guidance received – project will be considered a “Professional Engineer Application.”
    - Soil profile required to complete final submittal.
  - Could be OBE dependent upon results of Fort Chiswell Sewer Extension planning.

# PROJECT PLANNING

## Water Projects

- **Olive Branch Waterline: Preliminary Engineering Report.**
  - Anderson & Associates selected to prepare PER.
  - Field visit held December 18<sup>th</sup>, scope adjustment forthcoming; cost proposal.
  - Final negotiated fee with County Administrator for approval.

Environmental Analysis: \$5,000; Preliminary Engineering Report: \$12,400.
- **Atkins Mill Road Waterline.**
  - Request for proposals for PER preparation sent to open-ended A/E firms.
  - Submittals received – not yet evaluated, because
- **“Blended” PER SEARCH grant request forwarded to USDA RD on August 4<sup>th</sup>.**
  - Added Rickey Road to project.
  - \$25,000 request (PER, \$18,000; hydraulic modeling, \$2,000; EA, \$5,000)
- **County financials coordination meeting held with RD. RD continuing to develop funding package. Expect early CY 16 submittal if financials support.**

## Wythe County Parks and Recreation Department

### Status Report – November 2015

1. **JV Youth Basketball** – JV Basketball is currently underway. We are playing with Wytheville Parks and Recreation again this season and have plans to continue this with the Varsity Basketball when it starts in January. We currently have 4 teams of 2<sup>nd</sup>/3<sup>rd</sup> grade girls, 11 teams of 4<sup>th</sup> /5<sup>th</sup> grade boys and 7 teams of 4<sup>th</sup> /5<sup>th</sup> grade girls.
2. **Varsity Youth Basketball** - Registration has started and season will begin mid-January
3. **Ager Park, Max Meadows Ball Field and Rural Retreat Campground and Pool**- All Facilities have been winterized and are closed until the spring
4. **Max Meadows Ball Field** – The Max Meadows Ruritan continues to be interested in providing funding for lights for the track around the ball field. We are currently looking at options for lighting.
5. **Sheffey After-School Program** – Continues to have regular attendance of 13-15 students daily. Depending on the schedules of the students we have had attendance of upwards of 25. We continue to look for new and inventive ways to keep the children active and keep with our mission and goal of providing children active and healthy choices.
6. **Recreation Commission and Booster Clubs** – We attempted to have a joint meeting on November 17<sup>th</sup> with the Recreation Commission and Booster Clubs. This meeting fell through with only one member attending. We are currently looking at dates in January to meet.
7. **Southwest Virginia Youth Baseball League** - This will be the new youth baseball league that Wythe County will be participating in this coming spring. This new league will replace Dixie League and is formed around the same model as our Girls Softball League. In Spring 2016 we will be competing against Carroll County, City of Galax, Grayson County, and the Town of Wytheville. This decision has come to the fact that after Carroll, Galax and Grayson pulled out of Dixie, most of our potential games would be played further up I81 towards Blacksburg. Our success with the Softball league helped lead to the decision to do the same with our baseball league. We are currently ironing out the details and rules, but practice is set to start after April 1, with games starting the first of May and ending at the end of June. Having our own league also provides us with a couple more weeks of time between baseball and football seasons.
8. **Policies and Procedures** – During the winter months the Parks and Recreation Director will again be reviewing, organizing, and revising policies and procedures for the department. We have found that most of the policies and procedures are scattered around and unorganized. Once the director has gathered information together we will then have the Recreation Commission to review and make recommendations.

**Water and Wastewater Department - Directors Report and Update  
Monthly Report November, 2015**

**Water Department - 4401**

**1. Leak Repairs**

- Repaired 11 service line leaks.
- Repaired 0 major line breaks.

**2. New Connections – County Forces**

- None.

**3. Fire Hydrant & Facility Maintenance**

- Ninety-five percent completed with inspection and maintenance of fire hydrants.
- Interior painting at 5 sites.

**4. Office Work Orders Created and Field Completed**

- 17 - Disconnects for non-payment
- 1 - Broken or missing meter lid
- 4 - Disconnects for final accounts
- 2 - Water inspection
- 1 - Install meter
- 6 - County leak checks reported
- 9 - Customer reported leaks
- 3 - Manhole Lid repair
- 7 - Miscellaneous
- 2 - Read meter
- 7 - Pressure adjust
- 4 - Reread request
- 10 - Meter Reconnect
- 1 - Reread
- 1 - Sewer Blockage
- 2 - Water Quality
- 48 - Miss Utility tickets

122 - Total field work orders completed

**5. Customer Water and Wastewater Counts**

- 2,604 Active Water Accounts
- 621 Active Sewer Accounts

**Water and Wastewater Department - Directors Report and Update  
Monthly Report November, 2015**

**6. Debt Collection (Water and Wastewater Dept)**

- No court appearances for judgements last month.
- Total delinquents due on active accounts (over 90 days) \$215,650.
- Total judgements granted on active accounts to date \$143,926.43.
- Total outstanding judgements paid on active accounts \$15,282.97.
- Collected \$8,842.03 in October/November on outstanding judgements.
- 21 liens placed on outstanding judgements. All judgements obtained we have place liens on property.

**Water Production and Distribution Summary**

October 16 to November 15, 2015

**1. New River Transmission System**

Total Produced – 60,067,400 gallons

Total Sold – 61,122,848 gallons

Loss- Negligible, variation in master meter read times result of inverse of produced/sold.

Accounted water – 100%

Unaccounted water (loss) – 0%

**2. New River Supplied Water to County sub systems**

Total Purchased – 9,906,887 gallons

Total Sold – 6,442,239 gallons

Known Losses – 113,520 gallons

Accounted water – 66%

Unaccounted Water (loss) – 34%

**3. Wythe County West System – Town Supplied Water**

Total Purchased 2,228,000 gallons

Total Sold – 962,369 gallons

Known Losses – 440,000 gallons

Accounted water – 63%

Unaccounted Water (loss) – 37%

**4. Well Production- Ft Chiswell and Max Meadows**

Total Produced- 4,683,813 gallons

Total Sold – 2,128,400 gallons

Known Losses – 50,000 gallons

Accounted water – 47% Unaccounted Water (loss) – 53%

## **Water and Wastewater Department - Directors Report and Update Monthly Report November, 2015**

### Wastewater Department – 4402

#### **Wastewater Treatment**

- For Month of October- Treated 10,403,500 gallons of wastewater at the
- Ft. Chiswell wastewater plant- Average 335,597 gpd.
- Minimum flow – 193,500 gpd
- Max Flow – 634,500 gpd
- Sludge Production –12 tons.
- Responded to 0 after hour call outs.
- Zero DEQ discharge permit excursions or violations.
- Awaiting approval to proceed with Headworks remediation.

#### Industrial/Commercial Pretreatment

- Permits to be offered for consideration at November Board meeting.

#### Work Orders Summary

- Generator set repairs and winter prep.
- Took SBR #1 offline due to reduced flows, clean out inspect.
- General facility and equipment maintenance and repairs.
- Mowing and grounds maintenance.
- Inspection/repairs to septage receiving station.

#### Scheduled PM items for next month

- Blower Inspection/maintenance.
- Building maintenance.
- Chemical gas line maintenance and repairs.
- Replacement of valves on Digester and EQ basin
- Repair air line leaks.
- Pre-winter inspections of SBR equipment and repairs as needed.
- Pre-winter weatherization of equipment and facilities.
- Repairs to pumps at PS #1 and #2.

WYTHE COUNTY WATER DEPARTMENT  
 FY 2015-2016  
 October 2015

8,440.94  
 15,282.57

BUDGET	
Total Budget	\$ 2,284,381.00
Total Operations Expenditures To Date	(\$671,277.02)
Total Debt Service Paid to Date	(\$559,905.40)
Total Encumbrances	(\$8,149.52)
Available Balance	<u>\$ 1,045,049.06</u>

INCOME AND EXPENDITURES		
Description	October 2015	Year to Date
Sale of Water	\$ 144,098.74	\$ 526,173.19
Recovered Costs	\$ 4,885.16	\$ 103,831.89
Interest Earned	\$ 3,539.85	\$ 11,092.12
Misc. Grants		
NRRWA Shared Facilities		\$ 220,592.67
Other Revenue		<u>\$ 1,613.00</u>
<b>Total Revenues</b>	<u>\$152,503.75</u>	<u>\$ 863,302.87</u>
<b>Expenses</b>	\$106,150.73	\$1,231,182.42
<b>Income (Loss)</b>	<b>\$46,353.02</b>	<b>\$ (367,879.55)</b>

<b>Total Water Accounts</b>	<b>2604</b>
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Water & Wastewater Delinquents	
Delinquent Less than 30 Days	\$ 14,986.51
Delinquent 30-90 Days	\$ 10,525.29
Delinquent Greater than 90 Days	\$ 215,650.14

BC/AW  
 Prepared & Reviewed By

DC  
 Approved By

**WYTHE COUNTY WASTEWATER DEPARTMENT**  
**FY 2015- 2016**  
**October 2015**

<b>BUDGET</b>	
Total Budget	\$ 1,179,684.00
Total Operating Expenditures To Date	(\$160,117.26)
Total Debt Service Paid to Date	(\$230,682.20)
Total Encumbrances	(\$12,431.95)
<b>Available Balance</b>	<b>\$ 776,452.59</b>

<b>INCOME AND EXPENDITURES</b>		
Description	October 2015	Year to Date
Wastewater Revenue	\$ 133,416.81	\$ 539,674.70
Surcharges	\$ -	\$ -
Recovered Costs	\$ 21,895.00	\$ 23,733.27
Interest Earned	\$ 3,660.43	\$ 11,163.25
Other Revenue	\$ -	\$ -
<b>Total Revenues</b>	<b>\$158,972.24</b>	<b>\$ 574,571.22</b>
<b>Expenses</b>	<b>\$88,987.22</b>	<b>\$390,799.46</b>
<b>Income (Loss)</b>	<b>\$69,985.02</b>	<b>\$183,771.76</b>

<b>Total Sewer Accounts</b>	<b>621</b>
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<b>Water &amp; Wastewater Delinquents</b>	
Delinquent Less than 30 Days	\$ 14,986.51
Delinquent 30-90 Days	\$ 10,525.29
Delinquent Greater than 90 Days	\$ 215,650.14

*B G/AW*

Prepared & Reviewed By

*[Signature]*

Approved By





**WYTHE COUNTY  
SHERIFF'S OFFICE**

The Wythe County Law Enforcement & Judicial Complex  
P. O. Box 819  
245 South Fourth Street  
Wytheville, Virginia 24382

**W. KEITH DUNAGAN  
SHERIFF**

**Office** (276) 223-6099  
**Dispatch** (276) 223-6000  
**Fax** (276) 223-6127

**MEMORANDUM**

**DATE:** NOVEMBER 4, 2015  
**TO:** MR. CELLELL DALTON  
COUNTY ADMINISTRATOR  
**FROM:** SHERIFF W. KEITH DUNAGAN *WKD*  
**SUBJECT:** PERSONNEL CHANGE

As you are aware, effective October 28, 2015 Dispatcher Gary L. Gillman resigned from the Wythe County Sheriff's Office. The following personnel change is a result of his resignation. November 16, 2015 will be the effective date for the position transfer.

The personnel change involves one full time position for the Wythe County Sheriff's Office.

- Rebecca A. Stamper will transfer from the Data Entry position funded through the Town of Wytheville & carried under the 3102 budget into the vacated Compensation Board funded position #00014 with an annual salary of \$24,924.

All necessary paperwork including the personnel change form will be submitted with the November 16, 2015 – November 30, 2015 pay period payroll. If you have any questions please do not hesitate to call.

/gbc

*Consent  
ok  
mca*