



TOWN COUNCIL
Special Meeting
Town Hall
August 1, 2013
6:00 PM

1. Call to Order: Roll Call

2. Public Comments on Agenda Items (3 minutes per speaker)

3. Order of Business
 - A. Review of Town Code 72-9 Minimum Utility Fees
 - *B. Eastern Shore Communications Wireless
 - *C. Harbor Development Master Plan
 - *D. Virginia Dept. of Health Dept. Planning/Design Grants
 - i. Public Water Supply Chlorination
 - ii. Keck Well Pipeline Engineering

4. Motion to Adjourn

 TOWN OF CAPE CHARLES	AGENDA TITLE: Town Code 72-9 – Liability for Minimum Charges		AGENDA DATE: August 1, 2013
	SUBJECT/PROPOSAL/REQUEST: Review Town Code Section 72-9 for possible modification(s)		ITEM NUMBER: 3A
	ATTACHMENTS: Ordinances from other localities		FOR COUNCIL: Action () Information (X)
	STAFF CONTACT (s): Heather Arcos	REVIEWED BY: Heather Arcos, Town Manager	

BACKGROUND:

On January 24, 2013, Town Council met to discuss a request from South Port Investors, who are lessees to the Town, for a waiver of accumulated minimum usage charges for parcel 83A3-A-12. As of November 30, 2007, a building located on the parcel was demolished and the utilities were inactivated (no usage) by South Port. Per the Town Code any connection to our system shall be liable for the minimum charges. Council was concerned regarding setting a precedent in waiving outstanding charges on inactive accounts and agreed that the ordinance needed to be reviewed and tasked staff to research ordinances from other localities to update the Town’s current ordinance.

DISCUSSION:

Town Code Section 72-9 – Liability for minimum charges currently states:

- a. The owner of any house, building or property which is used for commercial, industrial and/or residential purposes and is connected to the system shall be liable for the minimum water and sewer charges.
- b. The owner of a vacant lot is not required to pay minimum charges. Connection charges shall apply when a house or building is constructed on a qualifying vacant lot, per sections 70-35 and 70-42.
- c. If a connection existed as of June 30, 2007, and the house or building has since been demolished, the owner shall continue to be liable for the minimum charges. Connection charges shall not apply when the vacant lot is rebuilt.

Ordinances from several other localities have been reviewed by staff and will be provided to Council.

RECOMMENDATION:

Staff requests review and discussion of the ordinances and Council guidance regarding the direction for modifications to this section of the Town Code.

 <p>TOWN OF CAPE CHARLES</p>	AGENDA TITLE: Eastern Shore Communications Wireless		AGENDA DATE: August 1, 2013
	SUBJECT/PROPOSAL/REQUEST: Update re: Eastern Shore Communications		ITEM NUMBER: 3B
	ATTACHMENTS: Eastern Shore Communications Pilot Report, June 28, 2013 Letter to Ronald van Geijn, Eastern Shore Communications Proposal received July 18, 2013		FOR COUNCIL: Action (X) Information ()
	STAFF CONTACT (s): Heather Arcos	REVIEWED BY: Heather Arcos, Town Manager	

BACKGROUND:

In December 2011, Council approved allowing Eastern Shore Communications, LLC (ESC) to install an antenna on the Cape Charles Water Tower to conduct a test of wireless service using the Broadband Network. An agreement for the wireless broadband antenna test was signed on January 4, 2012 and permitted the installation of up to four test antennae, associated wiring and test equipment on the Cape Charles Water Tower for an eight week test period.

DISCUSSION:

In July 2012, ESC submitted their Pilot Report to the Town Planner and a copy was emailed to Council. The next step was for the Town to issue a Request for Proposal (RFP) for the delivery of internet services to the businesses and residents in the Town and surrounding areas. ESC also requested permission to allow their equipment to remain on the water tower until the RFP could be issued and a contract awarded to an interested party.

The Town issued the RFP for wireless broadband services in April 2013 with a deadline of May 6, 2013. Two proposals were received. The bid was awarded to Bay Creek Communications, LLC and the two-year contract was signed on June 17, 2013. Bay Creek Communications is working with staff on utilities, site work and installation of the antennae.

It was recently discovered that ESC has been selling services to the residents and businesses in and around Cape Charles utilizing the antennae located on the water tower. A letter was sent to Mr. Ronald van Geijn of ESC on June 28, 2013 regarding this matter and informing him that the issue would be forwarded to the Town Council for their review and determination of a resolution regarding the unauthorized use of the Town's facility and resources for over 15 months.

A proposal was received from ESC on July 18, 2013 for consideration by the Town Council to leave the existing equipment, two (2) antennae on the water tower, and to compensate the Town \$200/month. In addition, ESC has offered to provide the Cape Charles Volunteer Fire Company with free internet services for the term of a lease. The Bay Creek proposal also stated that internet services would be provided at no cost to all Town offices and locations, including the Cape Charles Volunteer Fire Company, for the length of the contract.

If Council agrees to a lease agreement with ESC, the same terms and conditions afforded to Bay Creek Communications would apply. Bay Creek Communications would have priority over placement of their antennae in order to operate.

RECOMMENDATION

Staff recommends Council discussion regarding the matter and a decision regarding a resolution to this matter.

From: Ronald van Geijn [mailto:rvgeijn@eshorenet.com]
Sent: Thursday, July 12, 2012 2:30 PM
To: dora@capecharles.net
Subject: Wireless Pilot Project next steps

Dear Mrs. Mayor and Members of the Town Council.

This past Tuesday, July 10 we completed the broadband pilot with the termination of the Eastern Shore of Virginia Broadband Authority (ESVBA) provided broadband connection. We have submitted our pilot report to the Town Planner who will distribute copies. For completeness I have attached a copy to this email.

The next step is for the Town Council to consider the Trial Agreement proposal by the ESVBA. If approved the town would issue a Request for Proposal (RFP) to interested Internet Service Providers (ISP's) for the delivery of high-speed internet services to the town. We would be one such party interested in answering the RFP to qualify for the discounted service offered by the ESVBA to whomever the town selects through this process.

While this process unfolds, we ask the Town Council to allow our equipment, two very small antennas, painted black to not stand out, remain on the water tower, connected and functional. The process of removing the antennas is costly, especially if we were to be granted the opportunity to provide service to the town under the trial agreement, at which point we would incur more costs to mount the antennas again.

If we would not be selected through the RFP process we would immediately remove our equipment.

Thank you very much for your consideration,

Ronald van Geijn

O: (757) 695-8080 C: (571) 451-8683 V: (757) 772-8130

Ronald van Geijn
eastern**SHORE**communications, llc.
Cape Charles, VA 23310

*Eastern Shore
communications*
A NEW DAWN FOR THE SHORE



Eastern Shore Communications
Pilot Report

Town of Cape Charles

Objectives

The purpose of the pilot was to investigate the most economical, reliable and durable solution to provide “last mile” services to the residents and businesses in Cape Charles based on the fiber installed by the Eastern Shore of Virginia Broadband Authority (ESVBA).

Background

The Eastern Shore of Virginia Broadband Authority (ESVBA) through a grant from the State of Virginia administered by the Accomack Northampton Planning District Commission (ANPDC) developed a fiber backbone from VA Beach up to Wallops and now Chincoteague. For the delivery of the ‘last-mile’ the ESVBA, ANPDC and the towns looked to interested third parties. The pilot was a means for for-profit organizations to validate the pilot objectives.

Pilot Setup

During the discussion regarding the pilot with the Cape Charles Town Council, permission was asked and received to install two 5ghz 90Degree sector antennas on the Cape Charles Water Tower. If possible the antennas were to be painted black to not stand out against the signature water tower.

Consulting with the manufacturer it was decided the antennas could be painted, in a metal free paint without negatively impacting performance of the antennas.

The DMARC for the fiber is in the control room at the water tower, which is where the Ethernet cables were terminated as well. Unfortunately the antenna pointing to Cape Charles was well over 400’ from the DMARC point,



AirMax Sector 5G-19-120
Hi-Gain 19dBi, 120deg.

which exceeds maximum CAT 5e length by 60’ resulting in unreliable operations. It was decided to only use the antenna pointing south, which proved to provide ample signal to serve all trial customers.

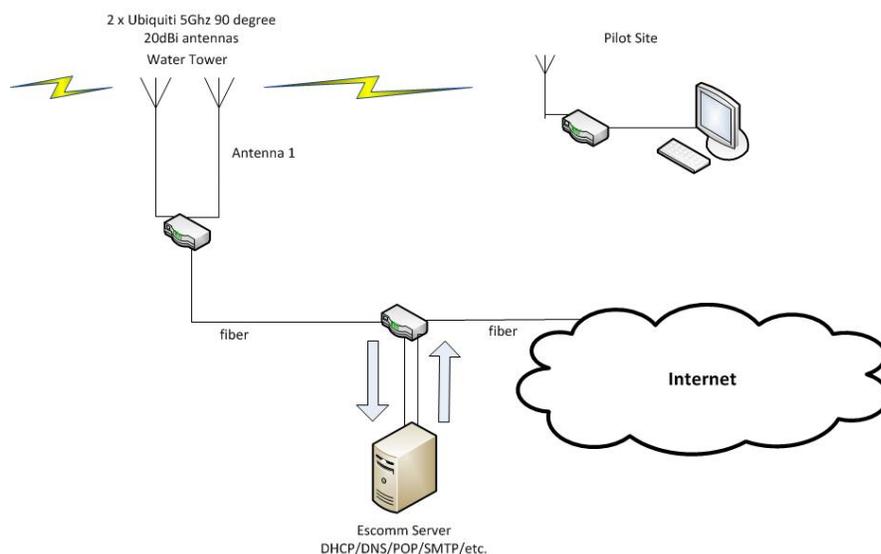


Figure 1

The server is located in Exmore and setup to resemble a router. Network traffic from the internet enters the external interface where it is routed to the appropriate customer. Customers connect to the network via the Ubiquiti NanoStation M5 stations.

Customer Installation

To receive internet service participants were provided antennas and professional installation by Eastern Shore Communications. The antenna receives the wireless internet signal and makes it available, just like a cable modem or DSL router does. The next step is to replace the current service with the new service by connecting the antenna directly to the customer's router. Typically we found the whole process take no more than 1 hour. In a few select cases outside installation was needed to achieve optimal connectivity, this added considerable time.



Pilot Participants

Name	Address	Ping	Down	Up	Note
Drizzles	20 Strawberry	12	6.0	5.1	Behind tree
Moonrise Jewelry	22 Strawberry	13	6.25	5.75	
CC Coffee House	241 Mason Ave	9	6.5	5.25	
Wilson Building	245 Mason Ave	11	6.1	6.50	
SEA Consulting	325 Mason Ave	9	6.5	5.75	
Chesapeake Properties	7 Fig Street	14	5.75	6.25	2 nd antenna
Rayfields Pharmacy	2 Fig Street	7	6.75	6.75	
Cape Charles House	645 Tazwell Ave	9	6.1	5.6	

Pilot Results

Despite the fact that one antenna was malfunctioning the speeds recorded were constant and very reliable. Some small issues occurred with the CPE devices, mainly caused by line of sight between the CPE and the Antenna. Since all pilot participants received service of the “back” of the antenna, in other words, nobody was in front of the active antenna, the results were VERY good and will be markedly better when the antenna is fully functional. The reason we could not fix the antenna was related to cost to climb the water tower, not because of a irreparable technical issue.

Pilot Costs

To conduct the pilot Eastern Shore Communications purchased the necessary equipment, paid for professional installation and managed the network. The total cost excluding network management operational expenses was: \$6,893 paid by Eastern Shore Communications. Internet bandwidth was provided by the ESVBA at a total cost of \$1,750 p/month of service. **We are very grateful to the town of Cape Charles to provide a place to store our server for the duration of the pilot.**

Next Steps

With the pilot successfully concluded we look to the future, the RFP and an opportunity to serve the customers and businesses in Cape Charles on a permanent basis.

Conclusion

We are indebted to the town and the broadband committee to provided us such a wonderful opportunity to test the concept of wireless delivery of high speed internet in the beautiful town of Cape Charles. Your perseverance and patience have enabled us to learn a great many things about the technology and economy of running a Wireless ISP. ***A BIG thank you on behalf of the entire staff of Eastern Shore Communications.***

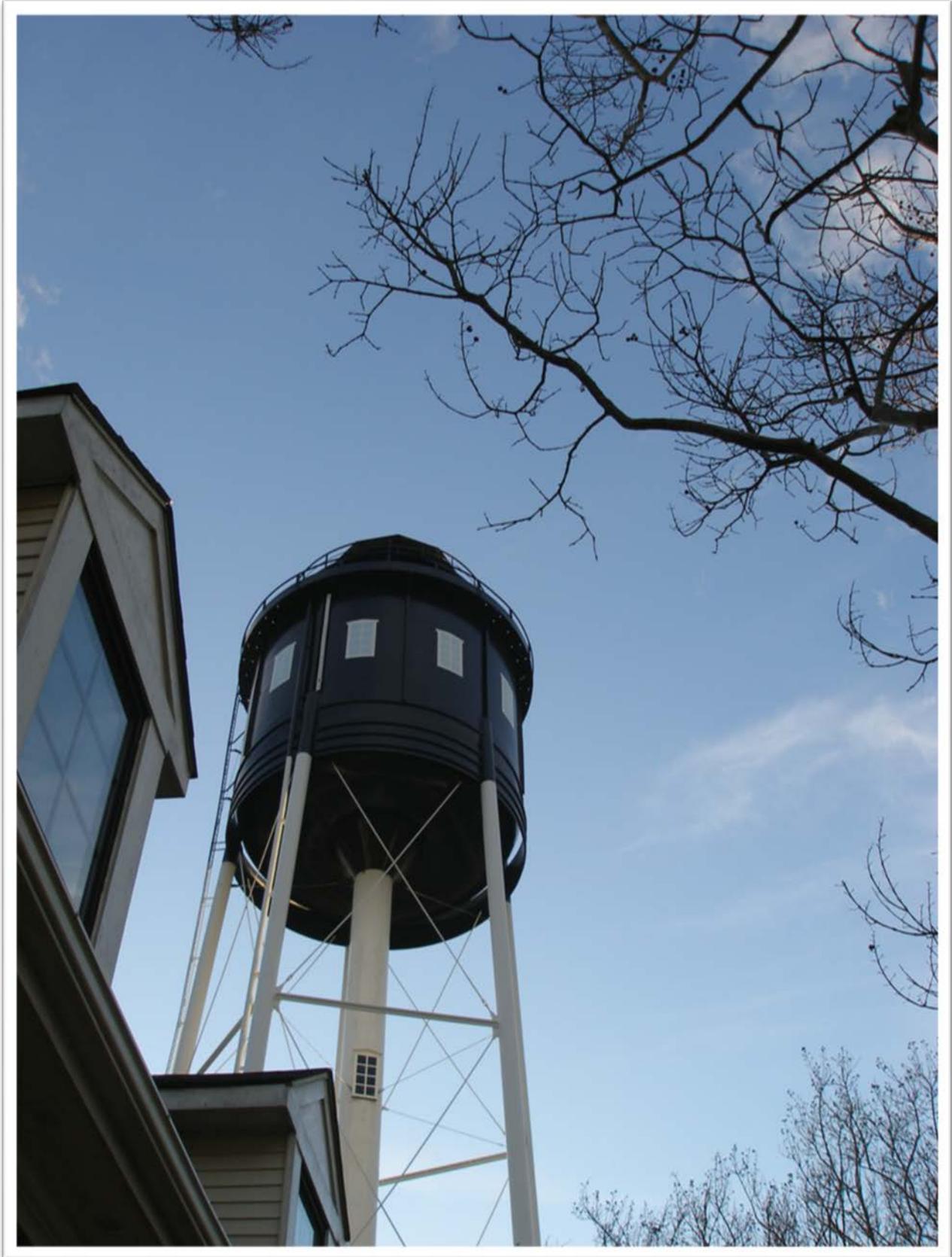
APPENDIX A



View SW 1



View NW 1





*Municipal Corp. of
Cape Charles*

June 28, 2013

Ronald van Geijn
Eastern Shore Communications, LLC.
P. O. Box 615
Cape Charles, VA 23310

Re: Wireless Broadband Antenna Test

Dear Ron:

On January 4, 2012, the Town entered into the Access, Indemnity, Hold Harmless and Insurance Agreement (Wireless Broadband Antenna Test at Cape Charles Water Tower) ("Agreement") with Eastern Shore Communications to install your wireless broadband antennae on the Cape Charles Water Tower for an eight-week test period. The test period ended March 1, 2012 which is approximately 15 months ago.

I was recently informed that your antennae were still installed and functioning on the Town's Water Tower without the Town's authorization. The Agreement states the following:

Paragraph 3: "Eastern Shore Communications, LLC shall use the Premises for the installation and testing of the antennae on the water tower and for no other purpose."

Paragraph 4: "At the conclusion of the testing all improvements shall be removed by Eastern Shore Communications, LLC at its sole cost and expense, except as to any permanent electrical connections installed by the Town."

Furthermore, it has come to my attention that Eastern Shore Communication, LLC has been selling services to the residents and businesses in and around Cape Charles.

This issue will be forwarded to the Town Council for their review and determination of a resolution regarding the unauthorized use of the Town's facility and resources.

Thank you for your prompt attention to this matter.

Sincerely,

Heather Arcos
Town Manager

cc: Nicholas Pascaretti, ESVBA



RECEIVED JUL 18 2013

Cape Charles, July 5, 2013

Dear Mayor and Town Council,

First let me thank you again explicitly for allowing Eastern Shore Communications the opportunity to test delivery of broadband service via fixed wireless service from the Cape Charles Water Tower. As we previously reported, the results indicate this can be done, reliably and affordably opening a new level of service for all residents and businesses in the Town of Cape Charles.

As indicated above, Eastern Shore Communications, at its own expense, demonstrated to the town the feasibility of delivering fast, affordable and reliable high speed internet via fixed wireless delivery from the water tower after discussions during meetings of the town council in 2012 which authorized our pilot program. As a result the town initiated the broadband RFP, which recently was awarded to a different provider on a non-exclusive basis.

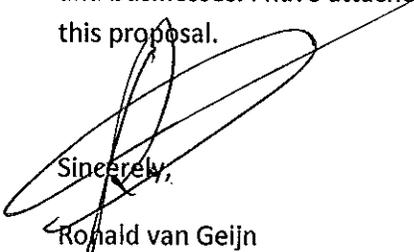
The availability of the water tower as a means to deliver affordable, reliable broadband service to the residents and businesses in the town of Cape Charles is very important to Eastern Shore Communications. Other means are available but would result in diminished coverage, service interruptions and potential outages.

Eastern Shore Communications respectfully requests permission from the town to leave its existing equipment, two (2) five (5) Gigahertz antennas (painted black) on the water tower. Eastern Shore Communications would compensate the town \$200 p/month (\$2,400 p/year) through a non-exclusive tower lease agreement.

Determining a fair lease amount is typically done by balancing available space on the tower for the installation of equipment, height of the tower, cabinet space, etc. with the number of customers in range of the equipment. With only two antennas installed and no other amenities available onsite, we believe the proposed lease amount is very reasonable.

Eastern Shore Communications currently provides service to the town from its transmitters located on the top of the Bayshore concrete batch plant, and would like to continue our planned expansion from multiple locations in the town for the very best service possible. While we are nowhere near recovering the nearly seven thousand dollars we spent on the fixed wireless pilot and demonstration project, we have derived some benefit from having the equipment on the water tower. As such, we propose providing on behalf of the town, in addition to the above rental amount, free internet service to the Cape Charles Volunteer Fire Department for the term of our tower lease and any renewals thereof.

That there is a need for affordable internet service in the town is abundantly clear. That the town can play an enabling role in facilitating the availability of high quality affordable internet service under its non-exclusive program is also clear. Eastern Shore Communications stands ready to serve your residents and businesses. I have attached our standard water tower agreement for your use and consideration of this proposal.



Sincerely,

Ronald van Geijn
Eastern Shore Communications

 TOWN OF CAPE CHARLES	AGENDA TITLE: Harbor Development Master Plan		AGENDA DATE: August 1, 2013
	SUBJECT/PROPOSAL/REQUEST: Update Master Plan		ITEM NUMBER: 3C
	ATTACHMENTS: 2007 Harbor Master Plan		FOR COUNCIL: Action (X) Information ()
	STAFF CONTACT (s): Bob Panek/Smitty Dize	REVIEWED BY: Heather Arcos, Town Manager	

BACKGROUND:

The Cape Charles Harbor Master Plan was approved in 2007. Part of the plan has been accomplished and some changes in waterfront utilization have occurred or are under consideration. It would be useful to update the Harbor Master Plan to aid in discussions with state and federal agencies concerning permitting and financial assistance matters.

DISCUSSION:

Construction of two of five permitted off-shore breakwaters has been completed. These were shown as an option in the original plan. The breakwaters have proven beneficial and should be incorporated into the plan. This would include an updated cost estimate for the remaining three breakwaters.

Phase I (floating docks, bath-house, and restaurant) has been completed substantially as planned. We are now planning to enhance the wave attenuator for improved harbor protection and add additional docking space.

Phase IV (special event pavilion and support facilities) has been displaced by leasing of the property to South Port Investors for development of a yacht/vessel maintenance and repair center.

Bayshore Concrete Products is planning to build a travel lift on the south side, including a fixed wave break. This would be an important component for improved harbor protection.

All of the above should be incorporated into an updated Harbor Master Plan.

Langley & McDonald, Inc. prepared the existing master plan. We have obtained a proposal from them to amend the existing engineering services contract for the study, design and permitting effort associated with improved harbor protection (floating wave attenuators). This proposal includes \$7,500 for updating the master plan.

We would fund \$5,625 of this (75%) from the Virginia Port Authority (VPA) grant (\$500,000) awarded last year, and the remaining \$1,875 (25%) from the Harbor Fund.

RECOMMENDATION:

Staff recommends Council approve execution of a contract change order for update of the Harbor Master Plan.

 <p>TOWN OF CAPE CHARLES</p>	AGENDA TITLE: Virginia Department of Health Grant Application for Chloramine Addition to Water Supply		AGENDA DATE: August 1, 2013
	SUBJECT/PROPOSAL/REQUEST: Approval to apply for funding to assist on the design and implementation of project.		ITEM NUMBER: 3D.i.
	ATTACHMENTS: Resolution 20130801, Grant Cover Letter		FOR COUNCIL: Action (X) Information ()
	STAFF CONTACT (s): David Fauber	REVIEWED BY: Heather Arcos, Town Manager	

BACKGROUND:

In December 2006, the Environmental Protection Agency (EPA) issued its action to be taken for the Stage 2 Disinfectants and Disinfection Byproducts Rule. Since that time the Town has been monitoring disinfection byproducts, Trihalomethanes (THMs) and Haloacetic Acids (HAA5s), which result from chlorination of drinking water.

Since August 2009, we have been sampling and testing quarterly at 3 sites to compile data for a running annual average of THMs and HAA5s. Due to THM levels that exceeded the allowable limits, we were required to submit a Preliminary Engineering Report (PER) discussing actions/efforts that might be taken to reduce the byproducts in our drinking water to the Virginia Department of Health (VDH). The PER was submitted in March 2013 and we are waiting for a final approval.

As a result of the PER, the recommended option is for substitution of chloramine for chlorine during the warm weather months.

The next engineering phase is to develop a PER specifically for the installation of the chloramine process and a final engineering of the chloramine pumps, piping and dosage.

DISCUSSION:

There is a grant opportunity from the VDH Office of Drinking Water (ODW) which administers grant funds from the Virginia Drinking Water State Revolving Fund Program. The Planning & Design Grant assistance is for up to \$50,000 which may be available to the Town for developing a PER for the substitution for chlorine in our drinking water. There are no matching funds required.

The grant request for funding will be for a total of \$14, 800. The breakdown is \$9,800 to create the PER and \$5,000 to cover final engineering. We request Council’s approval to apply for this grant and for the Town Manager to be granted the authority to sign such documents as may be required for said application and any other documents associated with the grant.

Notification of funding, if awarded, would be made in October of 2013.

RECOMMENDATION:

Authorize the Town Manager, by resolution, to submit a Planning/Design Grant application for funding to the Virginia Department of Health Drinking Water Financial and Construction Assistance Program for Public Water Supply Chlorination.

VIRGINIA DEPARTMENT OF HEALTH
DRINKING WATER
FINANCIAL AND CONSTRUCTION ASSISTANCE PROGRAMS (FCAP)

RETURN TO:

Virginia Department of Health
Office of Drinking Water
109 Governor Street, 6th Floor
Richmond, VA 23219
(Voice 804-864-7501)
(Fax 804-864-7521)
<http://www.vdh.virginia.gov/odw/financial/dwfundingprogramdetails.htm>

Submit this application and all materials
plus one copy of everything.

APPLICATION FOR PLANNING/DESIGN GRANTS

SECTION A – PRELIMINARY QUESTIONS

1. What is the average water loss for this water system (percent)? 16.8%
Please provide all supporting information and calculations used to derive this estimated water loss.

2. Is water loss evaluation included in this planning/design grant application? Yes No

If you answered "No" above, please proceed to "SECTION B – ORGANIZATIONAL DATA".
If you answered "Yes" above, then please proceed to question A.3.

3. In "SECTION G – ACTIVITY DESCRIPTION", please include (but not limited to) the following information:

In "Exhibit A – Project Description": description of the water loss problems the system is encountering and the impacts of these losses on the system; has a distribution system survey or system mapping been performed (to include type and estimated age of the pipe material); has a water audit been performed to estimate losses (if not, please explain how water losses are estimated); are there suspected leak locations already identified; and has any previous leak detection work been performed on this system.

In "Exhibit B – Project Budget", please have a separate line item under "Activity" and "Estimated Cost" for Leak Detection.

In "Exhibit C – Project Schedule", please have a separate line item under "Activity", "Start Date", and "Projected Completion Date" for Leak Detection.

SECTION B - ORGANIZATIONAL DATA (ALL APPLICANTS)

1. Legal Applicant/Owner of the waterworks

a. Name of Applicant: Municipal Corporation of Cape Charles

b. Applicant Address: 2 Plum Street

Cape Charles, VA 23310

c. Contact Person: David Fauber

d. Telephone Number: (757) 331-2176 Ext.17 FAX Number: (757) 331-4820 Email: dave.fauber@capecharles.org

e. Project Name: Keck Well Pipeline Construction Documents Location (City/County) Cape Charles

f. Federal DUNS # 05581148 CCR # _____

2. Waterworks type: Publicly-owned community PWS ID number: 3131120 System Name Cape Charles
Investor-owned community _____ PWS ID number: _____ System Name _____
Water Treatment Plant

3. Consulting Engineer (If applicable)

- a. Firm Name: GHD (Formerly Stearns and Wheeler)
- b. Firm Address: 16701 Melford Blvd, Suite 330
Bowie, MD 20715
- c. Project Manager/Engineer Vince Maillard
- d. Telephone Number: (240) 208-6810 FAX Number: (240) 206-6811 Email: Vincent.Maillard@ghd.com

Submittal of this application is only a starting point for discussion and is not a binding agreement on either party.

Incomplete information may result in the delay or rejection of the application request.

The undersigned representative of the applicant certifies that the information contained herein and the attached statements and exhibits are true, correct and complete to the best of their knowledge and belief. The undersigned agrees to clarify or supplement information pertaining to this application upon request.

Owner or Chief Administrative Officer of Waterworks:

NAME and TITLE: Heather Arcos
Town Manager

SIGNATURE _____ DATE: _____

(NOTE: Also sign and submit "Certification Regarding Lobbying")

**TOWN OF CAPE CHARLES
RESOLUTION 20130801**

**TO SUBMIT A VIRGINIA DEPARTMENT OF HEALTH DRINKING WATER FINANCIAL
AND CONSTRUCTION ASSISTANCE PROGRAM PLANNING/DESIGN GRANT
APPLICATION FOR PUBLIC WATER SUPPLY CHLORINATION**

WHEREAS, the Virginia Department of Health-Office of Drinking Water has Planning/Design Grants available for governmental agencies and localities in the Commonwealth of Virginia to make improvements in the localities' drinking water;

WHEREAS, the Town of Cape Charles drinking water has had intermittent issues with the chlorination process used in the water supply;

WHEREAS, grant funding would further assist the Town in its effort to perform the design and engineering necessary to resolve the issues related to the chlorination process;

THEREFORE, BE IT RESOLVED, by the Town Council of the Town of Cape Charles that the Town Manager be authorized to submit the Virginia Department of Health Drinking Water Financial and Construction Assistance Program application for a Planning/Design Grants for the project entitled Public Water Supply Chlorination by the September 1, 2013 deadline.

Adopted by the Town Council of the Town of Cape Charles on August 1, 2013.

By: _____
Mayor

Attest:

Town Clerk

 <p>TOWN OF CAPE CHARLES</p>	AGENDA TITLE: Virginia Department of Health Grant Application for Keck Well Pipeline Engineering		AGENDA DATE: August 1, 2013
	SUBJECT/PROPOSAL/REQUEST: Approval to apply for funding to assist on the design and implementation for the Keck Well Pipeline Construction Project		ITEM NUMBER: 3D.ii.
	ATTACHMENTS: Resolution 20130801A, Grant Cover Letter		FOR COUNCIL: Action (X) Information ()
	STAFF CONTACT (s): David Fauber	REVIEWED BY: Heather Arcos, Town Manager	

BACKGROUND:

In December 2006 the Environmental Protection Agency (EPA) issued its final action for the Stage 2 Disinfectants and Disinfection Byproducts Rule. Since that time the Town has been monitoring disinfection byproducts, Trihalomethanes (THMs) and Haloacetic Acids (HAA5s), which result from chlorination of drinking water.

Since August 2009, we have been sampling and testing quarterly at 3 sites to compile data for a running annual average of THMs and HAA5s. Since that time, the Town has received 6 notices of violation for exceeding the allowable limits of THM levels.

Bromoform and Dibromochloromethane are the most prevalent of the THMs present. These are a direct result of the presence of bromide in our ground water. The East Well has a bromide content of 749 ppb and Tower Well 1,160 ppb. The Keck Wells I & II contain 82 ppb and 55 ppb respectively.

With the lower bromide content, connection to the Keck Wells should improve our water quality

DISCUSSION:

We have received grant information from the Virginia Department of Health (VDH) Office of Drinking Water (ODW) which administers grant money from the Virginia Drinking Water State Revolving Fund Program. The Planning & Design Grant assistance is for up to \$50,000 which may be available to the Town for developing construction documents for the Keck Well pipeline. There are no matching funds required.

The grant request for funding of this project is \$50,000 to cover cost associated with GHD’s amendment to Task Order No.2, specifically to “Design approximately 3,700’ of Raw Water Transmission Pipeline from Keck Wells 1 & 2 to existing 8” pipeline located in Route 184 based on the results of the May 2012 Preliminary Engineering Report.”

We request Council’s approval to apply for this grant and for the Town Manager to be granted the authority to sign such documents as may be required for said application and any other documents associated with the grant.

RECOMMENDATION:

Authorize Town Manager, by resolution, to submit a Planning/Design Grant application for funding to the Virginia Department of Health Drinking Water Financial and Construction Assistance Program for the Keck Well Pipeline Engineering.

VIRGINIA DEPARTMENT OF HEALTH
DRINKING WATER
FINANCIAL AND CONSTRUCTION ASSISTANCE PROGRAMS (FCAP)

RETURN TO:

Virginia Department of Health
Office of Drinking Water
109 Governor Street, 6th Floor
Richmond, VA 23219
(Voice 804-864-7501)
(Fax 804-864-7521)
<http://www.vdh.virginia.gov/odw/financial/dwfundingprogramdetails.htm>

Submit this application and all materials
plus one copy of everything.

APPLICATION FOR PLANNING/DESIGN GRANTS

SECTION A – PRELIMINARY QUESTIONS

1. What is the average water loss for this water system (percent)? 16.8%
Please provide all supporting information and calculations used to derive this estimated water loss.

2. Is water loss evaluation included in this planning/design grant application? Yes No

If you answered "No" above, please proceed to "SECTION B – ORGANIZATIONAL DATA".
If you answered "Yes" above, then please proceed to question A.3.

3. In "SECTION G – ACTIVITY DESCRIPTION", please include (but not limited to) the following information:

In "Exhibit A – Project Description": description of the water loss problems the system is encountering and the impacts of these losses on the system; has a distribution system survey or system mapping been performed (to include type and estimated age of the pipe material); has a water audit been performed to estimate losses (if not, please explain how water losses are estimated); are there suspected leak locations already identified; and has any previous leak detection work been performed on this system.

In "Exhibit B – Project Budget", please have a separate line item under "Activity" and "Estimated Cost" for Leak Detection.

In "Exhibit C – Project Schedule", please have a separate line item under "Activity", "Start Date", and "Projected Completion Date" for Leak Detection.

SECTION B - ORGANIZATIONAL DATA (ALL APPLICANTS)

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Cape Charles, VA 23310

c. Contact Person: David Fauber

d. Telephone Number: (757) 331-2176 Ext.17 FAX Number: (757) 331-4820 Email: dave.fauber@capecharles.org

e. Project Name: Keck Well Pipeline Construction Documents Location (City/County) Cape Charles

f. Federal DUNS # 05581148 CCR # _____

2. Waterworks type: Publicly-owned community PWS ID number: 3131120 System Name Cape Charles
Investor-owned community _____ PWS ID number: _____ System Name _____
Water Treatment Plant

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Owner or Chief Administrative Officer of Waterworks:

NAME and TITLE: Heather Arcos
Town Manager

SIGNATURE _____ DATE: _____

(NOTE: Also sign and submit "Certification Regarding Lobbying")

**TOWN OF CAPE CHARLES
RESOLUTION 20130801A**

**TO SUBMIT A VIRGINIA DEPARTMENT OF HEALTH DRINKING WATER FINANCIAL
AND CONSTRUCTION ASSISTANCE PROGRAM PLANNING/DESIGN GRANT
APPLICATION FOR KECK WELL PIPELINE CONSTRUCTION DOCUMENTS**

WHEREAS, the Virginia Department of Health-Office of Drinking Water has Planning/Design Grants available for governmental agencies and localities in the Commonwealth of Virginia to make improvements in the localities' drinking water;

WHEREAS, the Town of Cape Charles drinking water has had intermittent issues with the chlorination process used in the water supply;

WHEREAS, grant funding would further assist the Town in its effort to perform the design and engineering necessary to connect the two Keck Wells to the Town's water supply system which would improve the overall water quality;

THEREFORE, BE IT RESOLVED, by the Town Council of the Town of Cape Charles that the Town Manager be authorized to submit the Virginia Department of Health Drinking Water Financial and Construction Assistance Program application for a Planning/Design Grants for the project entitled Keck Well Pipeline Construction Documents by the September 1, 2013 deadline.

Adopted by the Town Council of the Town of Cape Charles on August 1, 2013.

By: _____
Mayor

Attest:

Town Clerk