

**BERRYVILLE TOWN COUNCIL STREETS AND UTILITIES COMMITTEE
MEETING AGENDA
Berryville-Clarke County Government Center
101 Chalmers Court, Second Floor
A/B Meeting Room
Regular Meeting
August 25, 2017
9:00 am**

<u>Item</u>	<u>Attachment</u>
1. Call To Order	
2. Approval of Agenda	
3. Project Updates	
	Water
	Water Tank Painting Project
	Treadwell Street Phase 2
	Other
	Wastewater
	Properties
	Public Works Pole Barn
	Other
	Streets
	Swan Ave walking path
	Crosswalk Buckmarsh /Swan
	Crosswalk Main/Hermitage
	Crosswalk Main/Lincoln
	Other
4. Discussion	Water/Sewer User and Availability Fee Study 1
5. Closed Session	No Closed Session Scheduled
6. Other	
7. Adjourn	

↑ Denotes an item on where a motion for action is included in the packet

Item 3 Project Updates

Staff will be present to provide the Committee with updates on planned and on-going projects.

Item 4 Water/Sewer User and Availability Fee Schedule

At the August Town Council meeting staff provided the Council with a rough draft of the scope of services for a Water/Sewer User and Availability Fee analysis. The Committee expressed interest in studying the scope.

Attachment:

Draft scope of services (8/1/17)

Draft Scope of Services for Water and Sewer Rate Study
8/1/17

Scope of Services

The Town wants to ensure that the costs of providing water and sewer services are covered appropriately through user fees, availability fees, and other related fees and charges, referred to collectively as Rate Schedule. The following objectives are to be met by the proposed study and the resulting Rate Schedule:

1. Identify current and future needs for water and sewer fund revenues in order to meet projected operational and capital costs over a five-year planning period.
2. Develop a recommended Rate Schedule that will generate adequate revenues and reflect the true cost of providing water and sewer services. Rate Schedule should be easy to administer and easily understood by the Town and its customers.
Recommended rate structures shall consider and make provisions for the following factors:
 - Current and future cost of providing water and sewer services in accordance with established and anticipated standards and regulations
 - Projected demands of growth within the service area
 - Age, condition, and projected replacement time/cost of the water and sewer infrastructure, including treatment plants, water storage and pumping facilities, water distribution improvements, and wastewater collection improvements
 - Funding requirements for all current or planned debt obligations (including bond covenants) and all long-term commitments or liabilities
 - Funding necessary reserves
 - Effects of current and anticipated water and sewer regulations
 - Consistency with the laws of the Commonwealth of Virginia and with industry practice for water and sewer rate development within the Commonwealth of Virginia, including evaluation of rate structures such as flat and tiered rates
 - Other factors identified
3. Provide an easy to use rate model in Excel (XXX Version or newer) that can be readily adjusted by the Town to take into account alternative scenarios or changes in conditions that arise after the study.
4. Evaluate the benefits of changes to billing frequency.
5. Present recommended Rate Schedule and supporting documentation to Streets and Utilities Committee
6. Present recommended Rate Schedule and supporting documentation to Town Council and provide guidance and support to the Town Council during a public hearing.