

SPECIAL COUNCIL MEETING A G E N D A

TOWN OF CHINCOTEAGUE

June 20, 2013 - 5:00 P.M. - Council Chambers - Town Hall

CALL TO ORDER

INVOCATION BY COUNCILMAN TAYLOR

PLEDGE OF ALLEGIANCE

OPEN FORUM / PUBLIC PARTICIPATION

AGENDA ADDITIONS/DELETIONS AND ADOPTION:

1. Possible Adoption of the Fiscal Year “2014” Budget, Consisting of: **(Page 2 of 90)**
 - Revenues for all Divisions
 - General Government Fund Expenses
 - Water Division Expenses
 - Total Main Street Fund Expenses
 - Trolley Division Expenses
 - Harbor Division Expenses
 - Water, & Gen Gov. Rate Sheets
2. Nominations for Two New Members of the Cemetery Committee (Two Year Term) **(Page 19 of 90)**
3. Discuss the bid to Replace Boat Ramp Bulkhead at Veterans Memorial park **(Page 22 of 90)**
4. Possible Adoption of the “FINAL REPORT” of the Wastewater Advisory Committee **(Page 24 of 90)**
5. Mayor & Council Announcements or Comments
(Note: Roberts Rules do not allow for discussion under comment period)

ADJOURN:



MEMORANDUM
Town of Chincoteague Inc.

Date: June 17, 2013
To: Mayor Tarr and Town Council Members
From: Robert Ritter, Town Manager
Subject: Fiscal Year 2014 Budget

The budget for FY 2014 has been properly advertised and the mandatory public hearing was conducted at the June 3, 2013, Council meeting. Please note the General Government fee schedule, under Building and Zoning Fees the following word changes were presented at the Budget Workshop:

- Swimming Pools:
 - Permanent Above-ground \$60.00
- For beginning constr. prior to obtaining BP:
 - Third offense or each offense thereafter \$500.00
- Zoning Fees:
 - Variance application for each variance request \$450.00
 - Special use permit & variance application processed & presented at same time for each variance request \$540.00

Council is respectfully requested to consider making a motion to **“adopt the budget for the fiscal year 2014 as presented including the real estate tax rate of \$0.07/100 of assessed value, tangible property tax rate of \$0.85/100, tangible property tax relief of 65 percent, excise tax (meals) at 5 %, excise tax (transient occupancy) at 4%, General Government fee schedules, Water fee schedule and appropriate the funds for disbursement.”**

Town of Chincoteague

<u>Revenue Name</u>	<u>Number</u>	FY'14 Budget Revenues	
		<u>Budgeted</u>	
Fund 10 - General Government			
Real Estate Tax Levy	4001-0100	\$	615,000
Tangible Property Tax Levy	4001-0125	\$	192,474
Delinquent Tax Collection, Int. & Pen.	4001-0130	\$	35,000
Meals Tax	4001-0500	\$	668,367
Bank Franchise Tax	4001-0600	\$	42,000
Sales Tax	4010-0100	\$	115,725
Business License	4010-0200	\$	125,000
Motor Vehicle License	4010-0300	\$	80,000
Utilities Tax	4010-0500	\$	180,000
Transient Occupancy Tax	4010-0600	\$	840,241
Fines	4015-0100	\$	45,000
Interest on Savings	4020-0100	\$	20,000
Banner Donations	4041-0100	\$	6,000
Cemetery Cleanup Donations	4041-0150	\$	1,000
User Fees	4041-0200	\$	25,000
Building Permits	4041-0500	\$	53,091
Zoning Advertisements	4041-0600	\$	2,000
Grants/Litter	4045-0100	\$	2,585
Sale of Capital Assets	4049-0100	\$	500
Health Insurance-Retirees Spouse	4051-0200	\$	7,500
VA Fire Programs	4051-0300	\$	11,910
Payment in lieu of Taxes - USFWS	4061-0100	\$	6,400
Harbor Administration	4061-0105	\$	7,000
Rental Income - Trolley	4061-0106	\$	12,000
Tower Rent	4061.0107	\$	5,520
Communications Tax	4071-0100	\$	243,200
Personal Property Relief Act	4071-0200	\$	150,250
Mobile Home Sales Tax	4071-0300	\$	7,500
Recovered Cost from Water	4101-0200	\$	80,751
Public Works Miscellaneous	4201-0100	\$	10,000
Miscellaneous Income	4303-0100	\$	15,000
Solid Waste Collection Fee	4303-0400	\$	294,956
Law Enforcement Funds	4401-0100	\$	99,539
Police Miscellaneous	4401-0125	\$	1,000
Police Donations	4401-0150	\$	20,000
Police Grants	4401-0160	\$	10,000
USDA Grant	4401-0162	\$	25,000
911 Dispatch Revenue	4401-0200	\$	29,000
911 Local Tax (Wireless)	4401-0300	\$	-
VITA Grant 911 Equipment	4401-0400	\$	150,000
Transfer from 911 Equipment Reserve	4401-0450	\$	25,000
VDOT Maintenance Funds	4501-0100	\$	582,162

Town of Chincoteague

<u>Revenue Name</u>	<u>Number</u>	<u>FY'14 Budget Revenues</u>	<u>Budgeted</u>
Road Permit Fees	4501-0101	\$	800
VA Commission for the Arts - Grant	4545-0140	\$	5,000
Safe Routes to Schools Grant	4545-0150	\$	205,840
Transfer from General Fund Savings	4701-1000	\$	141,412
Total Fund 10		\$	5,195,723
 Fund 20 - Main Street Project			
Program Income	4501-0100	\$	3,000
TEA-21 Grant	4501-0115	\$	565,000
VMRC Grant Fishing Pier	4501-0120	\$	129,083
Transfer from General Fund	4501-8900	\$	244,440
Total Fund 20		\$	941,523
 Fund 30 - Curtis Merritt Harbor			
Interest on Harbor Savings	4031-0100	\$	150
Harbor Rent	4031-1000	\$	62,867
Subleases	4031-1002	\$	15,000
Dry/Winter Storage	4031-1003	\$	850
Loading Dock	4031-1004	\$	1,000
Fuel Revenue	4031-1058	\$	100,000
Total Fund 30		\$	179,867
 Fund 70 - Trolley			
Trolley Grants	4501-0100	\$	49,300
Program Income	4501-0110	\$	7,000
Transfer from General Fund	4501-8900	\$	23,200
Total Fund 70		\$	79,500
 Fund 80 - Water			
Water Rent	4101-0100	\$	1,023,352
Water Adjustments	4101-2200	\$	(2,500)
Waterline Extensions	4131-0100	\$	10,000
Service Connections	4131-0200	\$	10,500
Interest on Water Savings	4131-0300	\$	360
Miscellaneous	4131-0400	\$	500
Availability Fees	4131-0500	\$	22,914
Total Fund 80		\$	1,065,126
 TOTAL ALL FUNDS		 \$	 7,461,739

Town of Chincoteague

<u>Expenditure Name</u>	<u>Number</u>	<u>FY'14 Expenditures</u>
 FUND 10 - General Fund		
 <i>Fund 10 - General Fund/Department 50 - General Government</i>		
 <u>Salaries</u>		
Mayor	5010-0101	\$ 4,800
Council	5010-0102	\$ 23,040
Town Office Staff	5010-1001	\$ 430,540
Emergency Medical Staff	5010-1002	\$ 263,680
Overtime	5010-1003	\$ 30,000
Subtotal		\$ 752,060
 <u>Benefits</u>		
Social Security	5010-2001	\$ 52,530
Hospitalization	5010-2101	\$ 68,688
Unemployment - All Employees	5010-2103	\$ 5,000
Retirement	5010-2201	\$ 82,400
Life Insurance	5010-2202	\$ 2,000
Blood Bank	5020-2102	\$ 100
Subtotal		\$ 210,718
 <u>Expenses</u>		
Bank Charges	5030-3100	\$ 3,000
Building Administrator Expense	5030-3101	\$ 100
Cleaning	5030-3102	\$ 14,388
Planning Commission	5030-3103	\$ 40
Board of Zoning Appeals	5030-3104	\$ 40
Building Permit Surcharge	5030-3105	\$ 1,025
Board of Building Code Appeal	5030-3106	\$ 25
Emergency Medical Clothing	5030-3107	\$ 2,200
EMS Cell Allowance	5030-3108	\$ 1,500
Insurance	5030-3401	\$ 92,000
Auditing	5030-3501	\$ 23,500
Donations	5030-3601	\$ 6,600
Fire Department Donation	5030-3602	\$ 20,141
Civic Center (TOTAX)	5030-3701	\$ 110,000
Tourism - 5% Chamber & 5% Center	5030-3705	\$ 66,837
ANPDC Membership	5030-4030	\$ 7,000
Scholarship	5030-4301	\$ 1,000
Office Supplies/Publications	5030-4401	\$ 10,250
Office Equipment/Software Maintenance	5030-4402	\$ 21,000
Postage	5030-4403	\$ 10,763
Tax Bills & Conversion	5030-4404	\$ 1,750
Motor Vehicle License	5030-4501	\$ 2,100

Town of Chincoteague

<u>Expenditure Name</u>	<u>Number</u>	<u>FY'14 Expenditures</u>	
Travel & Training	5030-4801	\$	3,588
Mayor's Expense	5030-4901	\$	300
Council's Expense	5030-4902	\$	500
Town Manager's Expense	5030-4903	\$	250
Attorney/Legal Consultants	5030-5101	\$	20,000
Drug/Alcohol Testing	5030-5201	\$	2,000
Christmas Dinner	5030-5501	\$	2,300
Dues	5030-6101	\$	4,400
VML Conference	5030-6102	\$	1,000
Advertising & Website	5030-7101	\$	12,000
Building Maintenance	5030-7301	\$	6,000
Electricity	5030-7401	\$	14,863
Heating Oil	5030-7402	\$	4,000
VA Fire Programs/CVFC	5030-7601	\$	11,910
EOC Operations/Training	5030-7602	\$	1,500
Special Projects	5030-7701	\$	7,000
Pony Penning Expense	5030-7702	\$	6,200
Deer D-Pop Program	5030-7703	\$	1,000
Leonard Asst Fund	5030-8001	\$	-
Telephone Bills	5030-8202	\$	20,000
Health Insurance - Retirees	5030-8401	\$	20,000
Insurance-Retiree, Spouses & Others	5030-8402	\$	7,500
Transfer to Retiree Medication Reserve	5030-8403	\$	10,000
Retiree Perscription Drug Assistance	5030-8404	\$	3,400
Miscellaneous	5030-8501	\$	5,000
Cemetery Cleanup	5030-8600	\$	1,500
Va Commission for the Arts	5030-8700	\$	10,000
Transfer to Main St. Project	5030-8800	\$	141,412
Transfer to Trolley Fund	5030-8900	\$	23,200
VOLSAP For Volunteer Firemen	5030-8912	\$	2,640
Transfer to Beach/Recreation/Tourism Reser	5030-8913	\$	66,432
Beach/Recreation/Tourism Expense	5030-8914	\$	143,628
<i>Subtotal</i>		\$	948,782
<u>Capital Improvements</u>			
Office Equipment	5090-9709	\$	3,000
Bond - School Board Property	5090-9740	\$	77,554
Interest on Bond	5090-9741	\$	5,403
Software	5090-9760	\$	3,561
<i>Subtotal</i>		\$	89,518
Subtotal Fund 10 Dept 50		\$	2,001,078

Fund 10 - General Fund/Department 60 - Public Works Administration

Town of Chincoteague

<u>Expenditure Name</u>	<u>Number</u>	<u>FY'14 Expenditures</u>
<u>Salaries</u>		
Salaries	6010-1001	\$ 108,380
Overtime	6010-1003	\$ 541
<i>Subtotal</i>		\$ 108,921
<u>Benefits</u>		
Social Security	6010-2001	\$ 8,332
Hospitalization	6010-2101	\$ 18,000
Retirement	6010-2201	\$ 13,092
Life Insurance	6010-2202	\$ 574
<i>Subtotal</i>		\$ 39,998
<u>Expenses</u>		
Office Supplies & Equipment	6030-4401	\$ 500
Street Maintenance	6030-4501	\$ 1,100
Street Signs / 911	6030-4502	\$ 3,000
Street Lights	6030-4503	\$ 22,550
Gasoline/Diesel	6030-4701	\$ 31,765
Oil/Grease	6030-4703	\$ 2,756
Tools Shop	6030-4704	\$ 2,750
Travel/Training	6030-4801	\$ 1,250
Clothing / Uniforms	6030-5202	\$ 800
Building Maintenance	6030-7301	\$ 2,500
Equipment Repairs	6030-7302	\$ 15,000
Safety	6030-7303	\$ 1,250
Vehicle PMs	6030-7304	\$ 1,350
Tires	6030-7305	\$ 2,500
Garage Supplies	6030-7306	\$ 3,000
Vehicle Repairs	6030-7307	\$ 9,200
Electricity	6030-7401	\$ 7,565
LP Gas	6030-7402	\$ 2,000
Tipping Fees	6030-7501	\$ 1,250
Sanitation Contract	6030-7502	\$ 349,433
Miscellaneous	6030-8501	\$ 1,700
<i>Subtotal</i>		\$ 463,219
<u>Capital Improvements</u>		
Fuel System	6090-9201	\$ 10,000
<i>Subtotal</i>		\$ 10,000
Subtotal Fund 10 Dept 60		\$ 622,138

Fund 10 - General Fund/Department 61 - Mosquito Control

Town of Chincoteague

<u>Expenditure Name</u>	<u>Number</u>		<u>FY'14 Expenditures</u>
<u>Salaries</u>			
Salaries	6110-1001	\$	34,844
Overtime	6110-1003	\$	1,000
	<i>Subtotal</i>	\$	35,844
 <u>Benefits</u>			
Social Security	6110-2001	\$	2,742
	<i>Subtotal</i>	\$	2,742
 <u>Expenses</u>			
Insurance	6130-3401	\$	8,100
Office Supplies	6130-4401	\$	200
Gasoline	6130-4701	\$	4,400
Tools & Small Equipment	6130-4704	\$	1,000
Chemicals	6130-4705	\$	47,775
Contract Spraying	6130-4706	\$	24,000
Travel/Training/Conference	6130-4801	\$	300
Uniforms	6130-5202	\$	225
Equipment Repairs/Maintenance	6130-7302	\$	1,950
Safety Equipment	6130-7303	\$	400
Vehicle Maintenance	6130-7304	\$	1,500
Sundry	6130-6101	\$	450
	<i>Subtotal</i>	\$	90,300
 <u>Capital Improvements</u>			
Drainage	6190-9125	\$	35,000
	<i>Subtotal</i>	\$	35,000
 Subtotal Fund 10 Dept 61		 \$	 163,886

Fund 10 - General Fund/Department 63 - Public Works Facilities

<u>Salaries</u>			
Salaries	6310-1001	\$	154,500
Overtime	6310-1003	\$	1,500
	<i>Subtotal</i>	\$	156,000
 <u>Benefits</u>			
Social Security	6310-2001	\$	11,934
Hospitalization	6310-2101	\$	39,000
Retirement	6310-2201	\$	18,664
Life Insurance	6310-2202	\$	819
	<i>Subtotal</i>	\$	70,417

Town of Chincoteague

<u>Expenditure Name</u>	<u>Number</u>	<u>FY'14 Expenditures</u>
<u>Expenses</u>		
Seasonal Decorations & Banners	6330-4100	\$ 8,000
Tools	6330-4704	\$ 800
Uniforms	6330-5202	\$ 3,000
Public Restroom Supplies	6330-6260	\$ 3,200
Electricity	6330-7401	\$ 3,700
Sundry	6330-8501	\$ 200
Park & Recreation Expense	6330-8590	\$ 12,500
Vandalism Repairs	6330-8600	\$ 2,000
Boat Ramp Expense	6330-8700	\$ 22,000
Donald J Leonard Park	6330-8800	\$ 500
Island Nature Trail	6330-8900	\$ 1,500
Island Activity Center	6330-8950	\$ 5,000
<i>Subtotal</i>		\$ 62,400
Subtotal Fund 10 Dept 63		\$ 288,817

Fund 10 - General Fund/Department 65 - Public Works Roads

<u>Salaries</u>		
Salaries	6510-1001	\$ 111,271
Overtime	6510-1003	\$ 2,000
<i>Subtotal</i>		\$ 113,271

<u>Benefits</u>		
Social Security	6510-2001	\$ 8,665
Hospitalization	6510-2101	\$ 11,340
Retirement	6510-2201	\$ 13,442
VSRS/Life Insurance	6510-2202	\$ 590
<i>Subtotal</i>		\$ 34,037

<u>Expenses</u>		
Snow Removal	6530-4102	\$ 1,000
Pavement Maintenance	6530-4150	\$ 254,357
Sidewalks	6530-4201	\$ 40,000
Traffic Control Operations	6530-4202	\$ 20,000
Roadside Services	6530-4250	\$ 3,000
Drainage Maintenance	6530-6250	\$ 50,000
Traffic Control Devices	6530-7202	\$ 1,500
Electricity	6530-7450	\$ 60,000
Engineering	6530-8600	\$ 5,000
<i>Subtotal</i>		\$ 434,857

Town of Chincoteague

<u>Expenditure Name</u>	<u>Number</u>	FY'14 Expenditures
Subtotal Fund 10 Dept 65		\$ 582,165

Fund 10 - General Fund/Department 70 - Police Department

Salaries

Salaries	7010-1001	\$ 507,790
Overtime	7010-1003	\$ 8,500
<i>Subtotal</i>		\$ 516,290

Benefits

Social Security	7010-2001	\$ 39,449
Hospitalization	7010-2101	\$ 36,000
Retirement	7010-2201	\$ 58,607
Life Insurance	7010-2202	\$ 2,490
<i>Subtotal</i>		\$ 136,546

Expenses

Gasoline	7030-4701	\$ 22,660
Travel/Training	7030-4801	\$ 5,000
Uniform Allowance (Officers)	7030-5201	\$ 6,000
Uniforms - Town	7030-5202	\$ 3,000
Office Supplies/Equipment Maintenance	7030-7300	\$ 7,000
Equipment Repairs & Supplies	7030-7302	\$ 3,500
Vehicle Maintenance	7030-7304	\$ 8,000
Drug Enforcement	7030-7901	\$ 5,000
Academy Dues	7030-7903	\$ 3,800
Bicycle Patrol	7030-7904	\$ 300
Community/Youth Programs	7030-7905	\$ 20,000
Grant Funded Expenditures	7030-7906	\$ 5,000
Ammunition	7030-7907	\$ 2,500
Cell Phone Allowance	7030-8203	\$ 3,600
Sundry	7030-8501	\$ 500
<i>Subtotal</i>		\$ 95,860

Capital Improvements

Patrol Vehicle	7090-9650	\$ 25,000
Safe Routes to Schools Project	7090-9685	\$ 205,840
<i>Subtotal</i>		\$ 230,840

Subtotal Fund 10 Dept 70		\$ 979,536
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Fund 10 - General Fund/Department 75 - Emergency Dispatch

Salaries

Town of Chincoteague

<u>Expenditure Name</u>	<u>Number</u>	<u>FY'14 Expenditures</u>
Salaries	7510-1001	\$ 207,030
Overtime	7510-1003	\$ 2,500
<i>Subtotal</i>		\$ 209,530
<u>Benefits</u>		
Social Security	7510-2001	\$ 14,935
Hospitalization	7510-2101	\$ 18,540
Retirement	7510-2201	\$ 13,905
Life Insurance	7510-2202	\$ 590
<i>Subtotal</i>		\$ 47,970
<u>Expenses</u>		
Travel/Training	7530-4801	\$ 2,000
Uniform Allowance - Dispatchers	7530-5201	\$ 1,600
Uniforms (Town for Dispatchers)	7530-5202	\$ 500
Office Supplies/Equipment Maintenance	7530-7300	\$ 24,000
E911 Line Fees	7530-8202	\$ 6,000
911 Addressing	7530-8203	\$ 600
Sundry	7530-8501	\$ 150
<i>Subtotal</i>		\$ 34,850
<u>Capital Improvements</u>		
911 Equipment Replacement	7590-9370	\$ 260,753
Police & 911 Recorder	7590-9400	\$ 5,000
<i>Subtotal</i>		\$ 265,753
Subtotal Fund 10 Dept 75		\$ 558,103
<i>Total Fund 10</i>		\$ 5,195,723

Fund 20 - Main Street Project

<u>Expenses</u>		
Maintenance	2030-7101	\$ 1,000
Electricity	2030-7401	\$ 2,000
<i>Subtotal</i>		\$ 3,000
<u>Capital Improvements</u>		
Bridge Street Fishing Pier (VMRC)	2090-9713	\$ 232,111
Main Street East Side Project	2090-9800	\$ 706,412
<i>Subtotal</i>		\$ 938,523
<i>Total Fund 20</i>		\$ 941,523

Town of Chincoteague

<u>Expenditure Name</u>	<u>Number</u>		<u>FY'14 Expenditures</u>
 Fund 30 - Curtis Merritt Harbor			
 <u>Salaries</u>			
Salaries	8010-1001	\$	28,611
Overtime	8010-1003	\$	200
	<i>Subtotal</i>	\$	28,811
 <u>Benefits</u>			
Social Security	8010-2001	\$	2,189
Retirement	8010-2201	\$	3,457
Life Insurance	8010-2202	\$	100
	<i>Subtotal</i>	\$	5,746
 <u>Expenses</u>			
Administrative Expense - Town	8030-3100	\$	7,000
Operation/Maintenance/Etc.	8030-7300	\$	23,962
Driveway Stones	8030-7305	\$	1,000
Fuel Purchase	8030-7315	\$	90,000
Sundry	8030-8501	\$	1,000
	<i>Subtotal</i>	\$	122,962
 <u>Capital Improvements</u>			
Electrical Meter Station	8090-9128	\$	12,348
Fencing	8090-9134	\$	10,000
	<i>Subtotal</i>	\$	22,348
	Total Fund 30	\$	179,867

Fund 70 - Trolley

 <u>Salaries</u>			
Salaries	3010-0100	\$	36,500
	<i>Subtotal</i>	\$	36,500
 <u>Benefits</u>			
Social Security	3010-2001	\$	2,900
	<i>Subtotal</i>	\$	2,900
 <u>Expenses</u>			
Insurance & Bonding	3030-3401	\$	4,000
Communication Service	3030-4400	\$	600
Printing & Reproduction	3030-4401	\$	2,500
Advertising & Promotion	3030-4402	\$	1,000

Town of Chincoteague

<u>Expenditure Name</u>	<u>Number</u>	<u>FY'14 Expenditures</u>
Education & Training	3030-4403	\$ 650
Cleaning Supplies	3030-4404	\$ 250
Supplies & Materials (Other)	3030-4406	\$ 500
Memberships and Dues	3030.4407	\$ 125
Travel & Meals	3030-4408	\$ 600
Fuel and Lubricants	3030-4701	\$ 9,400
Tires & Tubes	3030.4702	\$ 600
Uniforms	3030-4703	\$ 225
Parts	3030-4704	\$ 750
Drug and Alcohol Testing	3030-5201	\$ 900
Equipment Repairs/Maintenance	3030-7302	\$ 6,000
Rent	3030-8505	\$ 12,000
<i>Subtotal</i>		\$ 40,100
Total Fund 70		\$ 79,500

Fund 80 - Water

Salaries

Salaries	6210-1001	\$ 221,086
Overtime	6210-1003	\$ 3,245
Pump Duty	6210-1004	\$ 14,600
<i>Subtotal</i>		\$ 238,931

Benefits

Social Security	6210-2001	\$ 18,278
Hospitalization	6210-2101	\$ 39,917
Retirement	6210-2201	\$ 29,998
Life Insurance	6210-2202	\$ 1,172
<i>Subtotal</i>		\$ 89,365

Expenses

Office Supplies/Equipment Maintenance	6230-4401	\$ 3,000
Postage	6230-4403	\$ 3,400
Gasoline & Diesel	6230-4701	\$ 4,300
Tools	6230-4704	\$ 1,500
Chemicals	6230-4705	\$ 13,250
Travel & Training	6230-4801	\$ 2,500
Uniforms	6230-5202	\$ 750
Dues/Licenses	6230-6101	\$ 1,500
Building Maintenance/Rehab	6230-7301	\$ 5,000
Safety	6230-7303	\$ 500
Vehicle Maintenance	6230-7304	\$ 1,000
Raw Water Purchase (NASA)	6230-7400	\$ 500

Town of Chincoteague

<u>Expenditure Name</u>	<u>Number</u>	<u>FY'14 Expenditures</u>
Electricity	6230-7401	\$ 50,014
LP Gas	6230-7402	\$ 550
Distribution & Repairs	6230-8101	\$ 41,500
Supply Repairs	6230-8103	\$ 16,550
Miss Utility	6230-8204	\$ 900
Sundry	6230-8501	\$ 200
Reimbursement to Fund 10	6230-8601	\$ 80,751
Regulation Compliance	6230-8750	\$ 4,000
State Groundwater Permits	6230-8770	\$ 10,000
Transfer to Water Reserve	6230-8900	\$ 50,121
Engineering	6230-9100	\$ 5,000
<i>Subtotal</i>		\$ 296,786
<u>Capital Improvements</u>		
Water Main Extensions	6290-9101	\$ 10,000
Interest on Water Bond Supply Line	6290-9504	\$ 18,055
Water Bond - Supply Line Main Street	6290-9505	\$ 105,816
Water Bonds	6290-9506	\$ 186,959
Interest on Water Bond	6290-9507	\$ 54,714
Waterline Replacement	6290-9600	\$ 12,000
Pitless Adapter Booster Station	6290-9700	\$ 35,000
Vehicle	6290-9850	\$ 17,500
<i>Subtotal</i>		\$ 440,044
Total Fund 80		\$ 1,065,126
TOTAL ALL FUNDS		\$ 7,461,739

GENERAL GOVERNMENT FEES

Building and Zoning Permit Fees

Category	CURRENT FY "13"	DRAFT FY "14"
Res. New Construction: per sq ft	\$0.18	\$0.18
Res. New Const.: minimum fee	\$80.00	\$80.00
Res. Remodeling & Alterations: per sq ft	\$0.13	\$0.13
Res. Remodeling & Alterations: minimum fee	\$60.00	\$60.00
Comm. New Construction: per sq ft	\$0.23	\$0.23
[plus \$5 per plumbing fixture (Chinco)]		
Comm. New Constr.: minimum fee	\$110.00	\$110.00
Comm. Remodeling & Alterations: per sq ft	\$0.18	\$0.18
Comm. Remodeling & Alterations: minimum fee	\$90.00	\$90.00
Mobile Homes: per sq ft	\$0.18	\$0.18
Demolition of Structure: Residential	\$30.00	\$30.00
Demolition of Structure: Commercial	\$30.00	\$30.00
Removal/Installation fuel tanks:		
1000-3000 gallon capacity	\$115.00	\$115.00
Each additional 1000 gallon capacity	\$25.00	\$25.00
Installation of radio or communication tower:		
Up to 100 feet	\$115.00	\$115.00
Each additional 100 feet	\$45.00	\$45.00
Each Additional Attachment		
Piers or Bulkheads:		
Up to 300 linear feet	\$90.00	\$90.00
Each additional 100 linear feet	\$11.00	\$11.00
New Docks: per sq ft	\$0.18	\$0.18
Boat ramps & groins	\$115.00	\$115.00
Swimming Pools:		
Permanent Above-ground	\$60.00	\$60.00
In-ground	\$80.00	\$80.00
Commercial	\$80.00	\$80.00
Re-roofing (adding 1 layer to existing)	\$45.00	\$45.00
Installing New Sheathing-Residential while re-roofing		
Installing New Sheathing-Commercial while re-roofing		
Re-siding	\$45.00	\$45.00
Moved Buildings	\$80.00	\$80.00
For other work not listed:		
Residential	\$60.00	\$60.00
Commercial	\$90.00	\$90.00
Certificate of Occupancy (except when issued in conjunction w/a building permit):	n/a	n/a
No inspection required	\$30.00	\$30.00
Inspection required:		
Per sq ft	\$0.13	\$0.13
Minimum fee	\$60.00	\$60.00
Appeals to the Board of Appeals	\$450.00	\$450.00
Administrative Fees:		
Lost permit (reissue)	\$30.00	\$30.00
Permit amendment (reissue)	\$30.00	\$30.00
Change of use	\$50.00	\$50.00
Permit 6-month extension (2 ext. maximum)	\$30.00	\$30.00
For beginning constr. prior to obtaining BP:		
First offense	\$50.00	\$50.00
Second offense	\$200.00	\$200.00
Third offense or each offense thereafter	N/A	\$500.00
Re-inspection fee	\$40.00	\$50.00

GENERAL GOVERNMENT FEES

Building and Zoning Permit Fees

Category	CURRENT FY "13"	DRAFT FY "14"
State Code Academy Surcharge	2.00%	2.00%
Refunds: (% of amount paid)		
Permit issued, no inspections	75%	75%
Foundation inspection completed	75%	75%
Framing & foundation inspection completed	25%	25%
Subdivision Review Fees (per each submitted plat):		
Up to 10 lots:		
Base fee	\$200.00	\$200.00
Each lot (in addition to base fee)	\$10.00	\$10.00
Over 10 lots or required new road construction:		
Base fee	\$500.00	\$500.00
Each lot (in addition to base fee)	\$20.00	\$20.00
Zoning Fees:		
Zoning inspections	\$0.00	\$0.00
Special use permit	\$450.00	\$450.00
Conditional use permit	\$1,500.00	\$1,500.00
Conditional use permit for Wind Mills	\$450.00	\$450.00
Variance application for each variance request	\$450.00	\$450.00
Special use permit & variance application processed & presented at same time for each variance request	\$540.00	\$540.00
Appeal decision of Zoning Administrator	\$450.00	\$450.00
Proposed rezoning change	\$730.00	\$730.00
Amendment to the zoning ordinance	\$330.00	\$330.00
Vacating any subdivision plat or any part thereof	\$250.00	\$250.00
Certification of zoning compliance (includes home occupation)	\$30.00	\$30.00
Site evaluation (subdivision)	\$100.00	\$100.00
Travel Trailer Park Fees:		
Up to 25 trailers	\$500.00	\$500.00
26-49 trailers	\$1,000.00	\$1,000.00
50 or more trailers	\$2,000.00	\$2,000.00
Base fee		
Each lot if over 4 lots (plus base fee)		
Sign Permit Fees:		
Less than or equal to 25 square feet	\$45.00	\$45.00
Each sq ft in excess of 25 sq ft	\$1.00	\$1.00
Mobile Home Park Fees:		
4-25 mobile homes	\$1,000.00	\$1,000.00
26-40 mobile homes	\$2,000.00	\$2,000.00
41 or more mobile homes	\$5,000.00	\$5,000.00
Base fee		
Each lot if over 4 lots (plus base fee)		
Transcript Fees (per page)	\$12.00	\$12.00
Document Fees:		
Comprehensive Plan	\$20.00	\$20.00
Zoning Ordinance	n/a	n/a
Subdivision Ordinance	n/a	n/a
Complete ordinances, incl zoning & subdivision	\$35.00	\$35.00
Excerpts from Ordinances & Other Town Documents:		
per page and/or double sided per page	\$0.10	\$0.10
Maps 36" x 44"	\$55.00	\$55.00
Contractors List (Class A & B)	\$0.00	\$0.00
New Address Fee	\$25.00	\$25.00

GENERAL GOVERNMENT FEES

Building and Zoning Permit Fees

Category	CURRENT FY "13"	DRAFT FY "14"
New Road Fee (at cost per MSAG)	cost	cost
Elevators/Escalators/Lifts	\$60.00	\$60.00
Mobile Offices/Pre-manufactured Units	\$60.00	\$60.00
Tent/Air Support Structures (over 900 sq ft)	\$80.00	\$80.00
Carport or Garage: per sq ft	\$0.18	\$0.18
Accessory building/structure (<150 sq ft)	\$45.00	\$45.00
Deck: per sq ft	\$0.18	\$0.18
Fence (> 8 linear ft. Total)	\$45.00	\$45.00
Fireplace	\$0.00	\$0.00
Foundation	\$60.00	\$60.00

General Government Taxes and Fees

Real Estate Tax (\$___/100)	\$0.07	\$0.07
Tangible Property Tax (\$___/100)	\$0.85	\$0.85
Tangible Property Tax Relief (percent)	63%	65%
Excise Tax; Meals (percent)	5%	5%
Excise Tax; Transient Occupancy (percent)	4%	4%
Vehicle Decals (annual)	\$27.00	\$27.00
Road Suvdivision Review Fee	\$250.00	\$250.00
Side Walk Administrative Fee Maximum of \$200 or 25%	25%	25%
Solid Waste Collection Fee (Residential per week)	\$1.50	\$1.50
Solid Waste Collection Fee (Commercial/Business per week)	\$1.50	\$1.50
Drainage Administrative Fee Maximum of \$200 or 25%	25%	25%
Robert Reed Park, Fishing Vessels (per Day mon - fri)	\$15.00	\$15.00
Robert Reed Park, Fishing Vessels (per Day sat & sun)	\$30.00	\$30.00
Robert Reed Park, Recreational Vessels (\$ per ft. per Day)	\$1.00	\$1.00
Business License Minimum/Maximum	\$50/\$500	\$50/\$500
Retail, Repair, Personal, Business, Construction (\$0.13/\$100)	\$0.13	\$0.13
Wholesale (\$0.05/\$100)	\$0.05	\$0.05

WATER RATES, CHARGES AND BILLING FOR FY 14

A minimum rate applies to all accounts after the minimum allowed usage and an additional dollar amount is applied per 1000 gallons. The following table applies to 5/8 and 3/4 residential, commercial and other size water meter connections, subject to a review by council for a 3% increase each year.

Meter Size (inches)	Minimum Bill (Quarter)	Allowed Usage (gallons)	Per 1,000 gallons Over Allowance
5/8 & 3/4	\$29 residential	6,000	\$4.36
	\$47 commercial	6,000	\$5.16
1	\$115	15,000	\$5.16
1.5	\$228	30,000	\$5.16
2	\$365	48,000	\$5.16
3	\$727	96,000	\$5.16
4	\$1,135	150,000	\$5.16
6*	\$2,272	300,000	\$5.16
8	\$3,634	480,000	\$5.16

*One meter currently in the system is to be charged \$6.52 per 1000 gallons over the allowed usage.

Connection Fees

New connections to the water system shall be charged at the rate below plus all additional related costs incurred by the town:

- \$670 for a 5/8" or 3/4" Meter connecting pipe
- \$1,176 for a 1" connecting pipe
- \$1,570 for a 2" connecting pipe

Availability Fee Schedule

Meter Size (inches)	Availability Fee
5/8 & 3/4	\$3,708
1	\$9,270
1.5	\$18,540
2	\$29,664
3	\$59,328
4	\$92,700
6	\$185,400
8	\$296,640

Condominiums are charged an availability fee of \$3,819 per living unit but supplied by a master meter with the minimum billing based on the size of the meter.

Billing and other charges

- No service shall be reconnected without payment of all delinquent charges plus a reconnecting charge of \$50.00.
- Any person having service disconnected by the Town for purposes other than plumbing repairs, shall be charged a fee of \$75.00.
- A change of ownership fee of \$50.00
- An administrative fee will be applied to all Water main extensions, by the Town for a maximum of \$200 or 25%

Water bill adjustments

If, after checking or testing the meter, the reading is found to be correct, the account will be charged \$50.00. If the meter or reading is found to be faulty or incorrect, the water bill will be adjusted accordingly.



Town of Chincoteague
PRESS RELEASE
May 2013

Town of Chincoteague Seeks Cemetery Committee Applicants

The Town of Chincoteague is now seeking applications for two additional members of the Cemetery Committee. Applicants must be a resident of Chincoteague. The Cemetery Committee typically meets at 6:00 PM, approximately four times per year or as needed. Applicants are requested to submit their name and a small questionnaire indicating their interest in being appointed by the Town Council to this important working committee. Please contact William Neville, Planning Director at 336-6519 by **May 29th** for consideration.

The following applicants have requested consideration for appointment to the Cemetery Committee:

- **Ken Webb, 4492 Main Street**
- **Amanda Betts, 6317 Church Street**

Why do you think you would be a good Cemetery Committee member?

A community not only needs to look to it's future but also has a responsibility to honor it's past. Maintaining the final resting place of past residents is part of that responsibility. I believe that Chincoteague has taken positive tangible steps to do so, as evidenced by the past work of the Cemetery Committee in conjunction with the Town Council and in the creation of the current Preservation Plan.

I have always had an active interest in history and its preservation. It is my belief that membership on the Cemetery Committee would allow me not only allow me to continue active participation in cemetery cleanups, but to engage in helping to ensure that , via expanded community participation, the goals of the current Preservation Plan continue to move toward fruition During my work career as a Juvenile Probation Officer, twenty years of which I served in an administrative capacity, I had the opportunity to serve on and chair a number of committees , both with other governmental agencies and the public. It has been my experience that a good committee member has to be able to listen to all the members input and utilize the best of that input in developing a plan of action. Chincoteague is fortunate to already have in place a Preservation Plan so I believe that the next task at hand is to fully implement that plan, utilizing both the involvement of the community and local government. Being retired allows me time to devote to the work of the committee. I would like to be able to offer the skills acquired during my working career toward the committee's important role in the community.

What responsibilities do you think the town should have in maintaining our community cemeteries?

I believe that the town should apply some of it's financial and physical resources to the continuation of cemetery maintenance. It may be unrealistic to believe that community volunteers are able to provide all the support necessary for proper upkeep. This support does not need to be the primary vehicle used to ensure implementation of the Preservation Plan. Active involvement of the community will serve to help lessen the active degree that the Town needs to apply. With the level of public visibility the Town has available I believe it is important for the Town to continue to keep the role of cemetery upkeep in the public eye. Simply by forming, and its continuing support of, the Cemetery Committee I feel that the Town realizes that it, and the public, are continuing partners in this work.

Have you participated in past cemetery clean up days as a volunteer?

Yes.

Thank you for your consideration in this application.





Batesville

Helping Families Honor The Lives of Those They Love®

6/3/13

I, Amanda C. Betts, of Chickadee,
GA would be honored if you would
allow me to serve on the cemetery
committee.

Amanda C. Betts



MEMORANDUM
Town of Chincoteague Inc.

Date: June 17, 2013
To: Mayor Tarr and Town Council Members
From: Robert Ritter, Town Manager
Subject: Quote for Bulkhead at Veterans Memorial Park Boat Ramp

The Public Works Director, Harbor Master and I have requested quotes to construct a new bulkhead along the boat ramp at Veterans Memorial park. We have \$18,000 remaining in this year's budget and budgeted \$22,000 in Fiscal Year 2014.

The submitted quote is as follows:

1. Fisher Marine Construction \$ 30,000.00 Total

After reviewing the only quote, it is my recommendation to accept the quote of \$ 30,000.00 from Fisher Marine Construction.

A motion could read:

“Move to award the lowest responsive company Fisher Marine Construction, for \$30,000.00, to complete the construction of a new bulkhead along the boat ramp at Veterans Memorial park.”

BARRY FISHER
 (757) 336-5419
 (410) 726-5093

**FISHER MARINE
 CONSTRUCTION, INC.**
 Pile Driving • Docks •
 Bulkheads • Boatlifts
 7203 Fisher Drive
 CHINCOTEAGUE, VIRGINIA 23336

DEAN FISHER
 (757) 336-6885
 (410) 251-4223

PROPOSAL SUBMITTED TO <i>Town of Chincoteague</i>		PHONE	DATE <i>6-2-13</i>
STREET		JOB NAME	
CITY, STATE and ZIP CODE		JOB LOCATION	
ARCHITECT	DATE OF PLANS	JOB PHONE	

We hereby submit specifications and estimates for:

*Construct new bulkheads along Ramp at Memorial Park. and
 Construct new walkways on top of bulkhead*

Bulkhead materials

- 1) 10" Butt Piles 2.5 cca*
- 2) 6x6 whales*
- 3) C Loc Vinyl 9000 series*
- 4) 3/4" Galv Bolts*
- 5) 1" tie Rods*
- 6) 2"x8" #16 grade for deck & stringers*
- 7) Deck will be screwed down with SS screws*

100' + or - @ 300 per ft

We Propose hereby to furnish material and labor — complete in accordance with above specifications, for the sum of:

Thirty-thousand & 00/100 _____ dollars (\$ *30,000⁰⁰*).

Payment to be made as follows:

\$10,000 when material on site. \$10,000 when bulkheads in.

\$10,000 when job complete.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized
Signature

Dean Fisher

Note: This proposal may be withdrawn by us if not accepted within _____ days.

Acceptance of Proposal — The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Date of Acceptance: _____

Signature _____



MEMORANDUM
Town of Chincoteague Inc.

Date: June 12, 2013
To: Mayor Tarr and Town Council
Through: Robert Ritter, Town Manager
From: Bill Neville, Town Planner
Subject: **FINAL REPORT** of the Wastewater Advisory Committee

The Wastewater Advisory Committee (WAC) presented a draft report to the Town Council on April 18th. Since no major comments or concerns have been identified, Town Staff and the WAC incorporated several small edits and revised the document to be the Final Report of the Committee.

The Committee recommendations are presented in the form of possible motion:

To adopt the Report of the Wastewater Advisory Committee dated June 2013, as a Wastewater Management Plan for the Town of Chincoteague, and to approve the following small steps toward implementation of a public Phase 1B wastewater management utility.

- 1) Request VDH to expand its computerized reporting system of existing drainfield system inspections, repairs and replacements and report to the Town Council annually so that improvements can be documented.
- 2) Town of Chincoteague will continue to encourage individual wastewater treatment systems that are properly maintained to meet current State regulations.
- 3) Town of Chincoteague will continue to encourage NPDES wastewater treatment permit holders to provide service by voluntary connection within the Main Street Corridor small service area between Maddox Boulevard and Bunting Road.

- 4) Town of Chincoteague will regularly review and refine zoning ordinance and development standards for areas within new sewer service areas.
- 5) Identify a potential Maddox Boulevard Corridor wastewater treatment service area and prepare the next phase of engineering studies, permit applications, and grant requests to determine its feasibility for operation as a publicly owned wastewater treatment facility similar to the private Sunset Bay Utilities facility.
- 6) Make application and request Virginia DEQ approval of a public wastewater treatment facility discharge permit.
- 7) Town of Chincoteague will actively participate with Virginia State Agencies, Accomack County, and the Maryland Coastal Bays Program to revise the Comprehensive Conservation & Management Plan (CCMP) for monitoring and improving water quality in Chincoteague Bay, and will seek to continue working on a long range plan that reduces nutrient loads from septic drainfields to the surrounding waters of Chincoteague Island on a voluntary basis.



TOWN OF CHINCOTEAGUE, INC.

June 20, 2013

Mayor Jack Tarr and Town Council Members
6150 Community Drive
Chincoteague, Virginia 23336

RE: Report of the Wastewater Advisory Committee

Dear Mayor and Council Members,

The Town of Chincoteague Wastewater Advisory Committee was tasked with completing a two year study of public wastewater treatment options and a proposed Phase One utility system to serve the Main Street and Maddox Boulevard commercial use corridors. Our final report is attached with recommendations for your further consideration.

Wastewater Advisory Committee members unanimously agree that a complete public wastewater utility system on Chincoteague Island with connection to a regional treatment facility on the mainland is not a suitable solution at this time. Small expandable service area solutions allow for private investment to meet interim needs. Such solutions do not replace State programs and responsibilities for individual residential systems and are the recommended course of action.

On behalf of the Committee, I thank you for the opportunity to serve and trust that this Wastewater Management Plan will assist in accomplishing small yet important steps toward meeting the public utility needs of Chincoteague Island.

Very truly yours,

Spiro Papadopoulos
Chairman

cc: Mr. Mike Tolbert, Vice Chairman
Mr. Scott Chesson
Mr. Tommy Clark
Mr. Kelly Conklin



WASTEWATER MANAGEMENT PLAN

June 2013

Presented to the Town Council
Chincoteague Island, Virginia

By

The Wastewater Advisory Committee

Spiro Papadopoulos, Chairman

Mike Tolbert, Vice Chairman

Scott Chesson

Tommy Clark

Kelly Conklin

With the support of Town Staff

Purpose of the Wastewater Advisory Committee

The purpose of the Wastewater Advisory Committee is to review the Preliminary Engineering Report for a Phase 1 Sanitary Sewer System dated March 2011, along with other studies or alternatives, and to present recommendations for action to the Town Council by June 30, 2013.

Wastewater Committee Goals

- **Complete a 2 year study/work plan by June 2013;**
- **Review wastewater needs for the community;**
- **Review the Preliminary Engineering Report for a Phase I Sanitary Sewer System dated March 2011, along with other studies or alternatives, and to present recommendations for action to the Town Council;**
- **Review and make recommendations on alternatives for wastewater treatment and disposal, a collection system and force main routing;**
- **Provide ideas and suggestions to the Town Council on areas to be provided with wastewater sewer service;**
- **Provide suggestions for acquisition of new properties for possible treatment plant or pump station site;**
- **Serve as a liaison to the Public and Town Council.**

Why now?

The Town of Chincoteague is faced with public service responsibilities beyond the everyday needs of a small community. Our year-round management must look for alternative wastewater treatment methods in order to support local industry and the tourism based economy. The future well-being of all residents, visitors and businesses will be determined by working together on public service issues such as a new wastewater treatment utility system.

Similar coastal communities have been forced by federal regulations to develop 'state of the art' wastewater treatment facilities. In the future, Chincoteague could face similar potential issues that would require immediate action and could have a negative impact on the economy if we do not plan ahead.

A Wastewater Management Plan for Chincoteague Island

The Town of Chincoteague, Virginia, is the largest community on Virginia’s Eastern Shore and has an important cultural history. Chincoteague is known for its small town charm, oyster and seafood business, famous ponies, recreational fishing and, most importantly, as a gateway to the National Seashore and Wildlife Refuge.

Today, Chincoteague is home to 4,000 people and tourism is its primary industry. Seasonal residents and visitors swell this number to more than 15,000 during the summer months. Rather than viewing Chincoteague Island as being dependent on the tourist industry, tourism is also seen as being dependent on the island, including its history and character as a fishing village. Unlike other coastal beach towns that feature a boardwalk and numerous attractions, the Town of Chincoteague and its surrounding waters are the natural attraction.

The Town of Chincoteague is challenged, however, with public service responsibilities beyond the everyday needs of its year-round residents in order to support its industry and tourism-based economy. The future well-being of all residents, visitors and businesses will be determined by effective public management of Town resources.

Chincoteague does not have major water quality issues today. There is a good flush of high quality water throughout the area thanks to the tide twice a day and the nearby Chincoteague Inlet. Our challenge is to protect this high water quality while allowing the community to grow and adapt to new economic and social changes.

The Chincoteague Wastewater Advisory Committee is tasked with making recommendations for a new public service responsibility for the Town – the addition of a wastewater utility system that will enhance the community and protect the environment.

Infrastructure improvements such as streets, drinking water, and parks that support the lives and businesses of Town residents are one of the basic functions of Town government. A Phase 1 public wastewater utility service area has been proposed (Preliminary Engineering Report for a Sanitary Sewer System, March 2011) as an important idea to promote Chincoteague’s main economic development engine – Tourism.

All options considered by the Wastewater Advisory Committee (WAC) are based on the idea of first serving a Phase 1 area along the Town’s commercial corridors as the best way to meet water quality standards for the largest water customers.

Not only will the primary cost of the new utility system be supported by those who will benefit (tourism related business), but small residential drainfield systems that are operating within the State regulations will not have to be replaced. Based on current demographic and economic trends, the plan for the future should be to allow incremental expansion of existing Town business and industry – not to create a wave of new growth and development.

The adoption of a Wastewater Management Plan with recommended actions by Town Council would be proactive and smart ‘protection’ from future EPA enforcement action and would support the preparation of grant requests. Research completed by the WAC, over the last 2 years, forms the basis of a wastewater management plan with a deliberate approach to improve wastewater treatment options for the Town of Chincoteague.

The Wastewater Advisory Committee studied five (5) similar coastal towns that recently transitioned from individual drainfields to a public sewer system

Federal Regulations

Clean Water Act regulations impact Chincoteague Island and call for a pro-active plan

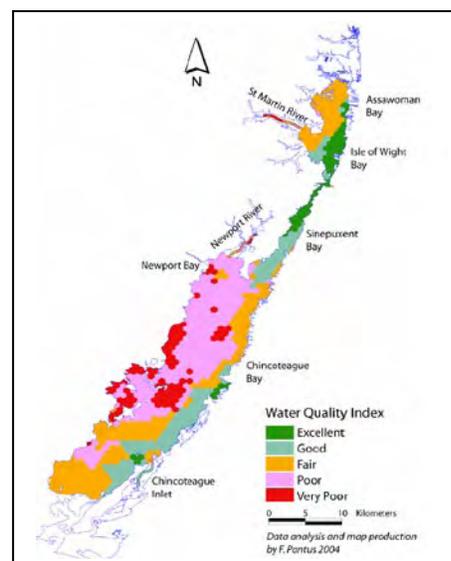
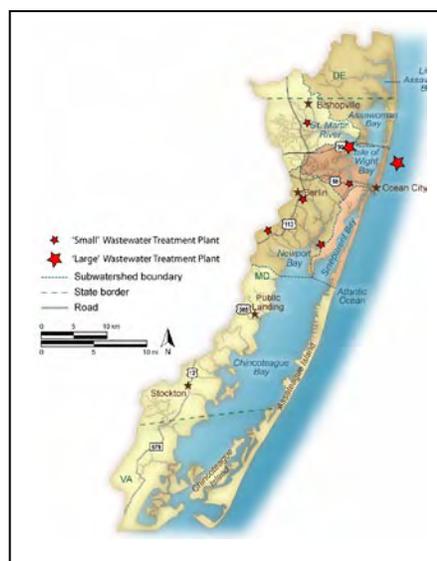
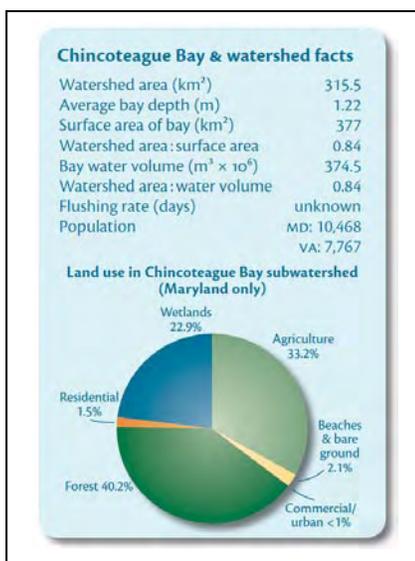
Surrounded by water that is managed by Federal and State agencies, Chincoteague Island must be well informed about the Clean Water Act (CWA). The CWA establishes the basic structure for regulating discharges of pollutants into the waters of the United States and regulating quality standards for surface waters. The Environmental Protection Agency (EPA) implements pollution control programs under CWA authority and can place a community under a compliance order subject to fines. Chincoteague Bay water quality is still good and has not crossed this threshold to require EPA enforcement.

NPDES - National Pollutant Discharge Elimination System permit program controls discharges. It is unlawful to discharge any pollutant from a point source into navigable waters, unless a permit is obtained. Point sources are discrete conveyances such as pipes or man-made ditches.

TMDL - The EPA also sets water quality standards for all contaminants in surface waters as measured by Total Maximum Daily Load (TMDL) for nutrients such as nitrogen and phosphorus. Virginia Institute of Marine Sciences (VIMS) is currently establishing TMDL standards for Chincoteague Bay. Existing septic drainfields have been targeted as old technology that is not up to the task of nutrient removal.

CCMP - The National Estuary Program (NEP) was established in 1987 by amendment of the Clean Water Act to identify, restore, and protect nationally significant estuaries of the United States. The NEP is designed to encourage local communities to take responsibility for managing their own coastal waters by implementing a formal management plan (Comprehensive Conservation and Management Plan (CCMP)) to restore and protect the estuary. The Maryland Coastal Bays Program is currently revising a CCMP for Chincoteague Bay and requesting participation by Virginia.

Federal regulations also guide the actions of the Department of Interior agencies who manage public lands on Assateague Island. Studies of water treatment quality have been completed by the National Park Service and the Maryland Coastal Bays Program that provide extensive data over the last 10 years.

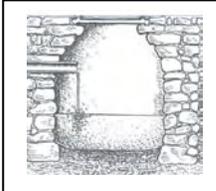


VDH plans to focus its efforts in the future on regulation compliance including more inspections, enforced maintenance and required upgrades to drainfields

State Regulations

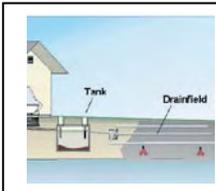
Existing regulations from DEQ and VDH are already at work in Chincoteague neighborhoods

Administration of CWA regulation is passed on to State Agencies such as the Virginia Department of Environmental Quality/State Water Control Board (DEQ) and the State Health Department/Environmental Health Services (VDH). Whether a property has an individual septic system or advanced treatment technology such as a mound system, these regulations must be met on Chincoteague Island.



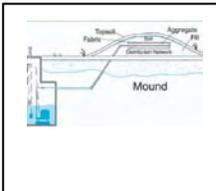
Cesspool

- No longer a permitted type of wastewater disposal
- Unknown quantity on Chincoteague Island
- Must be replaced with approved drainfield with new construction or sale of property



Septic Tank and Drainfield

- Permitted by VDH in well drained soils and min. distance to water table
- Location and number of existing drainfields is not available from VDH
- Inspection, maintenance and repairs are permitted by VDH
- Yard area useable except during heavy rains
- Poor quality nutrient removal



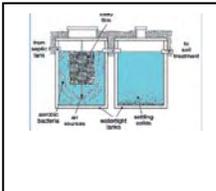
Alternative Onsite Sewage Treatment System (mound)

- Permitted by VDH with approved engineering design
- Approximately 30 new installations per year on Chincoteague Island
- Regular maintenance and inspection required
- Yard area not useable
- Moderate quality nutrient removal



Alternative Onsite Sewage Treatment System (discharge)

- Permitted by VDH and DEQ with approved engineering design and discharge permit
- Used for combined properties and larger uses
- Regular operation, maintenance and inspection required
- Yard area may be useable
- Moderate quality nutrient removal



Public or Private Wastewater Treatment System

- Permitted by DEQ and VMRC with approved engineering design and discharge permit
- Used for large commercial/institutional uses
- Regular operation, maintenance and inspection required
- Land area, setbacks and access required
- High quality nutrient removal

All short term or long term wastewater solutions will require individuals and the Town of Chincoteague to work with State Agencies to manage water quality. Research of similar coastal communities shows that a transition from individual septic drainfields to public sewer treatment may take 20 years or more and may only occur in portions of the community where it makes sense.

Accomack County Plan/Regulations

Draft Comprehensive Plan policies reviewed by the Accomack County Planning Commission

At this time, there does not appear to be a need for municipally owned and operated wastewater systems beyond those already identified. In the event that future municipal wastewater treatment needs arise, it appears that small collection and treatment systems (under 100,000 gallons per day/treatment) will be adequate.

The Town of Chincoteague is investigating a wastewater treatment and a collection system to initially serve the main commercial areas of the Town.

Accomack County supports the Town in its pursuit of a wastewater treatment facility and collection system located on the island. The County is also interested in assisting (with reservation) the Town to find appropriate solutions for the discharge of treated effluent from its wastewater treatment facility.

Town of Chincoteague Plan/Regulations

Existing Comprehensive Plan policies currently guide Town wastewater treatment policy

Presently there is no central sewerage collection and treatment system serving the Island. Wastewater on Chincoteague is disposed of primarily by discharge directly into seepage pits, cesspools, or by the use of holding tanks or septic tanks and drain fields. The maintenance of these individually owned sewerage systems on the Island, is provided by the periodic pumping of facilities by private firms. Recently a few packaged sewerage systems have been installed by residents and businesses of the Island and are in use.

Sewerage disposal is probably the most controversial subject on the Island. At the one extreme are those who feel that there are no sewerage problems on the Island. On the other extreme are those who believe that every cesspool and septic system on the Island has either failed or is about to fail. In addition, different state and federal agencies have confused the issue by referencing the "sewerage problems" on Chincoteague in numerous reports and documents, without apparent substantial supporting evidence. It should be noted that shellfish beds currently being utilized in surrounding waters have, to the best of knowledge, never been closed by any State or Federal agency. In fact, the VDH Division of Shellfish Sanitation has categorically stated that "the water quality is excellent" in those areas.

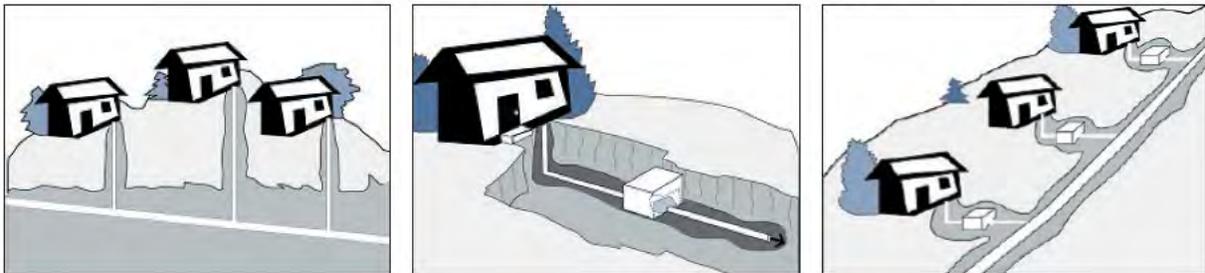
The Town's Comprehensive Plan recommends studying the feasibility of developing public sewer collection and treatment facilities. VDH and DEQ remain the responsible regulatory agency for wastewater management on Chincoteague Island.

Septic tanks are required to be pumped out every 3 to 5 years or as needed. Drainfield lines become clogged over time and must eventually be replaced in 20 to 30 years

Collection Systems

A new wastewater utility system could be managed by the Town Public Works Department

In order to provide a public wastewater utility for Chincoteague Island, it will be necessary to construct a collection system of underground pipes from each customer to a central pump station that will convey the flow to a treatment facility. This installation will require pavement and sidewalk repairs along public streets, and connections to those existing business and residential properties which have frontage along the street. There are three basic types of collection pipe systems:



Gravity	Vacuum	Low Pressure
<ul style="list-style-type: none"> Wastewater flows by gravity in a pipe system to a single large pump station Requires the least disturbance to properties and least maintenance Depth of pipe may conflict with elevated water tables Limited elevation differences on the Island do not support this option over long distances Susceptible to stormwater inflow and infiltration that increases treatment capacity needs Increased cost for construction and maintenance due to dewatering 	<ul style="list-style-type: none"> Several small pump stations maintain a constant flow of wastewater in a pressurized pipe system A larger pump station may be required to deliver the flow to the treatment plant Requires a small valve unit between every two adjacent uses Requires regular maintenance Portions of system may include gravity lines with increased dewatering cost 	<ul style="list-style-type: none"> Each customer maintains a small pump that forces wastewater through a low pressure pipe system Installation area on each property is higher, force main disturbance is lower Less maintenance required by Town, individual customer maintains E-1 pumps and tank Easy to implement in sections for serving specific areas and customers Less initial expense for construction Operates well in high water table areas to minimize stormwater inflow and infiltration

For each of the typical collection systems, the cost to convey wastewater flows to a central wastewater treatment facility may vary dramatically depending on the distance between the customers and the treatment plant.

A preliminary study estimated wastewater flow of 114,000 gallons per day off season to 342,000 gpd peak season from the Phase One commercial street corridors

Wastewater Treatment Facility

There is a limited number of solutions that can be implemented by the Town without assistance

In order to provide a public wastewater utility for all of Chincoteague Island, it will be necessary to construct an advanced wastewater treatment facility that meets all current regulations and water quality standards for water reuse or discharge (best available technology). A location has not been identified, however existing public use property, such as the area west of the Town Offices or the Harbor area, should be considered before the purchase of private land.

The Wastewater Advisory Committee has not concluded that the entire island should transition from individual septic drainfields and private treatment systems to a single public wastewater utility system.

It is clear that a voluntary connection agreement will be needed that would allow the cost burden to be carried by the commercial and public customers serving the tourism industry. These issues mean that there will likely be more than one type of treatment facility used to manage the needs of Chincoteague Island.

	Pros/Cons
Regional Example: Future WWTP at Atlantic Town Center site with the Town of Chincoteague as a customer	<ul style="list-style-type: none"> • Cost of treatment and disposal is shared with others • 9 mile force main from Island to Mainland
Centralized Example: Cape Charles (photos below)	<ul style="list-style-type: none"> • Town controls costs, operation, fees, growth issues • All residents and businesses required to connect
Small Service Area - Public Example: Parksley Commercial District	<ul style="list-style-type: none"> • Service provided to customers with highest need and benefit • Requires minimum number of customers to cover costs
Small Service Area - Private Examples: Sunset Bay Utilities, US Coast Guard	<ul style="list-style-type: none"> • Facilities only provided to meet current needs of a specific area • Multiple small private facilities increase inspection costs, chance of failure • Permits are difficult to obtain
Individual Private Example: Island Creamery	<ul style="list-style-type: none"> • Private investment to meet individual needs only • Inefficient use of land • Maintenance and inspection needed to comply with regulations



Cost Information Summary from Research Materialsⁱ

The following cost information for wastewater treatment system alternatives was compiled from recent research by other similar coastal communities.

Type	Capital Cost (Estimated total cost per property served)	Capital Cost (Estimated Unit Cost per gpd of capacity)	Operations / Maintenance (Estimated annual cost per property served)	Operations / Maintenance (Estimated Unit Cost per gpd of capacity)	Equivalent Annual Cost (5%, 20 yrs)	Effluent Nitrogen Concentration (mg/l)
Individual Septic tank and drainfield (175 to 350 gpd)	\$13,000	\$37	\$110	\$0.31	\$1,150	26
Individual system with nitrogen removal	\$26,000	\$74	\$2,000	\$6	\$4,090	13 to 19
Cluster system (up to 30 homes) 10,000 gpd	\$48,300	\$70	\$1,050	\$3	\$4,920	8 to 15
Sunset Bay Utilities (up to 213 EDUs) 64,000 gpd	\$21,694 (\$1M treatment + \$3.6M collection = \$4.6M / 213)	\$72	\$804 to \$1,200	\$3.80 to \$5.60	-	8
Public Service Area system (300 homes) 100,000 gpd	\$51,300	\$35 to \$70	\$1,360	\$4	\$5,480	6 to 8
Centralized system (3,000 homes) 1 mgd	\$42,900	\$17	\$500	\$2	\$3,940	5
Cape Charles WWTP (1150 customers) 250,000 gpd	\$15,652 (\$35,000 with new collection system)	\$72	\$695	\$3.20	\$1,400	ChesBay TMDL (5)

(\$10,000 connection fee, \$65-85 per month fee for water/wastewater/trash, \$14M grants, \$5M financed)

ⁱ **COMPARISON OF COSTS FOR WASTEWATER MANAGEMENT SYSTEMS APPLICABLE TO CAPECOD**
Guidance to Cape Cod Towns Undertaking Comprehensive Wastewater Management Planning
Prepared by: Barnstable County Wastewater Cost Task Force
April 2010

 Local Examples considered by WAC

Oak Island, NC transitioned from septic to sewer and sends average flow to a regional mainland treatment plant. Peak tourist season flow is treated for reuse/land application

Methods of Disposal

The method of disposal may decide the selection of other parts of a wastewater utility system

In order to provide a public wastewater utility for Chincoteague Island, it will be necessary to re-use or dispose of the clean and treated water in a manner that meets current regulations and does not adversely affect the tourism or shellfish industries. A variety of solutions have been identified by researching other similar coastal communities.



	Pros/Cons
Rapid Infiltration Basins on Mainland Example: Delaware coastal communities	<ul style="list-style-type: none"> Returns clean treated water to groundwater source on the Mainland Preferred method of DEQ, however City of Chesapeake is only example in Virginia Politically charged issue in Accomack County
Deep Well Injection Example: Florida coastal communities	<ul style="list-style-type: none"> Returns clean treated water to deep aquifer under Island to prevent subsidence Never been permitted in Virginia
Ocean Outfall Example: Delaware coastal communities Example: Ocean going Barge	<ul style="list-style-type: none"> Clean treated water pumped offshore and out of the Chincoteague Bay watershed Public perception is that Swimming Beach may be affected
Overboard Discharge to Channel/Bay Example: Chincoteague and nearby coastal communities in Maryland	<ul style="list-style-type: none"> Regular strong flushing action and short distance from channel to the inlet Shellfish grounds may be affected
Reuse, Land Application, Fowling Gut Discharge Example: Virginia eastern shore communities	<ul style="list-style-type: none"> Prevents direct discharge to surrounding waterways Difficult to obtain a permit given elevated water tables and marsh conditions

Cape Charles, VA completed an advanced wastewater treatment facility in 2012 with assistance from an EPA grant for \$12M and a \$6M, 0% interest loan from VA CWRLF

Financial

The construction and operation of a public wastewater utility system is a high cost, long term proposal that must be supported by the customers who benefit from it, and ideally will include a cost sharing grant from Federal Agencies to offset mandated regulations and water quality standards.

EPA - Environmental Protection Agency primarily funds projects through the State revolving loan fund, however special funds may be available at certain times such as the American Recovery and Rehabilitation Act (ARRA).

USDA/Rural Development Program the main source of grants and financing for public utility infrastructure that is available right now. USDA guidelines will set a minimum utility rate based on 1.5% of median household income (same for water and sewer) and require replacement reserves. For Northampton County this calculation worked out to \$45 per month for water and \$45 per month for sewer. USDA typically offers a 70% loan, 30% grant package in the best case. This high loan ratio tends to drive the monthly rate way up unless there is a substantial connection fee to retire the debt.

Virginia Clean Water Revolving Loan Fund (CWRLF) provides 20 year loans for treatment facilities, and 30 year loans for collection systems. Cape Charles qualified for 0% interest.

Public Service Authority (PSA) is a semi public entity established to manage a regional wastewater treatment facility often with the power to independently obtain financing. A PSA can have the advantage of allowing local government to establish defined service areas that may cross governmental boundaries, and to share financial resources and expertise in providing a utility service. More information is needed to evaluate the issue of how many customers will be necessary to drive costs down to an affordable level.

Virginia Department of Housing and Community Development (DHCD) may be able to provide a grant from the federal department of Housing and Urban Development (HUD) to help with construction of a sewer pipe collection system. This funding source requires that the system service Low to Moderate Income (LMI) housing in the community. A survey would be needed and there are threshold levels that must be met.

Virginia Public-Private Education Facilities and Infrastructure Act (PPEA) legislation encourages design build agreements with a large contractor who can also obtain project financing. This may not be as favorable because it would not include grants and partnership costs would have to be passed on the consumers. (WebbTide was a consortium that made a presentation to Cape Charles that included Mid Eastern Builders and Timmons Engineering)

Municipal Bonds may be issued by the Town in order to finance all or a portion of the cost for a wastewater utility system.

Private Wastewater Utility companies such as Tidewater Utilities or Sunset Bay Utilities may propose the use of private investment capital to construct needed public utility infrastructure where the service area customer base is adequate to generate an adequate return on investment over time.

Matrix of Alternatives

Consideration of pros, cons, and costs led the Committee to establish a ranking on a scale of 1-10 (10 = best). The combination of alternative portions of a wastewater utility system leads to options that are the most practical and cost effective. The matrix has been enlarged on the following sheets.

Alternatives Matrix

	Pros	Cons	Costs	Rank	Notes and Comments
Collection System				1 to 10	
Gravity Sewer	Conventional technology	Limited application in coastal areas - not feasible	N/A	N/A	Island elevation does not support this option - too low
Vacuum Sewer	Reliability, sealed system in high water table	Public maintenance	\$17,000 to \$20,000 per property	8	Lower initial cost, higher maintenance costs and chance for infiltration of groundwater
Low Pressure Sewer	Shared Cost with property owner, sealed system	Multiple pump systems	\$17,000 to \$20,000 per property	9	Higher initial cost for customers to install pumps, lower overall maintenance and operations cost
Treatment Facility					
	Pros	Cons	Costs	Rank	Notes and Comments
Regional	Efficiency and best solution for watershed	Extended infrastructure, encourages growth, mandatory connection	\$127 million	5.5	Water is returned to its origin on the mainland. Option ranked high with several committee members.
Centralized	Shared Costs lower per unit contribution	Mandatory connection, cost may exceed resources	\$38 million	7	
Service Area - Public	Allows incremental solution for area of greatest need	Cost and benefit limited to selected areas, voluntary connection possible	\$15.4 million	9	Need for cost regulation
Service Area - Private	Incremental solution for select customers, no public investment	Assurance of long term operation and maintenance	\$4.6 million	7.5	
Individual Private	Installation is based on site conditions and owner needs	Nutrient control, loss of useable open space (yards)	\$26,000 to \$90,000	5	This option alone does solve existing problems or needs
Method of Disposal					
	Pros	Cons	Costs	Rank	Notes and Comments
Rapid Infiltration Basins on Mainland	Returns water to source, natural filter before coastal bays	Conversion of agricultural land, political challenge	N/A (\$10 million)	7	Option ranks high with several committee members and VDH because of groundwater recharge. Political challenges to obtain an approved site may limit its implementation
Deep Well Injection	Returns water to source	Relies on EPA approval of deep aquifers, not approvable	N/A (unknown)	3	Not allowed yet in Virginia - option would require very long permit process
Ocean Outfall	Conventional technology	Cost to install and maintain, difficult to permit	\$6 million to \$20 million	6.5	Cost estimate needed
Overboard Discharge to Channel or Bay	Conventional technology, current practice	Possible impact to shellfish closure areas	Unknown	5.25	Option to continue or expand use of permitted discharge points for treated effluent will need to meet DEQ and VDH standards
Reuse, Land Application, Fowling Gut Discharge	Preferred practice, recharges g-water like drainfields	Limited capacity on Chincoteague Island	Unknown	7	Land application of treated effluent is complicated by high groundwater tables and permit restrictions, DEQ and VDH review
Financing Options					
	Pros	Cons	Costs	Rank	Notes and Comments
USDA Rural Development	Existing Community Development Programs	Limited grants available, mandatory connections		5.25	
EPA/State Revolving Loan Fund	Possible low interest (0%) loans	Conditions for serving residential areas		7.25	
DHCD/CDBG	Possible grants	Conditions for serving residential areas		6	
Public-Private PPEA	Leverages private capital and expertise	Increased cost over time		7.5	
Public Service Authority	Independently owned, operated and financed	Additional layer of government		6.75	
Municipal Bond	Competitive interest rate, no federal conditions for service	Sole obligation of Town		7.25	

Alternatives Matrix

	Pros	Cons	Costs	Rank	Notes and Comments
Collection System				1 to 10	
Gravity Sewer	Conventional technology	Limited application in coastal areas - not feasible	N/A	N/A	Island elevation does not support this option - too low
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Low Pressure Sewer	Shared Cost with property owner, sealed system	Multiple pump systems	\$17,000 to \$20,000 per property	9	Higher initial cost for customers to install pumps, lower overall maintenance and operations cost
Treatment Facility	Pros	Cons	Costs	Rank	Notes and Comments
Regional	Efficiency and best solution for watershed	Extended infrastructure, encourages growth, mandatory connection	\$127 million	5.5	Water is returned to its origin on the mainland. Option ranked high with several committee members.
Centralized	Shared Costs lower per unit contribution	Mandatory connection, cost may exceed resources	\$38 million	7	
Sewer Service Area - Public	Allows incremental solution for area of greatest need	Cost and benefit limited to selected areas, voluntary connection possible	\$15.4 million	9	Need for cost regulation
Sewer Service Area - Private	Incremental solution for select customers, no public investment	Assurance of long term operation and maintenance	\$4.6 million	7.5	
Individual Private	Installation is based on site conditions and owner needs	Nutrient control, loss of useable open space (yards)	\$26,000 to \$90,000	5	This option alone does solve existing problems or needs

Method of Disposal	Pros	Cons	Costs	Rank	Notes and Comments
Rapid Infiltration Basins on Mainland	Returns water to source, natural filter before coastal bays	Conversion of agricultural land, political challenge	N/A (\$10 million)	7	Option ranks high with several committee members and VDH because of groundwater recharge. Political challenges to obtain an approved site may limit its implementation
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Public Service Authority	Independently owned, operated and financed	Additional layer of government		6.75	
Municipal Bond	Competitive interest rate, no federal conditions for service	Sole obligation of Town		7.25	

Phase 1A Utility Service Area

The majority of properties within the Town will continue to use a conventional septic tank and drainfield system to handle wastewater treatment and disposal. Regular maintenance, repair and replacement when necessary will be monitored and permitted by VDH under existing state regulations. Alternative wastewater treatment systems will be designed and installed by individual property owners as needed to meet current state regulations.

Eight locations on Chincoteague Island have permits for private wastewater treatment facilities that discharge into the surrounding waters. Four systems are constructed and operational: Sunset Bay Utilities, US Coast Guard, Hampton Inn, Comfort Inn & Suites. The Town has supported State approval of a sewer service area for **Main Street between Maddox Boulevard and Bunting Road (Phase 1A)**, and has encouraged Sunset Bay Utilities to extend a sewer main to customers in the downtown area which have failing septic fields.

Sunset Bay Utilities, Inc. has existing capacity at its private wastewater treatment facility that will be adequate to serve existing connections and a new 92 room Fairfield Inn & Suites (2013), three downtown restaurants, the restored Island Theater, and several important civic uses including the Library, the CVFC Firehouse, and the Public Restrooms. Additional capacity can be constructed to help meet future demand.

Support for this model of private investment in needed community infrastructure, and which allows for voluntary participation of customers, is an important test to determine whether there is an equal need in other areas of Town for a similar solution.

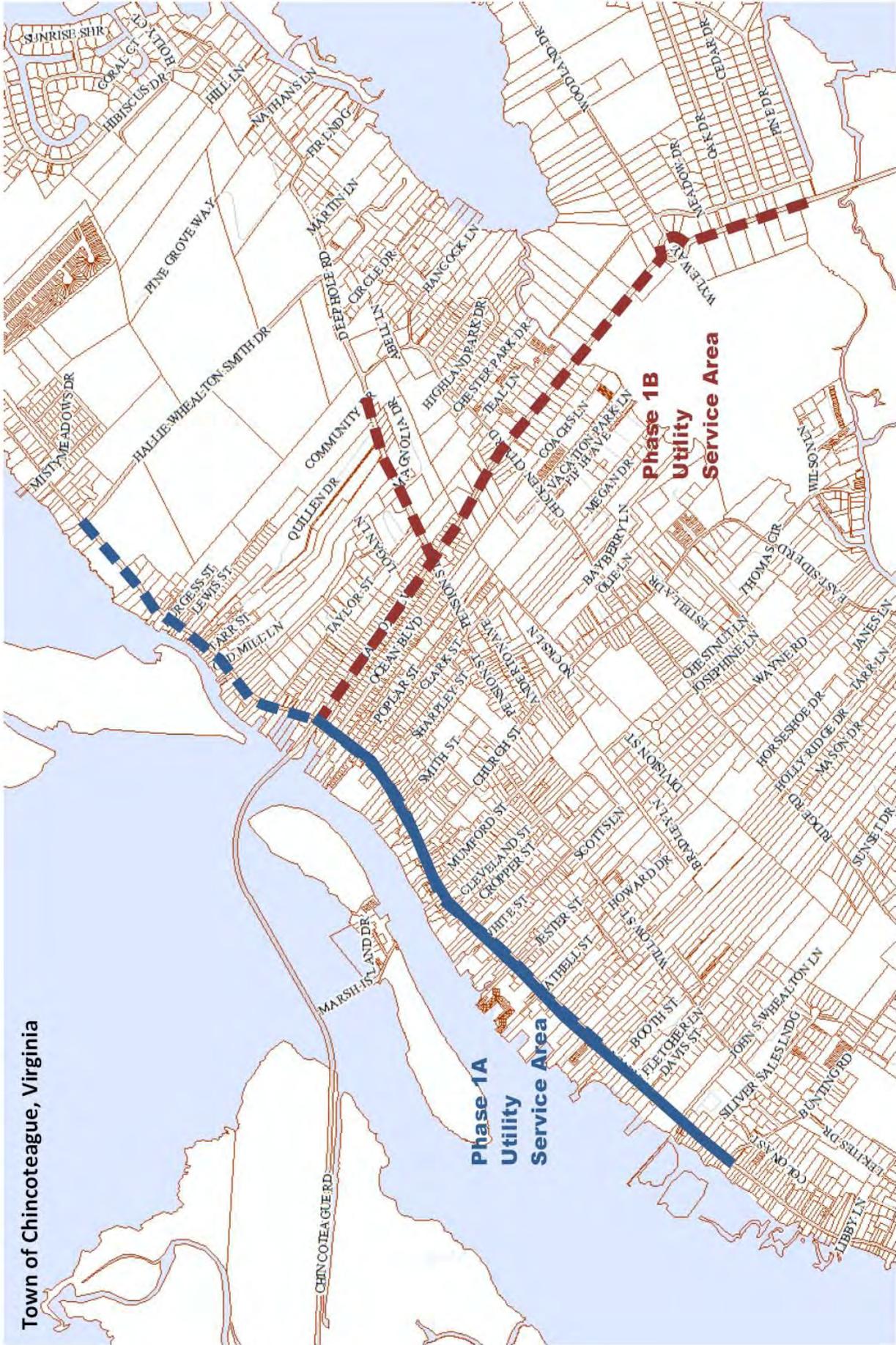
Phase 1B Utility Service Area

Another potential sewer service area has been studied along **Maddox Boulevard from Main Street to the Chincoteague Museum (Phase 1B)**. In this case, it would be necessary to construct a new wastewater treatment facility, sewer main collection system, and obtain approval for the discharge of clean treated water that meets the highest standards.

Based on the experience gained in Phase 1A, the Town may find another opportunity to encourage private investment to meet the future needs of the Phase 1B service area, or, the Town could move forward to implement a small service area, wastewater utility system as a publicly owned and operated facility. This option was supported by a business owner survey presented to Town Council on December 3, 2012.

Future Phases

The Wastewater Advisory Committee has identified a step by step approach to meeting the needs of the entire Town of Chincoteague by building on what exists today. Moving forward on a voluntary basis to improve the technology and treatment of wastewater begins with the major water use customers and is tied to the tourism industry that will fund solutions that would otherwise be unachievable by a small rural community.



Town of Chincoteague, Virginia

Summary Findings

■ **Current Management of Wastewater Treatment (Cesspools, Drainfields, Individual Treatment Systems)**

The 'status quo' of wastewater treatment solutions has served Chincoteague Island well over the years as a small town, fishing community and seasonal summer destination for family vacations. Investment by individual property owners has traditionally been adequate to meet wastewater disposal needs and regulations.

- Peak water use and disposal occurs in the drier summer months when high water tables are not as much of a problem
- Conversion of many year round homes to seasonal rentals has reduced year round impacts
- High technology advanced treatment systems approved by VDH (beginning in 2010) allows the use of unsuitable soils and areas of high water table to install an individual wastewater treatment system (mound system) and to improve nutrient removal.
- Increased need for wastewater treatment has been met by private investment of hotels, condos, etc. in small treatment facilities

What are we doing right?

- ✓ Installation of advanced individual treatment systems with new construction
- ✓ Repair of existing septic tank/drainfield systems
- ✓ Maintenance to pump out septic tanks or cesspools when there is a problem
- ✓ Inspection by State officials for the Shellfish Sanitation Report with violation notices to enforce needed repairs and maintenance

Looking to the future, investment in public infrastructure may be needed to solve economic challenges, new regulations and construction standards. A public wastewater infrastructure would be preferable to further reductions of landscaped yards and off street parking area for septage disposal mounds – especially on the small lots in the older part of town.

It seems reasonable to plan for a public infrastructure system which costs each customer about the same as it would cost for them to install a new individual system. (\$13,000 to \$26,000)

■ **Next Steps to Improvement (Sunset Bay Utilities)**

In response to an urgent need for wastewater treatment along Main Street in downtown Chincoteague, a private utility company expanded its service area in 2012 to connect existing business and civic uses. Approved and permitted capacity at the plant has allowed for private investment of 4.7 million dollars for construction of a new 92 room waterfront hotel, and will replace inadequate or failing septic drainfields for 3 restaurants, the downtown Theater, Public Restrooms, Library and the historic CVFC Firehouse.

- One time connection fees were established at a preferred rate of \$10,000, plus \$3,500 per EDU* to reimburse the private investment in capital cost of the plant and the sewer main extension. Monthly service fees are estimated at \$100 per month.
(*Equivalent Dwelling Unit equals 300 gallons per day, commercial use is estimated by history of water use plus a reserve)

- The Sunset Bay Utilities treatment plant may be expanded under an approved State discharge permit from 39,000 gpd to 64,000 gpd. (\$250,000 estimated to construct additional capacity)
- The Virginia State Corporation Commission has approved a wastewater treatment plant service area for Sunset Bay Utilities extending along Main Street from Maddox Boulevard to Bunting Road.

What are we doing right?

- ✓ Expanding existing utility infrastructure through private investment
- ✓ Demonstrating small steps can make a big difference
- ✓ The Wastewater Advisory Committee held a joint meeting on October 9, 2012 with the Town Planning Commission to identify zoning and development issues that would need to be addressed before a new sanitary sewer service area is established.

Looking to the future, there are limits to the number of approved discharge permits for small private wastewater treatment plants on Chincoteague Island, and the State has indicated that there will be no additional permits granted (to surrounding waters). Multiple treatment plants that are privately owned and managed is not the solution preferred by State agencies that are responsible for inspection, testing and certification of operators.

■ Long Term Future Solution (North Accomack County Regional Study)

Accomack County and the Town of Chincoteague worked together in 2011 to complete a feasibility study and preliminary engineering report (PER) for a regional wastewater treatment plant to be located in the vicinity of Atlantic, VA. This grant-funded work was completed in the context of many years of prior studies, and the possibility of working with private investment through a proposed Planned Development community to find a larger solution.

- Cost is a major concern. \$127 million for construction of the treatment plant and collection system would mean the equivalent of \$351 per month for mandatory service to all customers¹ (without grants or large connection fees)
- Geographic separation of communities to be served by a regional treatment plant increases cost and raises growth and land use control issues
- Political concerns include: location of wastewater treatment and disposal facilities and the expectation that new development should pay for itself
- Federal or State grants for regional wastewater infrastructure that would benefit both the economy and the environment are not generally available at this time.
- Consultant PER proposed a Phase 1 area with an infrastructure cost estimate of \$25 million and 300 customers in the service area (169,000 gpd estimated). Without grant funding, the connection fee would need to be over \$80,000 per customer

What are we doing right?

- ✓ Explored solutions that are being implemented in other coastal communities out of necessity or mandate from the EPA
- ✓ Engaged engineering expertise to estimate costs and feasibility of the regional solution

¹ Eastern Shore News, March 19, 2011, Carol Vaughn-Staff Writer

- ✓ Compared this solution with both County and Town Comprehensive Plans to determine whether this model fits with local land use planning and political reality
- ✓ Found that a regional solution may not be feasible or politically acceptable for our rural, low density communities on the Eastern Shore

Looking to the future, a regional wastewater treatment plant will only make sense with significant support from federal or state grants, private investment fueled by new growth, or cost sharing with large federal agencies at Wallops Island.

Until that time, a localized transition from low density septic drainfields to improved and small service area wastewater treatment technology is most likely.

■ **Short Term Future Solution (Phase One Service Area)**

The Town of Chincoteague is considering its own independent public wastewater treatment utility on Chincoteague Island, starting with a phase one area as a first step. A phase one service area proposed by WAC would focus on the Maddox Boulevard corridor from Main Street to the Refuge boundary in order to support the largest water users, the land area most likely to grow or re-develop, and the zoning districts that will benefit the Town's tourism based economy. The Town phase one service area should not overlap with the private utility service area already established along Main Street.

- Businesses, rental homes and civic uses are most likely to connect to a public utility on a voluntary basis. This was confirmed by a survey of business owners in 2012 who responded overwhelmingly in support of a public wastewater treatment system
- Existing residential neighborhoods are least likely to connect to a public utility if their septic drainfield meets their needs

What should be considered?

- ✓ Propose a wastewater utility system up to 100,000 gpd that can be expanded to meet future needs
- ✓ Match the financial model (rates) of Sunset Bay Utilities so that the cost of service is the same whether it is private or public
- ✓ Voluntary connections with a minimum number of property owner agreements needed to proceed
- ✓ Location of wastewater treatment facility on existing public properties (such as the Town Municipal Center or Harbor)
- ✓ Obtain a new public discharge permit, or expand an existing approved discharge permit to consolidate treatment facilities, or
- ✓ Obtain a permit for surface discharge to Fowling Gut, or
- ✓ Obtain a permit for 'land application' to undeveloped property
- ✓ Water conservation measures included in all solutions
- ✓ A partnership with the US Coast Guard, or other private utility providers to expand current capacity and service areas

Recommendations

The Wastewater Advisory Committee recommends that Town Council adopt one or more of the following actions that will direct Town Staff efforts and create a working policy for the next steps toward creating a public wastewater utility on Chincoteague Island.

Continue current management responsibilities

- 1) Virginia Department of Health (VDH) will continue to permit, inventory, inspect, and improve private maintenance and repair of the Island’s individual wastewater systems (cesspools, drainfields, etc.). VDH will continue to enforce violations identified by the Division of Shellfish Sanitation.

Town of Chincoteague will request VDH to expand its computerized reporting system to include public access to mapping, inspection and repair reports so that improvements can be documented. Town of Chincoteague will continue to encourage individual wastewater treatment systems that are properly maintained to meet current State regulations.

- 2) Town of Chincoteague will continue to encourage private (and USCG) wastewater treatment permit holders to provide service by voluntary connection within the Main Street Corridor small service area between Maddox Boulevard and Bunting Road.
- 3) Town of Chincoteague will regularly review and refine zoning ordinance and development standards for areas within new sewer service areas.

Implement a Short Term Future Solution

- 4) Town of Chincoteague will identify a potential Maddox Boulevard Corridor wastewater treatment service area and prepare the next phase of engineering studies, permit applications, and grant requests to determine its feasibility for operation as a publicly owned wastewater treatment facility similar to the private Sunset Bay Utilities facility.

Work toward a Long Term Future Solution

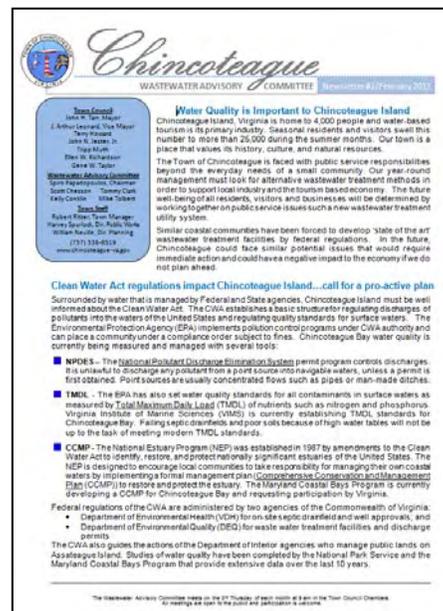
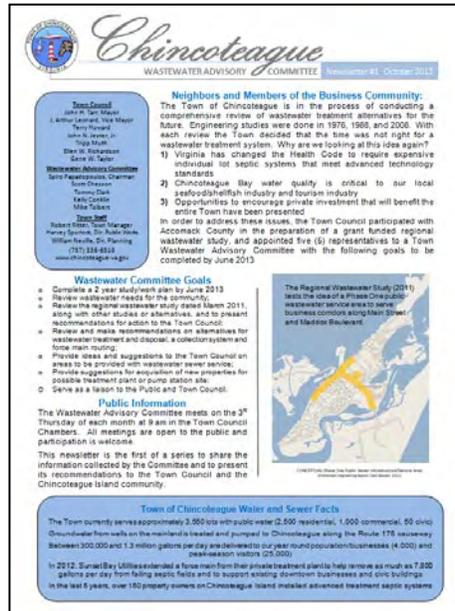
- 5) Town of Chincoteague will actively participate with Virginia State Agencies, Accomack County, and the Maryland Coastal Bays Program to revise the Comprehensive Conservation & Management Plan (CCMP) for monitoring and improving water quality in Chincoteague Bay, and will seek to continue working on a long range plan that reduces nutrient loads from septic drainfields to the surrounding waters of Chincoteague Island on a voluntary basis.

Wastewater Advisory Committee members unanimously agree that small steps should be taken to implement a plan for public wastewater utility service on Chincoteague Island. In addition, the solution should be expandable, should allow for private investment to meet interim needs and should not try to replace adequate State programs and responsibilities.

“Let’s tackle what we can tackle with willing participants for the portion of Town that needs it.”
K. Conklin, WAC 2013

Public Information Strategy

Two informational newsletters have been published to inform the public on the research and activities of the Wastewater Advisory Committee. In addition, three formal status reports were made to the Town Council on January 3, 2012, October 1, 2012 and February 4, 2013. With support from the Town Council, this report and its recommendations can be shared through presentations to community organizations, additional newsletters and distribution of a Frequently Asked Questions brochure.



Frequently Asked Questions (FAQ)

Why is the Town undertaking the wastewater project?

How will the project be paid for?

Is the Town seeking state or federal money to reduce the impact on the taxpayer?

What is the difference between a septic system and a sewer system?

When will sewer come to my street/neighborhood?

What will it cost me to connect?

How much capacity will the new wastewater treatment facility have?

Where will the new treatment facility discharge the treated wastewater?

What is Low-Pressure Sewer?

Under what circumstances will it be necessary for a property to have a grinder pump?

Will I be required to connect my house to the sewer?

I just recently installed/paid for a new septic system, will I still have to connect?

Will sewers result in uncontrolled development?

Glossary of Acronyms and Terms

ACRONYMS (a word formed from the initial letters or group of letters of the words in a name or phrase)

CCMP: Comprehensive Conservation and Management Plan
CDBG: Community Development Block Grant
CVFC: Chincoteague Volunteer Fire Company
CWRLF: Clean Water Revolving Loan Fund
CWA: Clean Water Act
DEQ: Department of Environmental Quality
DHCD: (Virginia) Department of Housing and Community Development
DWI: Deep Well Injection
EDU: Equivalent Dwelling Unit
EPA: Environmental Protection Agency
GPD: Gallons Per Day
LMI: Low to Moderate Income
MBR: Membrane Bio Reactor
NEP: National Estuary Program
NPDS: National Pollutant Discharge Elimination System
NPS: National Park Service
PER: Preliminary Engineering Report
PPEA: Public-Private Education Facilities and Infrastructure Act of 2002 (VA)
PSA: Public Service Authority
RIB: Rapid Infiltration Basin
TMDL: Total Maximum Daily Load
USDA: United States department of Agriculture
USFWS: US Fish and Wildlife Service
VDH: Virginia Department of Health
VMRC: Virginia Marine Resources Commission
VIMS: Virginia Institute of Marine Science
VMRC: Virginia Marine Resources Commission
WAC: Wastewater Advisory Committee
WWTP: Waste Water Treatment Plant

DEFINITIONS (the formal statement of the meaning or significance of a word)

ALTERNATIVE ON SITE SEWAGE TREATMENT SYSTEM (DISCHARGE): Means any device or system which results in a point source discharge of treated sewage for which the Virginia Water Control Board may issue a permit authorizing construction and operation for an individual single family dwelling with flows less than or equal to 1,000 gallons per day.

ALTERNATIVE ONSITE SEWAGE TREATMENT (MOUND): A wastewater treatment system that includes different components than typically used in a conventional septic tank and subsurface

wastewater infiltration system. A mound system is a raised drainfield composed of sand fill above the soil surface.

CENTRALIZED WASTEWATER SYSTEM: A managed system consisting of collection sewers and a single treatment plant used to collect and treat wastewater from an entire service area.

CESSPOOL: A drywell that receives untreated sanitary waste containing human excreta, which sometimes has an open bottom and/or perforated sides.

CWA: The federal Water Pollution Control Act (1948), was reorganized to Clean Water Act with amendments (1977) and under the CWA, EPA has implemented pollution control programs such as setting wastewater standards for industry and also set water quality standards for all contaminants in surface waters.

DECENTRALIZED SYSTEM: Managed onsite and/or cluster system(s) used to collect, treat, and disperse or reclaim wastewater from a small community or service area.

DECENTRALIZED WASTEWATER: Decentralized wastewater management may be defined as the collection, treatment, and disposal/reuse of wastewater from individual homes, cluster of homes, isolated communities, industries, or institutional facilities, as well as from portions of existing communities at or near the point of waste generation.

E/One (E-1) pump: The E/One Sewer System is a pressure system that is powered by a grinder pump as manufactured by Environmental One Corporation of Niskayune, NY who developed the concept of the household grinder pump in 1968.

PACKAGED TREATMENT PLANT: A packaged wastewater treatment plant offers the user a pre-engineered and pre-fabricated method of treating wastewater with an aerobic process to a safe sanitary water effluent quality discharge meeting and/or exceeding standards recommended by the US Environmental Protection Agency. The final effluent can be released safely into the environment such as receiving streams, rivers, etc. Treated non-potable water is also being used as a new source of water to promote agricultural and aquaculture production, industrial uses, water sustainability, and reclamation uses such as irrigation, wash down, and / or artificial recharge.

PUBLIC – PRIVATE EDUCATION FACILITIES and INFRASTRUCTURE ACT of 2002: Grants responsible public entities the authority to create public-private partnerships for the development of a wide range of projects for public use if the public entities determine there is a need for the project and that private involvement may provide the project to the public in a timely or cost-effective fashion.

VIRGINIA CLEAN WATER REVOLVING LOAN FUND: provides 20 year loans for treatment facilities, and 30 year loans for collection systems. Cape Charles qualified for 0% interest

WASTEWATER: Water that has come into contact with any of a variety of contaminants and is not fit for human consumption. Water that has been used, as for washing, flushing, or in a manufacturing process, and so contains waste products; sewage.

Appendices

Survey of Chincoteague businesses

Research of similar coastal communities

Newsletters

Summary of Preliminary Engineering Report, Sanitary Sewer System Phase 1
Chincoteague, Virginia March 2011

Wastewater Advisory Committee
Survey Results Report
November 15, 2012

The WAC conducted an interview/survey early this year, of six (6) restaurants, ten (10) hotels and (6) retail establishments along Maddox Blvd and parts of Main Street (the phase I business corridor).

The survey results can be summarized to reflect that the majority of the business owners understand they have aging septic systems that require high maintenance costs and high replacements costs. It is the overall desire of these businesses to connect to a municipal wastewater system when available and have such system owned and operated by the Town. Attached is the summary of this survey report.

Respectfully Submitted,

Scott Chesson
Kelly Conklin
Mike Tolbert
Spiro Papadopoulos

WAC Members:

Spiro Papadopoulos – Chairman

Tommy Clark

Kelly Conklin

Mike Tolbert

Scott Chesson

Jack Tarr

Rob Ritter

Bill Neville

***Wastewater Advisory Committee Proposed Survey
of Island Business / Property Owners***

February, 2012

What would you say has been your annual maintenance costs on your current septic system over the last 10 year time period?

How old is your current septic disposal system?

Are your drain fields on the same piece of property as the building / business it serves?

What company services your current septic system?

How often do you get your septic tanks pumped /cleaned?

Have you had any drain field failures in the past 10 years?

Have you had the piping in your drain fields jetted in the past 10 years?

Have you ever studied the proper maintenance of a conventional septic system?

Do you think your current septic system will meet your septic disposal needs for the next
5 years? 10 years? 15 years?

What would you expect the cost of replacing your current system would be if it failed?

Do you think the Island of Chincoteague will have central sewage in the future?

If so, when?

If central sewage were to be provided, how do you perceive this service would affect property values?

Do you think the water discharged from those businesses that have an overboard discharge permit is safe for the environment?

If central sewage were to be provided, how likely are you to hook up to the system on a scale of 1 – 10? 1 being “not interested” ... 10 being “definitely”.

If you were to hook up to central sewage, how much would you expect it to cost you per month for your disposal needs?

If central sewage were to be provided, who do you think should own and maintain the system?

If central sewage were to be provided, do you think all businesses should be required to hook up to the system?

If no, how would you provide for the financial needs of a central sewage system?

If central sewage were to be provided, do you think the current zoning is adequate to control future growth of the Island?

What would you expect the cost of replacing your current system would be if it failed?

Do you think the Island of Chincoteague will have central sewage in the future?

If so, when?

If central sewage were to be provided, how do you perceive this service would affect property values?

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If central sewage were to be provided, who do you think should own and maintain the system?

If central sewage were to be provided, do you think all businesses should be required to hook up to the system?

If no, how would you provide for the financial needs of a central sewage system?

If central sewage were to be provided, do you think the current zoning is adequate to control future growth of the Island?

WAC Survey

10 Hotel Responses

as of April 25, 2012

What would you say has been your annual maintenance costs on your current septic system over the last 10 year time period?

1. 5000/yr
2. 1200/yr
3. 4000/yr
4. 800/yr
5. 3000/yr
6. 50,000-60,000/yr
7. 50,000-60,000/yr
8. ???
9. ???
10. ???

How old is your current septic disposal system?

1. 30 yrs
2. 15yrs
3. 28yrs
4. 30yrs
5. 32yrs
6. 10
7. 10
8. 30
9. 30
10. ???

Are your drain fields on the same piece of property as the building / business it serves?

1. Y
2. N
3. Y
4. N
5. N
6. Y
7. Y
8. Y
9. Y
10. n

What company services your current septic system?

1. Boggs
2. RotoRooter
3. Boggs
4. Boggs
5. Boggs
6. Self
7. Self
8. Boggs
9. Boggs
10. Boggs

How often do you get your septic tanks pumped /cleaned?

1. 1 x yr
2. 1 x yr
3. 3 x yr
4. 1 x yr
5. As needed
6. As needed
7. 3-4 yrs
8. 2-3 yrs
9. Never
10. 1 x yr

Have you had any drain field failures in the past 10 years?

1. N
2. Y
3. Y
4. N
5. Y
6. N
7. N
8. N
9. N
10. N

Have you had the piping in your drain fields jetted in the past 10 years?

1. N
2. Y
3. Y
4. N
5. Y
6. Y
7. N
8. N
9. N
10. N

Have you ever studied the proper maintenance of a conventional septic system?

1. Y
2. Y
3. N
4. N
5. Y
6. Y
7. Y
8. N
9. N
10. N

Do you think your current septic system will meet your septic disposal needs for the next 5 years? 10 years? 15 years?

1. Y N N
2. Y Y Y
3. Y Y ?
4. Y Y hope so
5. Y N N
6. Y Y Y
7. Y Y Y
8. Y Y Y
9. Y Y Y
10. Y Y Y

What would you expect the cost of replacing your current system would be if it failed?

1. 40 – 50K
2. 100,000 +
3. ???
4. 200,000
5. 200,000
6. 60,000 +
7. 100,000 +
8. ?
9. ?
10. ?

Do you think the Island of Chincoteague will have central sewage in the future?

1. Hope so
2. No
3. Hope so
4. Yes
5. Yes
6. N
7. Y
8. Y
9. Y
10. Y

If central sewage were to be provided, how do you perceive this service would affect property values?

1. Go up
2. Go up
3. Go up
4. Go up
5. Go up
6. Go up
7. Go up
8. Go up
9. Go up
10. Go up

Do you think the water discharged from those businesses that have an overboard discharge permit is safe for the environment?

1. Y
2. N
3. Y
4. ?
5. Y
6. Y
7. Y
8. N
9. N
10. N

If central sewage were to be provided, how likely are you to hook up to the system on a scale of 1 – 10? 1 being “not interested” ... 10 being “definitely”.

1. 10
2. 5
3. 10
4. Depends on cost
5. 8
6. Depends on cost
7. Depends on cost
8. 10
9. 10
10. 10

If you were to hook up to central sewage, how much would you expect it to cost you per month for your disposal needs?

1. ?
2. ?
3. Less than now
4. ?
5. ?
6. ?
7. ?
8. ?
9. ?
10. ?

If central sewage were to be provided, who do you think should own and maintain the system?

1. Town
2. Town
3. Town
4. ???
5. Town
6. Town
7. Town
8. Town
9. Either Town or private entity
10. Either Town or private entity

If central sewage were to be provided, do you think the current zoning is adequate to control future growth of the Island?

1. ???
2. N – zoning can change
3. Y
4. Y
5. Not Sure
6. Y
7. Y
8. ?
9. ?
10. Should be relaxed in business corridor

WAC Survey

6 Retail Responses

as of April 25, 2012

What would you say has been your annual maintenance costs on your current septic system over the last 10 year time period?

1. 1000/yr
2. 1000/yr
3. 1000/yr
4. ?
5. ?
6. ?

How old is your current septic disposal system?

1. 7yrs
2. 20yrs
3. 30yrs
4. 2yrs
5. 30+
6. 30+

Are your drain fields on the same piece of property as the building / business it serves?

1. Most – not all
2. Most – not all
3. Most – not all
4. Y
5. Y
6. y

What company services your current septic system?

1. Boggs
2. Boggs
3. Boggs
4. Boggs
5. Boggs
6. Bundick

How often do you get your septic tanks pumped /cleaned?

1. Every 2 – 3 months
2. Every 2 – 3 months
3. Every 2 – 3 months
4. As needed
5. As needed
6. As needed

Have you had any drain field failures in the past 10 years?

1. N
2. N
3. N
4. N
5. N
6. N

Have you had the piping in your drain fields jetted in the past 10 years?

1. N
2. N
3. N
4. N
5. N
6. N

Have you ever studied the proper maintenance of a conventional septic system?

1. Y
2. Y
3. Y
4. N
5. N
6. N

Do you think your current septic system will meet your septic disposal needs for the next 5 years? 10 years? 15 years?

1. Hope so Hope so Hope so
2. Hope so Hope so Hope so
3. Hope so Hope so Hope so
4. YYY
5. YYY
6. YYY

What would you expect the cost of replacing your current system would be if it failed?

1. 25,000
2. 25,000
3. 25,000
4. ?
5. ?
6. ?

Do you think the Island of Chincoteague will have central sewage in the future?

1. Y
2. Y
3. Y
4. Y
5. Y
6. y

If so, when?

1. ASAP
2. ASAP
3. ASAP
4. ?
5. ?
6. ?

If central sewage were to be provided, how do you perceive this service would affect property values?

1. Go up
2. Go up
3. Go up
4. Go up
5. Go up
6. Go up

Do you think the water discharged from those businesses that have an overboard discharge permit is safe for the environment?

1. N
2. N
3. N
4. ?
5. N
6. N

If central sewage were to be provided, how likely are you to hook up to the system on a scale of 1 – 10? 1 being "not interested" ... 10 being "definitely".

1. 10
2. 10
3. 10
4. 10
5. 10
6. Depends on cost

If you were to hook up to central sewage, how much would you expect it to cost you per month for your disposal needs?

1. 300.00
2. 300.00
3. 300.00
4. ?
5. ?
6. ?

If central sewage were to be provided, who do you think should own and maintain the system?

1. Town
2. Town
3. Town
4. Town
5. Town
6. Town

If central sewage were to be provided, do you think the current zoning is adequate to control future growth of the island?

1. Yes – need control
2. Yes – need control
3. Yes – need control
4. ?
5. N
6. ?

WAC Survey

6 Restaurant Responses

as of April 25, 2012

What would you say has been your annual maintenance costs on your current septic system over the last 10 year time period?

1. 5000/yr
2. 4000/yr
3. 1000/yr
4. 1000/yr
5. 1000/yr
6. ???

How old is your current septic disposal system?

1. Greater than 7 yrs
2. 20+
3. 7yrs
4. 30yrs
5. 20+
6. old

Are your drain fields on the same piece of property as the building / business it serves?

1. Y
2. N
3. Y
4. N
5. Y
6. y

What company services your current septic system?

1. Boggs
2. Boggs Roto Rooter, Jimmy Landon
3. Boggs
4. Boggs
5. Boggs
6. nobody

How often do you get your septic tanks pumped /cleaned?

1. 1 x month in summer – can only operate 11:00am-10:00pm
2. 1 x month
3. Every 2 months
4. Every 3 months
5. Every 3 months
6. As needed

Have you had any drain field failures in the past 10 years?

1. N
2. Y
3. N
4. N
5. N
6. N

Have you had the piping in your drain fields jetted in the past 10 years?

1. N
2. Y
3. N
4. N
5. N
6. N

Have you ever studied the proper maintenance of a conventional septic system?

1. N
2. Y
3. Y
4. Y
5. Y
6. N

Do you think your current septic system will meet your septic disposal needs for the next:
5 years? 10 years? 15 years? (

1. ???
2. N N N
3. Hope so
4. Hope so
5. Hope so
6. Y y

What would you expect the cost of replacing your current system would be if it failed?

1. 60-70 thousand
2. 65,000+
3. 25,000+
4. 25,000+
5. 25,000+
6. ????

Do you think the Island of Chincoteague will have central sewage in the future?

1. Y
2. Y
3. Y
4. Y
5. Y
6. N

If central sewage were to be provided, how do you perceive this service would affect property values?

1. Go up
2. Go up
3. Go up
4. Go up
5. Go up
6. No change

Do you think the water discharged from those businesses that have an overboard discharge permit is safe for the environment?

1. N
2. Y
3. N
4. N
5. N
6. n

If central sewage were to be provided, how likely are you to hook up to the system on a scale of 1 – 10? 1 being "not interested" ... 10 being "definitely".

1. 10
2. 10
3. 10
4. 10
5. 10
6. ???

If you were to hook up to central sewage, how much would you expect it to cost you per month for your disposal needs?

1. ???
2. ???
3. 300/month
4. 300/month
5. 300/month
6. ???

If central sewage were to be provided, who do you think should own and maintain the system?

1. Town
2. Town
3. Town
4. Town
5. Town
6. Town

If central sewage were to be provided, do you think the current zoning is adequate to control future growth of the Island?

1. Y
2. ? need control
3. Yes / hope so / need control
4. Yes / hope so / need control
5. Yes / hope so / need control
6. ???



PLANNING REPORT

May 17, 2012

Wastewater Advisory Committee Comparison Study of Similar Communities

Executive Summary

The Wastewater Advisory Committee (WAC) was established by unanimous vote during the Special Council Meeting of May 19, 2011. The goals of the WAC were formulated as:

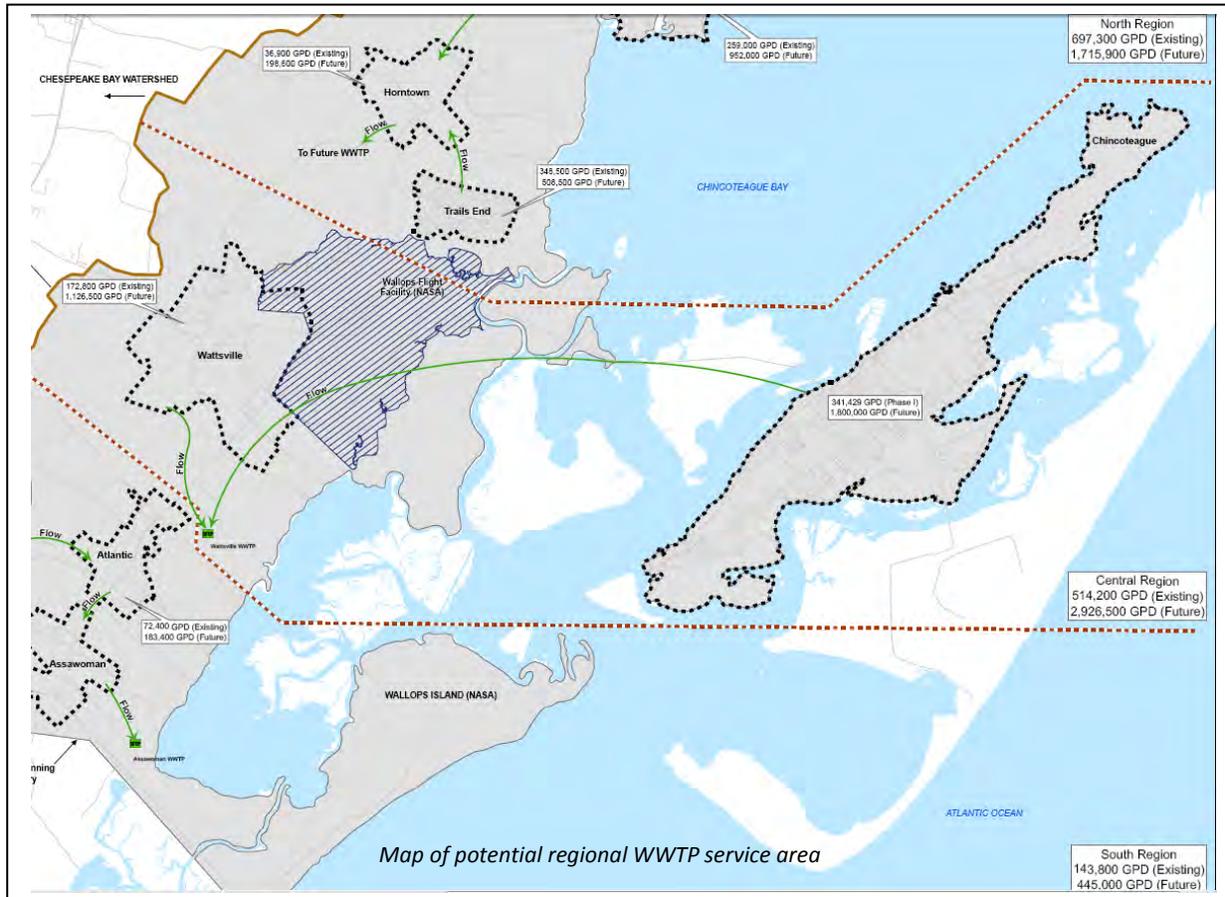
- 1. To improve public safety and environment*
- 2. Protect the way of life on the Island*
- 3. Support the "economic engines" of the Island; that is, Tourism, Aquaculture, and Spaceport (NASA)*
- 4. Develop a recommendation with minimal realistic costs (First cost, Life Cycle Cost, Operating Cost)*

The challenge is to identify a location and method for treatment with viable wastewater disposal options including: overboard discharge, deep well injection, drip system, or rapid infiltration basins. There are a number of existing communities similar to Chincoteague Island in the Atlantic coastal states which have also planned for their future wastewater treatment needs.

A comparison study can provide the WAC with valuable information to help evaluate opportunities available for wastewater treatment and disposal. There are several preliminary findings:

- The transition from individual private septic drainfield systems to a centralized public collection and treatment system is closely related to the size of the community and their ability to finance major infrastructure and operational costs.*
- Many communities maintain a hybrid system with a mix of public and private solutions.*
- Federal Agencies such as the EPA, USFWS, NPS and others are intent to work with local communities to encourage a transition to public centralized systems to meet defined water quality standards.*
- Cost is a major issue. Technology is not the limiting factor.*

The Town of Chincoteague Wastewater Advisory Committee is tasked with review of the 2011 Preliminary Engineering Report for a Phase One public sanitary sewer system, along with other studies or alternatives, and to present recommendations for action to the Town Council. The PER evaluates the option for a low pressure collection system on the Island, and a force main to pump the collected sewage to a proposed regional wastewater treatment plant and disposal site on the mainland. A multi phase project would transition existing septic drainfield systems and private treatment plants to a public centralized sewer service.



This report summarizes information collected to date for a comparison study of similar communities, and provides a working document for the Committee to inform the Town Council and the Public about the information and issues considered over its 2 year term until June 2012.

Several existing communities similar to Chincoteague Island in the Atlantic coastal states have also planned for their future wastewater treatment needs. A comparison study can provide the Wastewater Advisory Committee with valuable information to help evaluate options available for wastewater treatment and disposal.

Coastal Community List

This list of communities with similar characteristics to the Town of Chincoteague was developed through internet research, review of Google Earth coastal states, and census data. It is sorted by population size. In general the areas were selected because they are:

- A) isolated from major urban centers so that wastewater solutions must be independent;
- B) subject to similar conditions involving peak season use; and
- C) in close proximity to natural resources that create a higher regulatory standard for water quality and restrictions on methods of disposal.

Community	State	Population	Seasonal Pop	Disposal Method	Disposal Area	Treatment Capacity	Elevation (Feet)
Fishers Island	NY	289	3000	Private Septic	Drainfields		10
Bald Head Island	NC	300	4000	Public Sewer			
Tangier Island	VA	700		Public Sewer	Channel Outfall	0.1mgd	
Edisto Island	SC	720	9000	Public Sewer/Private Septic		0.35mgd	
Ocracoke Island	NC	769	7000				
Jekyll Island	GA	940	8000	Public Sewer		1.0mgd	5
Bethany Beach	DE	1000	8000				10
Block Island	RI	1000	10000	Public Sewer/Private Septic	Drainfields/Marine Discharge	0.45mgd	13
Manteo	NC	1200					5
Onancock	VA	1430		Public Sewer/Private Septic		0.25mgd	18
Cape Charles	VA	1470		Public Sewer		0.25mgd	7
Rehoboth Beach	DE	1600	25000	Public Sewer	Channel/Ocean Outfall		16
Knotts Island	NC	2000		Private Septic	Drainfields		
Folly Beach	SC	2000	10000	Public Sewer/Private Septic	1500 Drainfields	0.25 mgd	10
Tybee Island	GA	3700	8000-30000	Public Sewer	Marine Discharge	1.0mgd	10
Chincoteague Island	VA	4000	15000	Private Septic/Private Sewer	Drainfields/Marine Discharge		5
Jamestown	RI	5405	10000	Public Sewer/Private Septic	Marine Discharge	1.0 mgd	50
Sanibel Island	FL	6000	20000	Public Sewer	RIB, Land Application, Reuse	1.2 mgd	50
Chatham	MA	6500	20000	Public Sewer	Rapid Infiltration Basins	2.3 mgd	46
Oak Island	NC	8000	35000	Public Sewer	Reuse, Land Application	1.4mgd	5
Cocoa Beach	FL	12000	30000	Public Sewer	Reuse, peak marine discharge	6mgd	12
Marco Island	FL	16400	38000	Public Sewer	Reuse, DWI, RIB	11mgd	31

Coastal Community Profiles

Four similar communities are profiled for comparison to Chincoteague Island. Information has been collected on the size, cost and current planning/construction completed for each community.

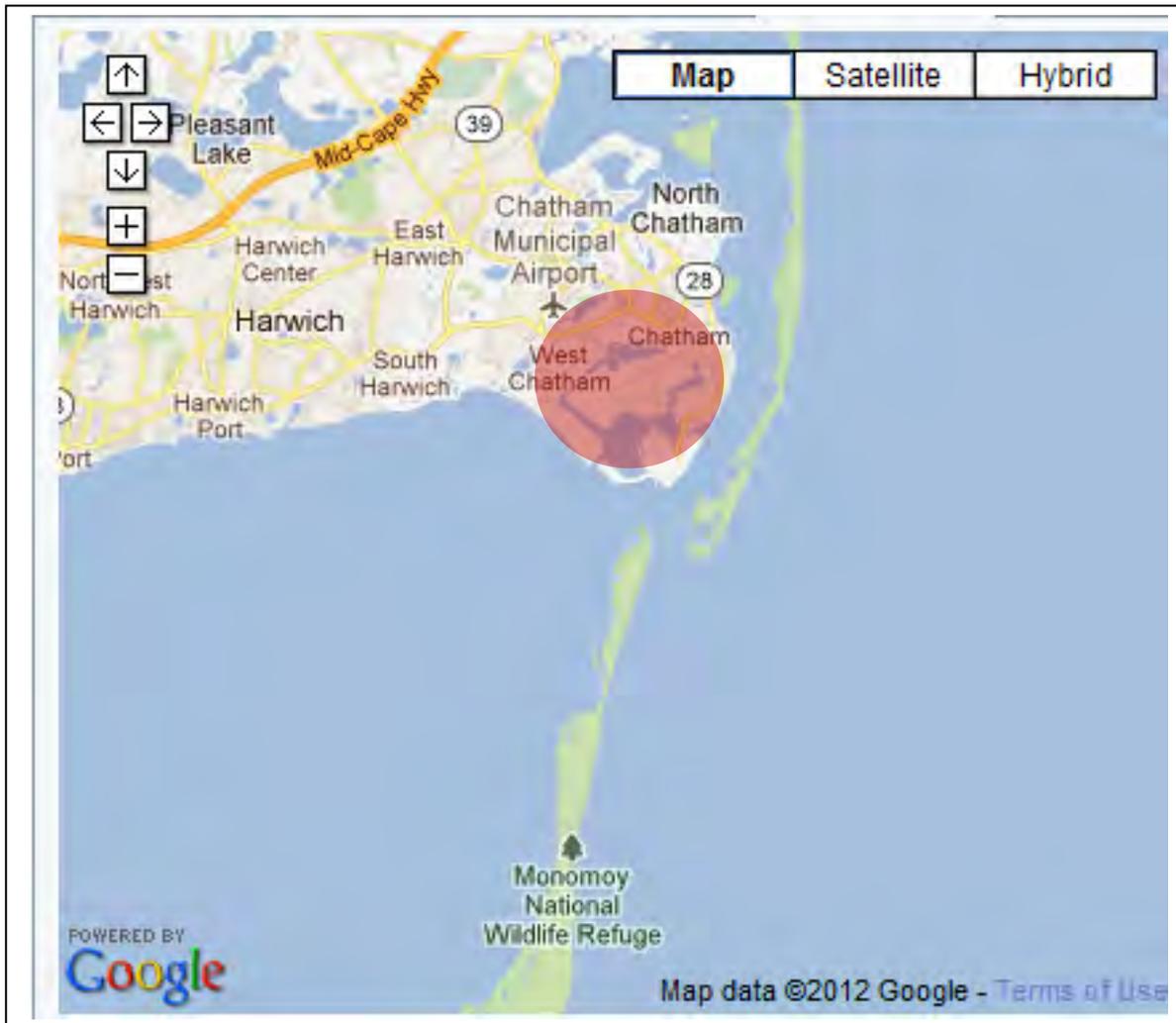
□ Chatham, MA

Geography: Coastal mainland (Cape Cod) behind Barrier Island
2.65 square miles

Population: 6500 / 20000 seasonal

Wastewater Plan: 2.3 mgd centralized

Comprehensive Wastewater Management Plan completed in 2010 after 15 years of planning. Phase One serves 4,500 properties, extends a service area along major road corridors, expands centralized wastewater treatment plant with discharge to infiltration basins. Approximately 7,500 properties will transition from septic to sewer over a 30 year planning period.



□ Block Island, RI

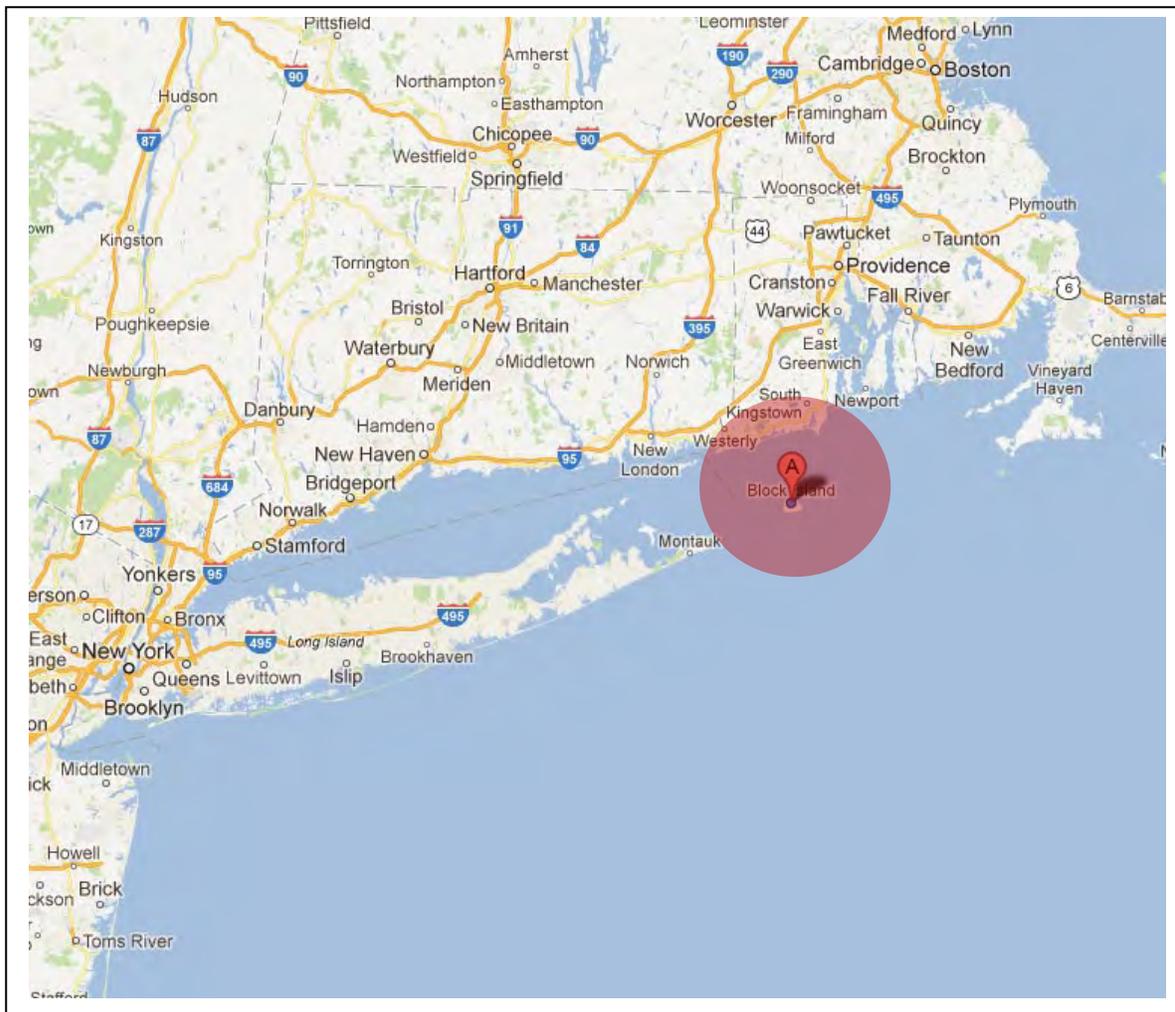
Geography: Coastal Island

9.7 square miles

Population: 1000 / 10000 seasonal

Wastewater Plan: 0.45 mgd centralized plus managed private individual drainfields

Most residences and some businesses dispose of wastewater through individual sewage disposal systems (approx. 1,088). Centralized wastewater treatment is provided to the central portion of Town with a total annual flow of 24 million gallons. Discharge to the Rhode Island Sound is approximately 38 million gallons that includes flow from septic pump outs, harbor use, basement sump pumps and infiltration/inflow. Treatment capacity is 450,000 gallons per day.



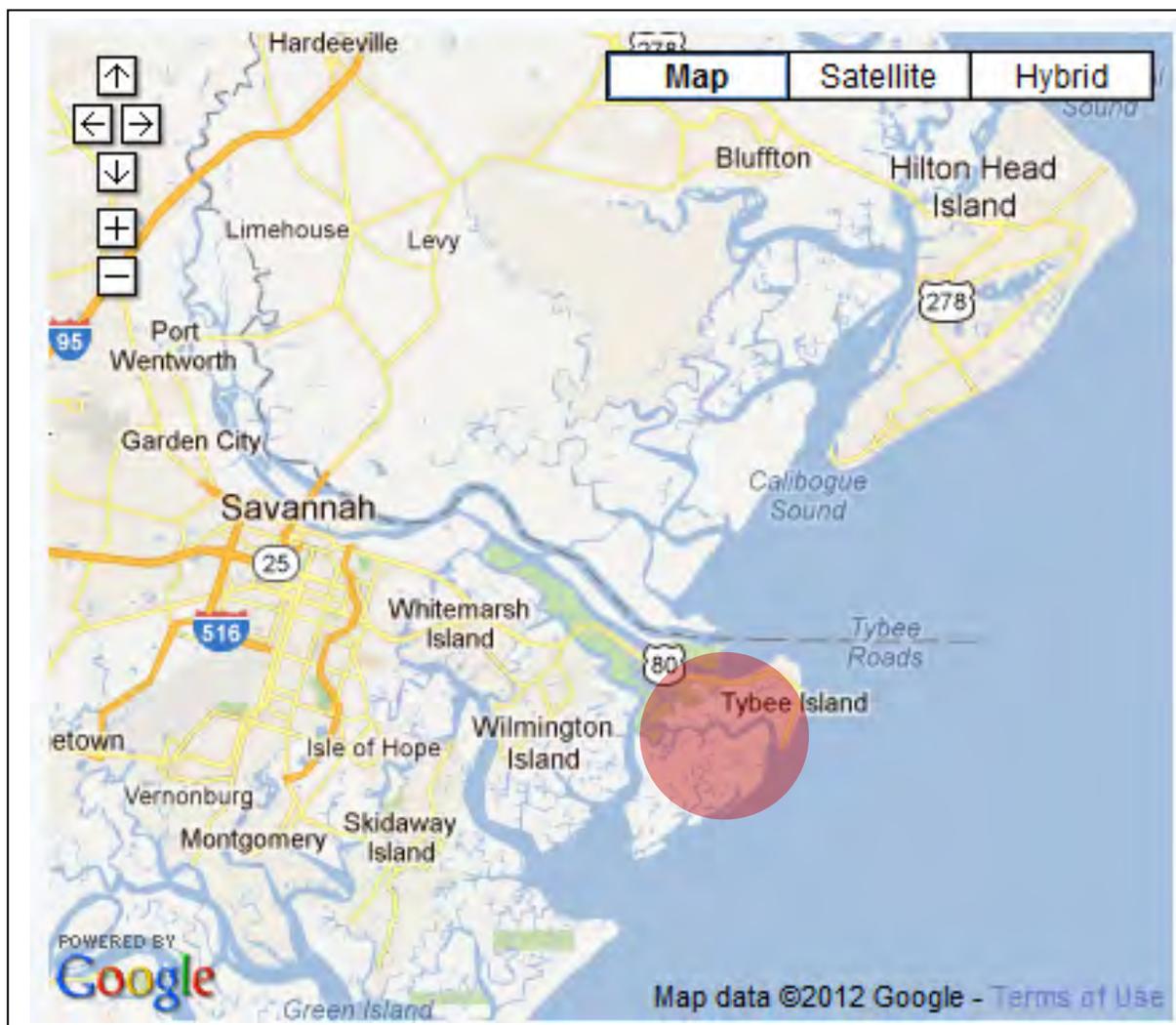
□ Tybee Island, GA

Geography: Coastal barrier island segment
2.56 square miles

Population: 3700 / 8000 to 30000 seasonal

Wastewater Plan:

Centralized collection and wastewater treatment system with discharge permit for up to 1MGD into the Savannah River. Work continues to upgrade sewer collection system; improve efficiency, reduce stormwater intrusion and explore feasibility of connecting existing septic systems users to the treatment facility.



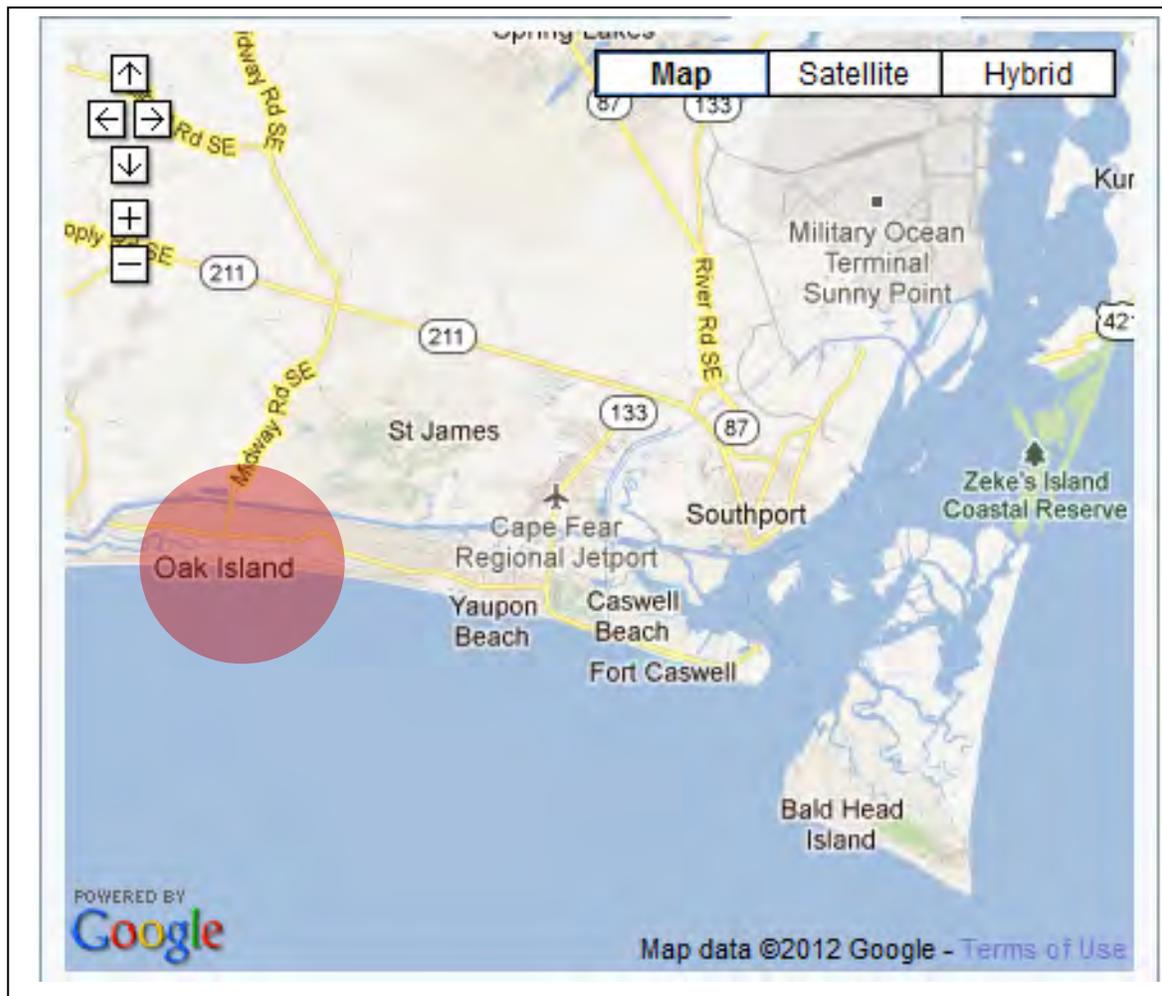
□ Oak Island, NC

Geography: Coastal barrier island
7.97 square miles

Population: 8000 / 35000 seasonal

Wastewater Plan: 1.4 mgd centralized

Centralized vacuum sewer collection system is currently under construction to serve the entire Island in 9 separate service areas. An 11 mile force main will be constructed under the Inter Coastal Waterway (by directional drilling) to a mainland regional County treatment facility. Approximately 5,400 lots were served by septic drainfields. Estimated 100 repairs/replacements per year or 10% failure over 5 years. 5,000 of 7,000 possible connections have been completed to date.



□ Chincoteague, VA

Geography: Coastal barrier island segment behind barrier island
9.63 square miles

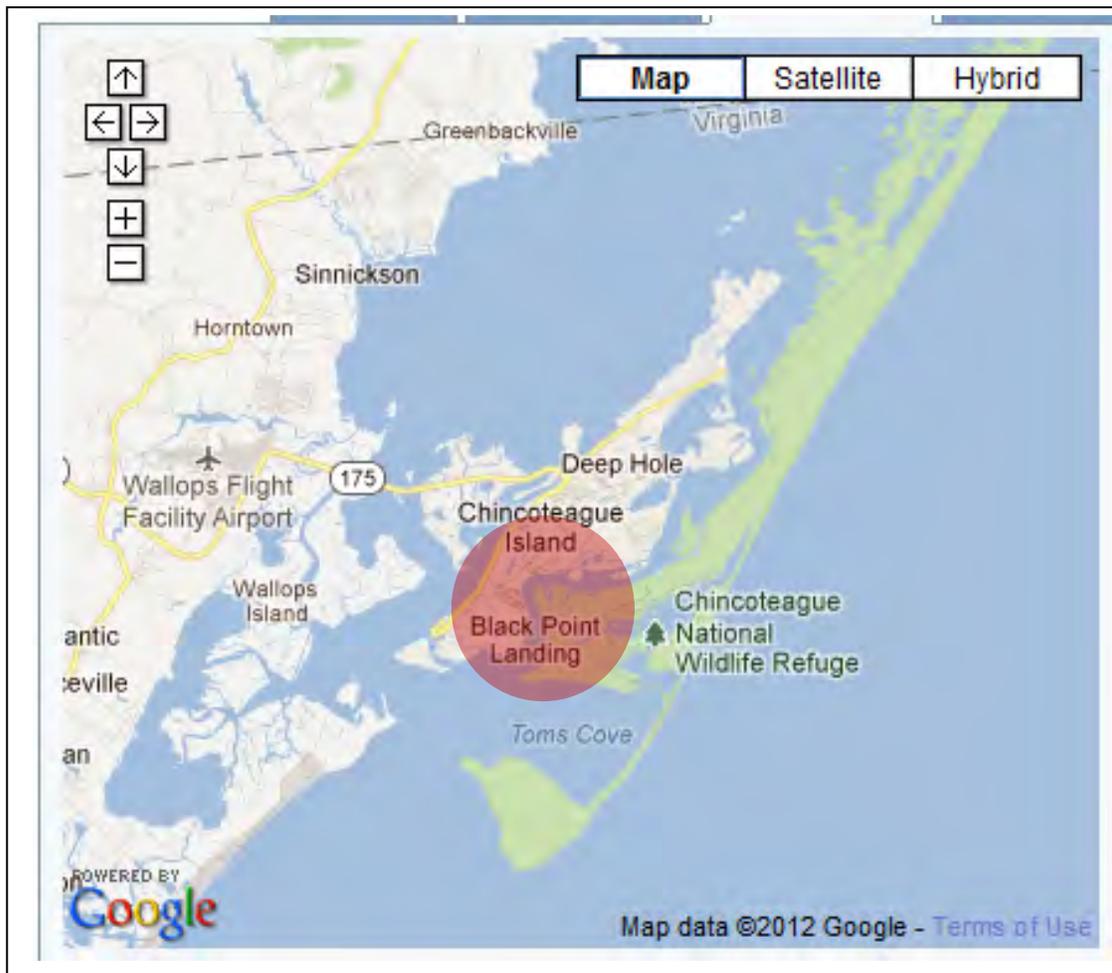
Population: 4000 / 15000 to 25000 seasonal

Wastewater Plan: 0.4 mgd phase one, 0.75 to 1.5 mgd total

Continue private maintenance of existing individual septic systems, private investment to repair, replace and install advanced drainfield systems to meet State requirements. Encourage the full use and operation of permitted small treatment systems with approved channel discharge permits. Plan for a possible conversion to a centralized wastewater treatment and disposal system if feasible.

The Town currently serves approximately 3,550 lots with public water (2,500 residential, 1,000 commercial-incl. rental houses, 50 public/civic). Year round residential households are estimated to be between 1,400 and 1,700. There are approximately 5,500 total existing tax parcels, many of which may have limited future development potential.

The PER has proposed a centralized low pressure sewer collection system, pump station and 10 mile force main constructed under the coastal bays to a mainland regional treatment facility with land application to rapid infiltration basins for groundwater recharge. The system is anticipated to serve an estimated 300 to 3,500 commercial and residential connections.



Methods of Treatment/Disposal

A number of potential centralized sewage collection and treatment alternatives were discussed in the 1988 Sewer Study by Bradbury & Drenning and the “White Paper” prepared by WWMI in 2007. Those alternatives, along with several identified by the WAC, are listed below:

1. WWTF on Chincoteague with direct effluent discharge into Chincoteague Bay
2. WWTF on Chincoteague with direct effluent discharge into Fowling Gut
3. WWTF on Chincoteague; pump effluent to Assateague Island; spray irrigate wetlands
4. WWTF on Chincoteague; island-wide beneficial reuse with both surface and subsurface disposal
5. WWTF on Chincoteague; pump effluent to Atlantic Ocean outfall
6. WWTF on Chincoteague with Island based deep well injection of effluent
7. Collect sewage on the island and pump to the NASA WWTF
8. WWTF on Chincoteague; pump treated wastewater to rapid infiltration basin on mainland
9. Collection system on Chincoteague; pump untreated wastewater to WWTF on mainland for treatment and disposal

The previous studies determined that many of these alternatives were not considered feasible and all alternatives required relatively high startup costs. See the full text of these reports in the appendices for details of the alternatives. The majority of the options presented in the 1988 Sewer Study were either to discharge to surrounding waters or to land apply the treated waters on Chincoteague or Assateague Islands. These options were not favorable solutions with respect to potential environmental permitting constraints. One of the primary goals of the Town is to provide a solution to revitalize and continue to protect the surrounding waters in support of shellfish harvesting, shellfish seed beds, and recreational fishing.

The option for using the NASA WWTF has been discussed since the 1988 Sewer Study was completed, and it was decided that it will not be allowed by the federal government, so is no longer a valid option.

A recent opportunity to connect to a proposed WWTF at a new development on the mainland of Accomack County has presented a similar alternative for treatment of the Town’s wastewater. The development is called Atlantic Town Center and is located near Wattsville.

Other solutions have been identified by similar communities that include a decentralized plan that manages a variety of individual and centralized wastewater treatment systems.

Cost Comparisons

A comparison of costs for wastewater management systems applicable to similar towns and villages in Massachusetts on Cape Cod is attached for reference.

Next Steps

The Town of Chincoteague Comprehensive Plan 2010 currently does not include specific implementation strategies for Wastewater Treatment (Sewerage) other than general support for economic development and a recommendation to continue study of the issue. Current activities include:

- ✓ Perform opinion/need surveys
- ✓ Continue studying the feasibility of developing public sewer collection and treatment facilities
- ✓ Review Zoning and Land Use Controls

If a preferred plan is identified as a result of the Wastewater Advisory Committee's work, it would be appropriate and necessary to hold public hearings to amend the Comprehensive Plan before a particular course of action is undertaken to expand public infrastructure.

The following steps are recommended to take action on these strategies.

Step #1 – Newsletter(s)

Prepare a first informational newsletter with a plan for public involvement, and shared information. (survey, website, meetings)

Step #2 - Council Work Session

Schedule a work session for the Town Council to receive an interim report from Committee members, Staff, consultants or interested residents/business owners. Request approval of an informational newsletter.

Step #3 – Accomack County/Atlantic Town Center

Continue to explore the feasibility of working with Accomack County, ANPDC, and the Atlantic Town Center to coordinate a regional mainland wastewater treatment and land based method of disposal system.

Step #4 – Federal and State Partners

Monitor and participate in water quality planning meetings on the Chincoteague Bay. Explore opportunities for grant funding of wastewater treatment system improvements.

Step #5 – Draft Wastewater Management Plan

Prepare a preliminary draft wastewater management plan outline that establishes Town of Chincoteague priorities for any watershed planning completed by others.

Step #6 – Establish new Town priorities and policies for a wastewater treatment utility system

Include options and small steps such as: Request trial program with State Health Department to document and evaluate the success of advanced treatment solutions for nutrient removal; Continue to encourage private wastewater treatment solutions; Encourage continued regional cooperation with Accomack County, Federal agencies and private investment; Evaluate and compare cost/financing options for a centralized system versus a phase 1 public small service area system.



Chincoteague

WASTEWATER ADVISORY COMMITTEE

Newsletter #1 October 2012

Town Council

John H. Tarr, Mayor
J. Arthur Leonard, Vice Mayor
Terry Howard
John N. Jester, Jr.
Tripp Muth
Ellen W. Richardson
Gene W. Taylor

Wastewater Advisory Committee

Spiro Papadopoulos, Chairman
Scott Chesson
Tommy Clark
Kelly Conklin
Mike Tolbert

Town Staff

Robert Ritter, Town Manager
Harvey Spurlock, Dir. Public Works
William Neville, Dir. Planning
(757) 336-6519
www.chincoteague-va.gov

Neighbors and Members of the Business Community:

The Town of Chincoteague is in the process of conducting a comprehensive review of wastewater treatment alternatives for the future. Engineering studies were done in 1976, 1988, and 2008. With each review the Town decided that the time was not right for a wastewater treatment system. Why are we looking at this idea again?

- 1) Virginia has changed the Health Code to require expensive individual lot septic systems that meet advanced technology standards
- 2) Chincoteague Bay water quality is critical to our local seafood/shellfish industry and tourism industry
- 3) Opportunities to encourage private investment that will benefit the entire Town have been presented

In order to address these issues, the Town Council participated with Accomack County in the preparation of a grant funded regional wastewater study, and appointed five (5) representatives to a Town Wastewater Advisory Committee with the following goals to be completed by June 2013

Wastewater Committee Goals

- o Complete a 2 year study/work plan by June 2013
- o Review wastewater needs for the community;
- o Review the regional wastewater study dated March 2011, along with other studies or alternatives, and to present recommendations for action to the Town Council;
- o Review and make recommendations on alternatives for wastewater treatment and disposal, a collection system and force main routing;
- o Provide ideas and suggestions to the Town Council on areas to be provided with wastewater sewer service;
- o Provide suggestions for acquisition of new properties for possible treatment plant or pump station site;
- o Serve as a liaison to the Public and Town Council.

Public Information

The Wastewater Advisory Committee meets on the 3rd Thursday of each month at 9 am in the Town Council Chambers. All meetings are open to the public and participation is welcome.

This newsletter is the first of a series to share the information collected by the Committee and to present its recommendations to the Town Council and the Chincoteague Island community.



The Regional Wastewater Study (2011) tests the idea of a Phase One public wastewater service area to serve business corridors along Main Street and Maddox Boulevard.

CONCEPTUAL Phase One Public Sewer Infrastructure/Service Area
(Preliminary Engineering Report, Clark Nexsen, 2011)

Town of Chincoteague Water and Sewer Facts

The Town currently serves approximately 3,550 lots with public water (2,500 residential, 1,000 commercial, 50 civic)

Groundwater from wells on the mainland is treated and pumped to Chincoteague along the Route 175 causeway

Between 300,000 and 1.3 million gallons per day are delivered to our year round population/businesses (4,000) and peak-season visitors (25,000)

In 2012, Sunset Bay Utilities extended a force main from their private treatment plant to help remove as much as 7,800 gallons per day from failing septic fields and to support existing downtown businesses and civic buildings

In the last 5 years, over 150 property owners on Chincoteague Island installed advanced treatment septic systems



Chincoteague

WASTEWATER ADVISORY COMMITTEE

Newsletter #2/February 2013

Town Council

John H. Tarr, Mayor
J. Arthur Leonard, Vice Mayor
Terry Howard
John N. Jester, Jr.
Tripp Muth
Ellen W. Richardson
Gene W. Taylor

Wastewater Advisory Committee

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Water Quality is Important to Chincoteague Island

Chincoteague Island, Virginia is home to 4,000 people and water-based tourism is its primary industry. Seasonal residents and visitors swell this number to more than 25,000 during the summer months. Our town is a place that values its history, culture, and natural resources.

The Town of Chincoteague is faced with public service responsibilities beyond the everyday needs of a small community. Our year-round management must look for alternative wastewater treatment methods in order to support local industry and the tourism based economy. The future well-being of all residents, visitors and businesses will be determined by working together on public service issues such a new wastewater treatment utility system.

Similar coastal communities have been forced to develop 'state of the art' wastewater treatment facilities by federal regulations. In the future, Chincoteague could face similar potential issues that would require immediate action and could have a negative impact to the economy if we do not plan ahead.

Clean Water Act regulations impact Chincoteague Island...call for a pro-active plan

Surrounded by water that is managed by Federal and State agencies, Chincoteague Island must be well informed about the Clean Water Act. The CWA establishes a basic structure for regulating discharges of pollutants into the waters of the United States and regulating quality standards for surface waters. The Environmental Protection Agency (EPA) implements pollution control programs under CWA authority and can place a community under a compliance order subject to fines. Chincoteague Bay water quality is currently being measured and managed with several tools:

- **NPDES** – The National Pollutant Discharge Elimination System permit program controls discharges. It is unlawful to discharge any pollutant from a point source into navigable waters, unless a permit is first obtained. Point sources are usually concentrated flows such as pipes or man-made ditches.
- **TMDL** - The EPA has also set water quality standards for all contaminants in surface waters as measured by Total Maximum Daily Load (TMDL) of nutrients such as nitrogen and phosphorus. Virginia Institute of Marine Sciences (VIMS) is currently establishing TMDL standards for Chincoteague Bay. Failing septic drainfields and poor soils because of high water tables will not be up to the task of meeting modern TMDL standards.
- **CCMP** - The National Estuary Program (NEP) was established in 1987 by amendments to the Clean Water Act to identify, restore, and protect nationally significant estuaries of the United States. The NEP is designed to encourage local communities to take responsibility for managing their own coastal waters by implementing a formal management plan (Comprehensive Conservation and Management Plan (CCMP)) to restore and protect the estuary. The Maryland Coastal Bays Program is currently developing a CCMP for Chincoteague Bay and requesting participation by Virginia.

Federal regulations of the CWA are administered by two agencies of the Commonwealth of Virginia:

- Department of Environmental Health (VDH) for on-site septic drainfield and well approvals; and
- Department of Environmental Quality (DEQ) for waste water treatment facilities and discharge permits

The CWA also guides the actions of the Department of Interior agencies who manage public lands on Assateague Island. Studies of water quality have been completed by the National Park Service and the Maryland Coastal Bays Program that provide extensive data over the last 10 years.



Preliminary Engineering Report Sanitary Sewer System Phase 1 Chincoteague, Virginia

March 2011



General

The Town of Chincoteague is an eight (8) square mile island located on the Atlantic Ocean side on the Eastern Shore of Virginia near the Maryland Border. The town is predominately a tourist community with an approximate 4,300 permanent residences but the town also supports the local Coast Guard Base and several small fisheries. The town is notably known for the annual Pony Penning of the Assateague ponies each summer. The town has only one access to the Island via the John B. Whealton Causeway (State Route 175).

The majority of the properties within the Town are currently using a conventional septic tank and leaching system to handle wastewater treatment and disposal except for eight locations (only 4 are online) that have permitted wastewater treatment facility (WWTF) that discharge into the surrounding waters. See the map contained in the "White Paper" in Appendix G for WWTF locations. The aging septic systems along with a high water table are potentially leaching contaminants into surrounding waters, and causing expensive pump and haul operations for waste disposal. Also there is evidence of contamination to the shellfish beds and fishing surrounding the island. The Virginia Department of Health (VDH) has recognized the possible threat of untreated waste contamination to the surrounding waters of Chincoteague Island and has condemned shellfish harvesting in several areas adjacent to the island. See Appendix J for VDH Condemnation documents and mapping.

As a result the Town is proposing the installation of a central sanitary sewer system to minimize further contamination and promote the improvement of the surrounding waters. The quality of the environment and particularly the waters surrounding the island is of paramount concern to the Town, as the very livelihood of the residents depends on it.

Project Planning Area

Location

The proposed project is Phase 1 of a multi-phased approach to providing a complete sanitary sewer system for the Town. Phase 1 will involve the construction of a low pressure sewer collection system with approximately 12,000 linear feet of force main along Main Street from the high school to the Waterside Inn. Also a low pressure system with approximately 7,600 linear feet of force main along Maddox Boulevard from the intersection of Main Street terminating approximately at the Chincoteague Museum, before the crossing to Assateague Island. A branch of the low pressure system will be extended down Deep Hole Road, from Maddox Blvd. to the Municipal Center with approximately 1,800 linear feet of force main. The three systems will converge and discharge into a central pump station located on the southwest corner of Smith Street and School Street. The central pump station will discharge the sewage through approximately 10 miles of 10 inch force main to be constructed along the Route 175 corridor to the proposed wastewater treatment facility (WWTF) on the mainland. Future expansion along these corridors will be limited due to the existing build out.

Chincoteague, Va.

Environmental Resources Present

Environmental resources are plentiful in the vicinity of the project. The Town is surrounded by wetlands, shellfish beds, and National Wildlife Refuge. The proposed force main alignment to the mainland follows the road along the causeway which crosses approximately 5 miles of marshy wetlands. A full environmental report will be prepared by the Town under separate cover.

Growth Area and Population Trends

The Town's current population is approximate 4,300 permanent residents, per the 2000 census (2010 census data is not yet available) with a seasonal tourist population from May to late August of approximately 15,000 per the *White Paper* dated December 2007, with a potential spike to 30,000 in July for the Independence Day holiday and 50,000 for the Pony Penning event per the "*Proposed Sewer System, Town of Chincoteague, Preliminary Engineering Study*" dated April 1988, see Appendix E for the 1988 Sewer Study and Appendix G for the White paper. The projected population estimated in the "*Town of Chincoteague Water Supply Plan*" for the year 2010 is 4,710 and the projected population for the year 2030 is 5,438. This equates to a projected permanent residential population growth of approximately 13% for the next 20 years. For details of projected future growth see the Town's "*Development and Redevelopment Potential Town of Chincoteague*" (Appendix H) and "*Town of Chincoteague Water Supply Plan*" (Appendix F).

Existing Facilities

The Town of Chincoteague existing sanitary sewage disposal method is predominantly by septic tank and leaching system except for eight locations (only 4 currently in operation) that have permitted wastewater treatment plants which discharge treated effluent directly into the surrounding waters. The aging septic systems along with a high water table are potentially leaching contaminants into surrounding waters, and causing expensive pump and haul operations for waste disposal. There currently is no central sanitary sewer collection or treatment system for the island.

Project Need

Since the Town relies on individual septic systems and private wastewater plants to treat the existing wastewater on the island, the Town has identified the need for a central sewer system for ecological and health reasons. The 1988 Sewer Study and the VDH shellfish condemnation documents have identified that due to high ground water tables and saturated soils many drain fields are ineffective making septic tanks into holding tanks where many of the residents rely on pumping and hauling the sewage off the island for a fee or are leaching into the surrounding waterways causing a potential pollution issue for the shellfish beds and fishing. See the document *1988 Sewer Study* in Appendix E. Phase 1 of the project will install a low pressure sewer system within the Main Street, Maddox Boulevard and Deep Hole Road right-of-ways to convey the flows to the main pump station on the Southwest corner of Smith Street and School Street. This will provide the backbone for connecting the rest of the town in future phases and

Chincoteague, Va.

provide a safer and cleaner environment for the town's people and the shellfish beds surrounding the island.

Alternatives Considered

A number of sewage collection and treatment alternatives were discussed in the 1988 Sewer Study by Bradbury & Drenning and the "White Paper" prepared by WWMI in 2007. The alternatives included those listed below:

WWTF on Chincoteague with direct effluent discharge into Chincoteague Bay

WWTF on Chincoteague with direct effluent discharge into Fowling Gut

WWTF on Chincoteague; pump effluent to Assateague Island; spray irrigate wetlands

WWTF on Chincoteague; island-wide beneficial reuse with both surface and subsurface disposal

WWTF on Chincoteague; pump effluent to Atlantic Ocean outfall

WWTF on Chincoteague with Island based deep well injection of effluent

Collect sewage on the island and pump to the NASA WWTF

The previous studies determined that many of these alternatives were not considered feasible and all alternatives required relatively high startup costs. See the full text of these reports in the appendices for details of the alternatives. The majority of the options presented in the 1988 Sewer Study were either to discharge to surrounding waters or to land apply the treated waters on Chincoteague or Assateague Islands. These options were not favorable solutions with respect to potential environmental impact. One of the primary goals of the Town is to provide a solution to help revitalize and protect the surrounding waters so they can be reopened up to shellfish harvesting, shellfish seed beds, and recreational fishing.

The option for using the NASA WWTF has been discussed since the 1988 Sewer Study was completed, and it was decided that it will not be allowed by the federal government, so is no longer a valid option. However, a recent opportunity to connect to a proposed WWTF at a new development on the mainland of Accomack County has presented a similar alternative for treatment of the Town's wastewater.

Selection of Alternative

The Town desires to generally follow the recommendation of the 1988 Sewer Study to install a low pressure sewer collection system on the island. The Town desires to take advantage of the opportunity for wastewater treatment to be provided by pumping the collected sewage from the island to the proposed WWTF on the mainland. This alternative was selected to provide a low impact design to the local environment without directly discharging any WWTF effluent into the waters surrounding the Island.

The selection of the alternative to pump to the mainland WWTF is also cooperative with Accomack County, to provide a possible wastewater solution to neighboring communities on the mainland by providing the needed flows to help make the mainland WWTF viable.

Chincoteague, Va.

Implementation of Phase 1 will help eliminate some of the septic systems that are suspected of leaching into the adjacent waters and will eliminate the existing and future wastewater plants that discharge treated effluent into the Chincoteague channel. This would be a step forward in the revitalization process for the shellfish and fishing areas identified by VDH Condemnation.

Proposed Project

Project Design

Phase 1 of the central sanitary sewer system will install a system consisting of grinder pump stations and low pressure force mains ranging in size from 1 1/2 inch to 8 inch PVC with a central pump station located at Smith Street and School Street. There generally will be one grinder pump station for every property on the Island. However, with the refinement of the design the number of grinder stations could be reduced by having one pump station serve multiple buildings. See Figure 1 for typical grinder pump connection detail. The grinder pump stations in this type of system typically have an electrical service provided from one of the buildings being served, but could be served by providing individual meters at each grinder station. The flow from the grinder stations will then converge and convey the collected flow via force mains to the central pump station.

The sewage conveyed to the central pump station through the low pressure force main collection system will be discharged from the island by approximately 10 miles of 10 inch force main within the Route 175 causeway to the mainland. The force main will be installed using horizontal directional drilling from Chincoteague to Marsh Island paralleling the existing water pipeline, then installed under the eastbound lane of Route 175 roadway to traverse the marshland between the Island and the mainland and would be supported under the bridges when crossing the channels. The force main will continue along Route 175 to Atlantic Road, then along Atlantic Road, finally terminating at the mainland WWTF.

The central pump station will ultimately have four pumps to handle the seasonal and non-seasonal flows from the ultimate build out of the central sewer system. For Phase 1 the pump station structure will be designed to accommodate the flows for the ultimate build out of the entire town, but will be fitted with two pumps to accommodate Phase 1 both seasonal and non-seasonal flows. The station should have capacity for two future sewer phases with modification to the pumps. The central pump station will have variable frequency drives to adjust the speed of the pumps to match the peak and non-peak flows for all seasonal scenarios. The central pump station will be a conventional wet well/dry well configuration below grade. The pump station will have an above grade structure to house all the equipment required to operate the pumps and an emergency generator. The pumps will operate in a lead/lag scenario and each pump will have the full capacity for the calculated flows for the seasonal and non-seasonal conditions.

Preliminary calculations indicate the Phase 1 seasonal flow to be approximately 342,000 gallons per day (GPD), and the non-seasonal flow to be approximately 114,000 GPD. This relates to pumping rates of 750 gpm and 250 gpm respectively. Preliminary calculations are included in Appendix B. See schematic drawings for the central pump station in Appendix A. All design will be in accordance with the DEQ Sewage Collection and Treatment (SCAT) Regulation 9 VAC 25-790.

Chincoteague, Va.

Project Cost

The total estimated cost for Phase 1 of the Chincoteague sanitary sewer system is \$24,847,985. A breakdown of the estimated costs is included in Appendix C.

Annual Operating Budget

Income

Connection Fees

As an incentive to connect to the new sewer system, it is anticipated that the connection fee will be waived or significantly reduced for those customers that connect to Phase 1 at the time of the initial offering of service. Connection fees that are collected could be used to establish a fund for costs associated with operations and maintenance. It should be noted that customers who decline to connect at the initial offering will be charged an increased fee (perhaps \$3,000 - \$4,000) if they choose to connect to the system at a later date.

The initial connection fee for residential service could be set at \$200.00 as an incentive to connect. The initial connection fee for commercial customers could be set at \$500.00 and the fee for hotels will be set based on size of the facility.

\$200 X 230 residential connections =	\$46,000.00
\$500 X 60 commercial connections =	\$30,000.00
<u>\$10,000 average X 12 hotel connections =</u>	<u>\$120,000.00</u>
Total Initial Connection Fees	\$196,000.00

Cost of Service (User Rates)

The cost of service for Phase 1 can be estimated by dividing the total annual cost of the Phase 1 sanitary sewer system by the total estimated annual flow from Phase 1, to find an average cost per gallon. The average cost per gallon can be applied to the estimated flow from an average residence to obtain the estimated charge per residence needed to pay all of the Town's costs associated with the sewer system, including debt repayment, and operations and maintenance.

Phase 1 Estimated Annual Flow

Chincoteague Phase 1, yearly flow = 341,429 GPD(90 days) +112,672 GPD(275 days) = 61,713,410 gallons

Phase 1 Debt Service Calculation

Chincoteague Phase 1 Estimated Project Cost = \$24,850,000.
\$24,850,000 financed over 40 years @3.5% = \$96,259/month or \$1,155,106/year

Chincoteague, Va.

Phase 1 Estimated O&M Cost

Phase 1 Operations and Maintenance costs have been estimated in the following section of this report, with a total estimated cost of \$182,000/year.

Total Cost of Service

Total Annual Cost = Debt Service + O&M cost = \$1,155,106 + \$182,000 = \$1,337,106/year

User charge = Total Annual Cost/Annual Flow = \$1,337,106/62,026,405 gallons = \$0.022/gallon.

Average residence assumed at 300 GPD = 109,500 gallons/year.

User charge for average residence = 109,500 gallons/yr x \$0.022/gallon = \$2,361/yr = \$197/month.
= **\$21.76/1000 gallons**

As could be expected, the initial implementation costs of the Chincoteague Sanitary Sewer System are high. Under the assumptions presented, it is estimated that the average user charge per customer in Chincoteague, in order to pay for all associated costs of the sewage collection system, would be \$192 per month. It should be noted that this includes only the fees for the Town's sewage collection system and does not include a fee for the sewage treatment, which will be charged by the owner/operator of the mainland WWTF.

The current water rates for the Town of Chincoteague provide for a minimum residential bill of \$28 per quarter, plus \$4.23/1,000 gallons over 6,000 gallons used. It is reported that the average water bill for residents is approximately \$35/month. It is anticipated that a sewer bill of approximately the same magnitude is the maximum that could be feasible. Research of sewer service rates for similarly sized towns indicates an average monthly rate between \$25 and \$30 for residential connections.

The rate of \$197/month, or \$21.76/1000 gallons, is not a feasible cost that can be borne by the existing residents of the Town, therefore assistance is needed in funding the sanitary sewer system. Funding sources and options such as grants and loans from USDA or the State Revolving Loan Fund, or additional taxes on "tourists" activities (restaurants, hotels, etc.) will need to be explored. It is estimated that the user fees collected will pay for little more than the O&M costs, requiring nearly 100% grant funding for the construction cost. Preliminary calculations indicate that a loan of approximately \$1,000,000 may be the maximum feasible loan amount. This will result in a monthly user rate of approximately \$34, or \$2.96/1000 gallons. Thus grant funding of approximately \$24,000,000 will need to be obtained.

Operations and Maintenance Costs

Salaries (include benefits)

It is anticipated that Phase 1 will necessitate the hiring of two field operations staff at an estimated salary of \$45,000.00 each with cost of benefits, etc. included, for an annual cost of \$90,000.

*Chincoteague, Va.***Management costs**

Management costs consisting of legal, accounting, auditing, office supplies, insurance, etc. are estimated to be approximately \$12,000.00 per year.

Electricity

Electricity consumption cost for the individual residential pump stations will be paid by the customer, as the electric service will be provided from the customer's electrical system after the meter.

Electricity consumption cost for the larger pump stations is estimated to be 120,000 kwh per year at an average cost of \$0.10 per kwh, for an annual cost of \$12,000.00.

Supplies

Supplies for this type of system typically consist of cleaning and deodorizing chemicals, gloves, paper towels, shop rags, grease and oil, etc. and are estimated to have an annual cost of approximately \$3,000.00.

Repairs

Repairs to pump stations and piping in the system are estimated to have an annual cost of \$53,000.

10 residential pump repairs	@ \$1,000.00	= \$10,000.
6 minor electrical repairs	@ \$500.00	= \$ 3,000.
2 excavated pipe repairs	@ \$10,000.00	= \$20,000.
1 major repairs	@ \$20,000.00	= \$20,000.
Total estimated repair cost		= \$53,000.

Equipment

It is anticipated that the hiring of a new crew will also require the purchase of a new crew truck at the estimated cost of \$40,000. The truck would be the largest equipment expense and expected to be replaced every 5 years. Along with tools, the estimated annual cost of equipment is approximately \$12,000.

The **total annual O&M cost** based on the estimates above is **\$182,000.00**.

Debt Repayments

The Town has not arranged for any financing for this project. The intent of the Town is to request full funding from USDA RUS.

Reserves

Debt service reserve will be established at one-tenth of the annual debt repayment requirement.

Short-lived asset reserve has been included in the repair costs in the O&M section.



PRELIMINARY ENGINEERING REPORT
SANITARY SEWER SYSTEM, PHASE 1
CHINCOTEAGUE, VIRGINIA

SHEET 05

CLARK-NIXON
Architects & Engineers

KEY PLAN

SCALE: 1" = 100'

SHEET 06

CLARK-NIXON
Architects & Engineers

KEY PLAN

SCALE: 1" = 100'

SHEET 07

CLARK-NIXON
Architects & Engineers



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12/17/2011
 KEY PLAN



PRELIMINARY ENGINEERING REPORT
 SANITARY SEWER SYSTEM, PHASE 1
 CHINCOTEAGUE, VIRGINIA

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12/17/2011
 KEY PLAN

