

Stafford County Utilities Commission
Wednesday, December 15, 2021 - 7:00 p.m.
George L. Gordon, Jr. Government Center
1300 Courthouse Road
Stafford, VA 22554

- I. Call to Order
- II. Roll Call
- III. Approval of Meeting Minutes
 - A. September 14, 2021 Meeting Minutes
- IV. Presentations by the Public
- V. Reports by Commission Members
- VI. Director's Report
- VII. Unfinished Business
- VIII. New Business
- IX. Adjournment

Utilities Commission Draft Meeting Minutes – September 14, 2021

- I. Call to Order – the meeting was called to order by Chairman, Mr. Kent Carson, at 7:02 p.m. in the Board Chambers of the George L. Gordon, Jr. Government Center, 1300 Courthouse Road, Stafford, Virginia.
- II. Roll Call – Four members were present (Kent Carson, Alan Glazman, Mickey Kwiatkowski (via phone), and Bill Tignor). Two members were absent (Greg Cox and Nancy Sullivan).
- III. Approval of Meeting Minutes – Mr. Glazman motioned, seconded by Mr. Tignor, to approve the minutes of the May 11, 2021 meeting. Mr. Glazman’s motion passed 4-0.
- IV. Presentations by the Public – there were no members of the public present.

Mr. Carson introduced Mr. Yashaswi Sunkara, a junior at Colonial Forge High School, and who will be attending Utilities Commission meetings as a participant in the County’s Youth Engaged in Stafford (YES) program. “Yash” thanked Mr. Carson for welcoming him and said that he was looking forward to learning more about the County’s water system and to being active in County government. He was invited to have a seat at the dais next to Mr. Chris Edwards, Utilities Director. Mr. Tignor asked if he had an opportunity to meet with staff. Yash responded that he’d spoken with Mr. Edwards and as a 7th grader in Governor’s School had toured the water treatment plants. Mr. Tignor noted that County Utilities (water/sewer) were operated by government, not by companies.

- V. Reports by Commission Members – Ms. Kwiatkowski asked Mr. Edwards if he was aware of the proposed name change of a portion of Winding Creek Road to Elmsley Lane. She said that the developer, Ryan Homes, proposed the change to go along with a new development it was working on. She said that she lived on Winding Creek Road for 26 years and wanted to know if she would have to change her address; that this came to her attention when a neighbor made a purchase from Amazon who automatically changed her street address from Winding Creek Road to Elmsley Lane. Mr. Edwards said that typically the Department of Planning and Zoning was responsible for street naming and/or street name changes. He will contact Director, Jeff Harvey, to inquire about it and report back to Ms. Kwiatkowski.

No other members of the Commission had a report to present to the group.

- VI. Director's Report – Mr. Edwards reported that Mr. George Brant, former Assistant Director with Utilities, resigned but that the position was advertised and the hiring process would begin soon.

At the Board of Supervisors (BOS) September 7, 2021 meeting, staff made the BOS aware that the moratorium on delinquent bills would end in January, 2022. This date was chosen to give residents with delinquent accounts ample time to make them current. Mr. Carson asked about the number of people this involved. Mr. Edwards responded the County distributed \$550,000 in grant and CARES Act funding to approximately 800 account holders. The August delinquency balance was \$716,706.71 on 2415 accounts.

Mr. Edwards gave an overview of items discussed and approved by the BOS at its meetings held in May, June, July, and August including a purchase order issued for work in the Ferry Farm subdivision; evaporation credits which several businesses had availed themselves of this option; a grant for renovations at the Little Falls Run Wastewater Treatment Plant; and the Fats, Oils, and Grease (FOG) program – staff is working to hire the Pre-Treatment Coordinator who will manage the FOG program.

Mr. Edwards continued his report with a Power Point presentation and Capital Projects summary for FY2021, Fourth Quarter, which included updates on the Lower Accokeek Gravity, Force Main and Pump Station; Facility and Regulatory Upgrades to the Little Falls Run Wastewater Treatment Plant; 342 Pressure Zone Upgrades (342-06); 342 Pressure Zone Upgrades to the Enon Road Elevated Water Storage Tank; 342 Pressure Zone Upgrades (342-15) from Enon Road to Centreport Parkway/Mountain View Road; the Claiborne Run Parallel Force Main – Phase 1B; the Falls Run Force Main; and the Falls Run Gravity Interceptor Sewer – Phase 2.

Mr. Edwards' next report was a summary of 3R Projects including water distribution/transmission projects (Ferry Farm Phase 1 underway, Ferry Farm Phases 2 and 3 planned to begin after January 1, 2022). Mr. Tignor commented that back in the 1980's, this was all part of a sanitary sewer district. Mr. Edwards said that this would help to resolve the approximate two to three water main breaks every month in Ferry Farm. The Thomas Jefferson Place hydrant project, and additional hydrant and valve replacements in Chatham Heights. Wastewater Collection, I and I and Rehabilitation projects including Aquia Harbour lining beginning in the fall with BOS approval; manhole rehabilitation contract, and Sweet Briar drainage basin infiltration and inflow study underway with smoke testing to begin this month; Pump Station projects including Days Inn, which is awaiting final inspection and acceptance, the Argyle Heights Pump Station work is complete, and the Aquia at the Bridge Pump Station

work is underway. The last item under the 3R projects update was in regards to the magnesium hydroxide tank replacement at the Aquia Wastewater Treatment Plant.

VII. Unfinished Business – there were no matters of Unfinished Business discussed.

VIII. New Business – there were no matters of New Business discussed.

IX. Public Hearing

Consider Amending Stafford County Code, Chapter 25, Sec. 25-1, "Definitions," Sec. 25-22, "Mandatory sewer connections, and Sec. 25-23, "Mandatory water connections," related to Mandatory Water and Sewer Connections. The Utilities Commission will consider a recommendation to the Board of Supervisors regarding proposed Ordinance O21-37, which would amend Stafford County Code requirements for mandatory water and sewer connections. The proposed amendments to County Code Sec. 25-1, "Definitions," Sec. 25-22, "Mandatory sewer connections," and Sec. 25-23, "Mandatory water connections, would require the owner of all newly constructed houses, buildings or property used for human occupancy, employment recreation, or other purposes to connect to sanitary sewer or water if public water or sewer is within 300 feet of the building drain and located within the Urban Services Area. If public water or sewer is within 300 feet of the building drain, but the house, building or property is located outside of the Urban Services Area, then the owner of the house, building or property must receive approval in accordance with Virginia Code § 15.2-2232 in order to connect to public sanitary sewer or water. If approval is not granted, the owner shall not be required nor permitted to connect the house, building or property to public sanitary water or sewer.

Mr. Edwards gave a presentation concerning a proposed ordinance amendment on Utilities Mandatory Extension involving changes to County Code Secs. 25-1, 25-22, and 25-23. He noted that there was a conflict between the County's Code sections and the County's Comprehensive Plan, which prevents connection to water and sewer outside the Urban Services Area (USA). There are three proposed changes to Chapter 25 of the County Code including Sec. 25-1 – USA definition; Sec. 25-22 – mandatory sewer connections (owner may connect with an approved Comprehensive Plan review and if the review is denied, the decision may be appealed to the BOS); and Sec. 25-23 – Mandatory Water Connections (significant infrastructure outside the USA; the owner must apply for a Comprehensive Plan review; if the review is denied, the owner must seek an appeal to the BOS; and if both are denied, the owner does not need to connect).

Mr. Tignor asked if this would affect existing structures. Mr. Edwards replied, “Not really,” but would provide a connection option rather than having to drill a new well should that become necessary; they would have to apply for a Comprehensive Plan review and get Planning Commission approval for the connection. Mr. Tignor said that he has County water but a septic/drainfield that has worked well with maintenance for 33 years. He asked if these requirements would potentially affect financing on newly purchased properties. Mr. Edwards said that he did not believe that it would not. Rather this just give the opportunity to property owners should they chose to connect to water/sewer. Mr. Tignor asked if 300’ is standard and Mr. Edwards replied that it was the industry standard and used by surrounding localities to Stafford County.

Mr. Carson opened the public hearing. With no one present to address the Commission, Mr. Carson closed the public hearing.

Mr. Tignor motioned, seconded by Mr. Glazman, and the item was recommended for approval and referral to the BOS by a vote of 4 – 0.

- X. Adjournment – Mr. Carson thanked the YES student, Yash Sunkara for attending the meeting and said the Commission looked forward to his presence and input at future meetings.

The meeting adjourned at 7:38 p.m.

Director's Report

September, October, November, 2021

As 2021 comes to an end, staff and I would like to thank members of the Utilities Commission for your participation and hard work that contributed to a very successful year. While things started off a bit rocky with WebEx meetings and such, I feel as though we ended 2021 on a strong note. Over the past six months, you recommended two ordinance revisions and the Fats, Oils, and Grease (FOG) policy to the Board of Supervisors, each of which was approved by the Board with its thanks and compliments reaffirming good policy decisions made by the Commission.

I am sorry to have to miss the last Utilities Commission meeting of the year. Please accept this year's Stafford County holiday ornament as a small token of our appreciation for your support of the Utilities Department in 2021. I am looking forward to another successful year in 2022 and wish you and your families a very happy holiday season. Chris Edwards

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The following items were approved by the Board of Supervisors (BOS) at its meetings on September 21<sup>st</sup>, October 5<sup>th</sup>, October 19<sup>th</sup>, and November 16<sup>th</sup>, and for Board consideration at its meeting on December 14, 2021.

**September 21, 2021** – Authorize the County Administrator to Execute a Contract for the Purchase of a Hydro-Excavator Machine **Approved**

**October 5, 2021** – Authorize the County Administrator to Execute a Task Order with Sagres Construction for the Wayne Street Water Connector Improvement Project; **Approved**

Authorize the County Administrator to Approve Expenditures for Pump and Haul Services **Approved**

**October 19, 2021** – Authorize the County Administrator to Execute a Contract with Patterson Construction Company for Pump Station Rehabilitation and Site Work at the Sweetbriar Woods Pump Station **Approved**

Authorize the County Administrator to Execute a Task Order for Marshall Place Waterline Improvements **Approved**

Authorize the County Administrator to Execute a Contract for Grounds Maintenance **Approved**

Authorize the County Administrator to Advertise a Public Hearing to Consider Amending County Code re. Mandatory Water and Sewer Connections **Approved**

**November 16, 2021** – Authorize the County Administrator to Execute a Contract Amendment for Design Engineering and Support Services for the 342-06 Transmission Upgrade Project and to Appropriate Funds **Approved**

Authorize the County Administrator to Execute a Contract Amendment for Design Engineering to Include Permit Changes and Alignment Revisions on the Falls Run Interceptor Phase 2 Project **Approved**

Authorize the County Administrator to Execute a Contract Amendment for Additional Design Engineering and Support Services for the Clean Water Revolving Loan Fund Application and Appropriate Funds **Approved**

Authorize the County Administrator to Approve Expenditures with E-Merge Systems for the SCADA System Upgrade **Approved**

Authorize the County Administrator to Approve Expenditures with Wood Equipment Service Company for the Purchase of Pumps **Approved**

Consider Amending Stafford County Code Sec. 25-1, "Definitions," Sec. 25-22, "Mandatory Sewer Connections," and Sec. 25-23, "Mandatory Water Connections," related to Mandatory Water and Sewer Connections **Approved**

**December 14, 2021** – A Resolution Authorizing the County Administrator to Execute a Contract Amendment for Design Engineering Services for the Smith Lake Phase 2 Facility Upgrades

A Resolution Authorizing the Appropriation of \$150,000 in the Utilities CIP to Fund the Application Development for National Park Service Permissions for the 24" Falls Run Sewage Force Main

A Resolution to Authorize the County Administrator to Execute a Contract for Construction of the Enon Tank, a 2 Million Gallon Elevated Water Storage Tank

A Resolution Authorizing the County Administrator to Approve a Task Order with Sagres Construction for Mercer Lane to Wakefield Avenue Waterline Improvements

A Resolution to Budget and Appropriate Funds and Authorize the County Administrator to Execute a Work Order with TMG Construction Corporation for the Caustic Tank Replacement at the Smith Lake Water Treatment Plant

A Resolution to Authorize the County Administrator to Execute a Contract with WGK Construction, LLC for the Installation of a Second Centrifuge and Second Sludge Thickener at the Lake Mooney Water Treatment Plant, and Appropriate Funds

A Resolution to Authorize the County Administrator to Execute a Sole Source Task Order Contract with Ramboll, for Continuation of On-Call Modeling Services to Assist in Reviewing the Impacts of Proposed Developments and in Planning for Capital Improvements in the Water and Sewer Systems

**Customer Service Update – November 2021**

|                                       |              |
|---------------------------------------|--------------|
| Total Water Accounts                  | 39,588       |
| Meters Read                           | 36,499       |
| Total Sewer Accounts                  | 36,058       |
| Customer Service Calls In/Outbound    | 2,231        |
| Walk-in Customers                     | 283          |
| E-mails                               | 678          |
| Live Chats                            | 46           |
| 60-Day Extensions due to COVID-19     | 0            |
| Payment Plans due to COVID-19         | 3            |
|                                       |              |
| Total Delinquent Accounts (+ 31 Days) | 5,009        |
| Final Delinquent Accounts Total Owed  | \$789,457.20 |

**COVID-19 Municipal Utility Relief Program (1<sup>st</sup> Round)**

On December 7, 2020, Stafford County received notification that it was awarded \$428,924 in CARES Act funds to help all eligible utilities customers with unpaid water and sewer bills. This funding is provided under CFDA21.019-8616. Assistance is available only for bills dated March 1, 2020 through December 30, 2020 and may not be used for past due amounts prior to or after this time period. The grant covers delinquent water and sewer charges but cannot be used to cover late fees or penalties. However, staff is looking for other potential funding sources to assist customers with these fees and penalties. On December 16, 2020, customers were able to submit application on-line or fill out an application in-person or over the phone. A direct mail was sent out to all delinquent customers notifying them of the program and a press release was sent out on December 16, 2020. In addition, there were notifications through social media and a webpage was created with more detailed information about the program including a dedicated e-mail for customers to ask questions or submit applications. The Department of Public Works also coordinated with the Department of Economic Development and Tourism to reach out to all non-residential customers.



| <b>First Round</b> Count     |                     | Residential         | Percent Residential |
|------------------------------|---------------------|---------------------|---------------------|
| 30+ Days Eligible            | 123                 | 112                 | 91%                 |
| 60+ Days Eligible            | 830                 | 786                 | 95%                 |
| Eligibility to be Determined | 1                   |                     |                     |
| Not Eligible                 | 51                  |                     |                     |
| <b>TOTAL</b>                 | <b>1005</b>         |                     |                     |
|                              |                     |                     |                     |
| Value of Eligible            | *COVID Eligible     | * Total             | Fees & Penalties    |
| 30+ Applications Received    | \$7,324.56          | \$17,149.86         | \$9,825.30          |
| 60+ Applications Received    | \$406,437.46        | \$520,378.21        | \$113,940.75        |
| <b>TOTAL</b>                 | <b>\$413,762.02</b> | <b>\$537,528.07</b> | <b>\$123,766.05</b> |
|                              |                     |                     |                     |
| Grant                        | \$428,924.20        |                     |                     |
| Applications                 | (\$413,762.02)      |                     |                     |
| Staff OT                     |                     | Estimate            | (\$346.59)          |
| Expenses                     |                     | Stafford Printing   | (\$4,696.25)        |
| <b>Remaining Grant</b>       | <b>\$15,162.18</b>  | <b>3.5%</b>         |                     |

**COVID-19 Municipal Utility Relief Program (2<sup>nd</sup> Round)**

On April 22, 2021, staff received notice of a second-round award letter for the COVID-19 Municipal Utility Relief Program. The amount of Stafford County's award is \$69,970.95, which was based on the County's response to the Virginia Department of Housing and Community Development's Municipal Utility Relief Program Status Survey and in accordance with the Appropriation Act.

| <b>Second Round</b> Count        |                    | Residential        | Percent Residential |
|----------------------------------|--------------------|--------------------|---------------------|
| 30+ Days Eligible                | 10                 | 2                  | 20%                 |
| 60+ Days Eligible                | 137                | 123                | 90%                 |
| Eligibility to be Determined     | 1                  |                    |                     |
| Not Eligible                     | 2                  |                    |                     |
| <b>TOTAL</b>                     | <b>150</b>         | <b>125</b>         |                     |
|                                  |                    |                    | Percent Residential |
| Value of Eligible/COVID Eligible |                    |                    |                     |
| 30+ Applications Received        | 822.43             | 170.19             | 21%                 |
| 60+ Applications Received        | \$84,310.70        | \$76,866.98        | 91%                 |
| <b>TOTAL</b>                     | <b>\$85,133.13</b> | <b>\$77,037.17</b> |                     |
|                                  |                    |                    |                     |
| Grant                            | \$69,970.95        |                    | \$498,895.15        |
| Round 1 Balance                  | \$15,152.18        |                    |                     |
| Applications                     | (\$85,133.13)      |                    |                     |
| Staff OT                         |                    |                    |                     |

|                        |                 |             |  |
|------------------------|-----------------|-------------|--|
| Expenses               |                 |             |  |
| <b>Remaining Grant</b> | <b>(\$0.00)</b> | <b>0.0%</b> |  |

**Capital Construction Update – October/November 2021**

- Claiborne Run Force Main, Phase 1B - Design is 100% complete. Easement acquisition is 99% complete. Environmental permits have been acquired. A section of force main has been added to provide bypass of existing main on Cool Springs Road. Anticipate bidding in and Dec 2021 and construction starting in early 2022.
- Falls Run Force Main - design is 20% complete. Meeting was held with Park Service (NPS), VDOT, County. County has directed its Engineer to proceed to 50% design per comments from VDOT and NPS requesting more information.
- Falls Run Gravity Interceptor Phase 2 - design is 100% complete; surveying and geotechnical are completed and right-of-way acquisition is 25% complete and ongoing; environmental permitting submitted.
- Lower Accokeek Gravity Sewer, Force Main and Pump Station - construction phase is 100% complete. All sewer and force main have been installed and final testing is underway. Pump station startup testing is complete. Weather issues have caused time extensions to the project on both contracts. Punchlist items are approx. 75% complete.
- Little Falls Run Wastewater Treatment Plant Facility Upgrades – 90% plans and specifications have been reviewed by the County and comments have been provided to the Engineer. Grant funding through Water Quality Improvement Fund is being applied for to help supplement the project construction costs. Preliminary approval of grant funding has been received.
- 342 Pressure Zone Upgrades (342-06). Design is 100% complete. Easement acquisition is approx. 60% complete. Wetland permit and VDH construction permits have been acquired. Anticipate bidding in March 2022. Construction starting mid-2022.
- 342 Pressure Zone Upgrades (342-15) – Starting a preliminary engineering study to determine the best alignment for the waterline. Expecting completion in December with design to follow in early 2022.
- Enon Rd Elevated Water Storage Tank - Design is 100% and construction bids have been received. Construction contract will be on the January 18 Board agenda for approval. VDH permit has been acquired. The project is scheduled to coincide with the completion of the 342-06 pressure zone upgrade. Construction to start early 2022.
- Lake Mooney WTP Centrifuge and Sludge Thickener - Design is at 100% and construction bids have been received. The construction contract will be on the Dec 14 Board agenda for approval. Construction to start early 2022.

**Operations Update – November 2021** – The remaining numbers will be available at your meeting on December 15, 2021.

|                                |         |
|--------------------------------|---------|
| Finished Water Treated (MGD)   | 291.916 |
| Wastewater Treated (MGD)       | 246.030 |
| Water Main and Service Repairs |         |
| Sewer Backups                  |         |
| After Hour Calls               |         |
| Permit Violations              |         |

**3R Projects – October/November 2021**

- Ferry Farm Water Main Replacement Project: This project will have multiple phases and take 2-3 years to complete.
  - Phase 1 – Water main install complete – service connections and restoration complete and final paving will commence spring 2022.
  - Phases 2 - Water main install complete – service connections and restoration and final paving with commence spring 2022.
  - Phase 3 – Construction Complete– service connections currently being installed.
  - Phase 4 – Design underway.
  - Phase 5 -Construction beginning on Marshall Place -Wakefield portion to begin early 2022.
  - Phase 6 – Design underway.
  - Field operations will continue to provide support and construction services throughout the project.
- Manhole rehabilitation resumed in various parts of the county this month. More rehab efforts will continue through the winter.
- Hydrant replacements in Baron park. Next batch will be in Chatham heights.
- Final design is underway for the aerial crossing at the end of Peyton Drive.
- Water main installation in Chatham Manor is complete, design efforts underway on the next segment.
- Sewer inflow and infiltration (I & I) investigations are ongoing.
- Aquia Harbor sewer lining has begun. Sewer cleaning and measurement complete. Sewer Lining underway. Estimated construction value 960K.
- Aquia Harbor PS scheduled this spring – material shortages delayed contract.
- Aquia Wastewater Treatment Plant – Scoping complete on chemical feed rehabilitation project – working with finance to establish funding mechanism.
- Scoping has begun for Stafford Lakes pump station rehabilitation project.