

**Board of Supervisors**

Meg Bohmke, Chairman  
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Jack R. Cavalier  
Thomas C. Coen  
L. Mark Dudenhefer  
Wendy E. Maurer  
Cindy C. Shelton

Thomas C. Foley  
County Administrator

## Infrastructure Committee Meeting AGENDA

October 2, 2018 – 1:30 pm  
Conference Room A/B/C, Second Floor

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**Committee Members:** Chairman Mark Dudenhefer, Meg Bohmke and Jack Cavalier

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Agenda Item	
1.	Virginia Telecommunications Initiative Grant Overview
2.	Comprehensive Road Evaluation Update
3.	Discuss proposed amendments to the Water and Sewer Extension Policy
4.	Discuss Onville Road Sidewalk Project
	Next IC meeting is scheduled for November 7, 2018

InfraAgenda/09.04.2018



### **Current Situation**

- In rural parts of the County citizens and businesses have limited or no access to broadband services
- Governor Northam and the State Legislature approved \$4 million for this year's Virginia Telecommunications Initiative (VATI) grants administered through the Virginia Department of Housing and Community Development (DHCD) for broadband deployment to unserved and underserved areas throughout Virginia
- The VATI grants require communities to partner with a private telecommunications provider for "shovel ready" projects. The County is in the process of issuing an RFI to solicit interest from telecommunications providers.
- Grant guidelines for this year's grant process have yet to be published, but staff wishes to inform the Committee given the time-sensitive nature of the grant process.

### **Proposed End State**

- The County would partner with telecommunications providers to apply for VATI grant(s) for shovel ready projects to provide broadband service to unserved and underserved areas.

### **Questions to consider forr the CEDC Committee/Board of Supervisors**

- Does the Committee have any concerns with the County applying for VATI grants?
- The Telecommunications Commission has identified Marlborough Point, Wide Water and the Hartwood Area as target areas for this year's grant request pending RFI responses from telecommunications providers with shovel ready projects. Is the Committee supportive of these areas?

### **Benefits to the County**

- If successful, the County could receive VATI grant(s) to provide broadband to unserved and underserved residents and businesses
- Schools would also benefit increasing the number of students with access to broadband
- VATI grants could foster economic development in areas where high-speed broadband is not available.

# Comprehensive Road Evaluation

- At the March 20<sup>th</sup> Board meeting, staff was requested to conduct a comprehensive evaluation of County roads in an effort to identify and prioritize road improvement projects
- Subsequently, it was decided to limit the study to roads with Average Annual Daily Traffic (AADT) counts  $\geq$  1,000 vehicles per day (VPD), thereby focusing efforts on roads with the greatest impact to Stafford drivers
- Ninety-four roads met this criteria which, when broken down further into sections for more effective analysis, resulted in the study of 114 roads and road segments. These segments were listed on a spreadsheet so that a variety of data could be entered and scored to allow priority ranking
- 2016 and 2017 VDOT traffic count data was then entered, supplemented by targeted traffic counts collected by County staff, along with three years of accident/injury/fatality data from VDOT, and other crash data provided by the Sheriff's office
- Each road segment was then investigated visually or by Google Maps to identify whether it had centerlines, edge lines, and/or shoulders, curb and gutter, sidewalks, etc. to determine road width and clear zone conditions
- Each road was evaluated for the potential for increased future traffic volume to recognize those roads with the greater potential for degradation over time. Roads with unusual traffic considerations and documented road concerns from motorists were noted as well
- Prior to scoring, the road list was segregated on the basis of traffic volume due to the likelihood that upgrades to higher volume roads would require more extensive improvements such as lane and signal additions, major road reconstruction, etc. This segregation would allow roads competing for similar funding sources to be ranked against each other
- Scoring methodology resulted in the ranking shown in the attached evaluation sheets, with higher scores for roads evaluated as less safe

- The scoring methodology used in the analysis is summarized below
  - **Vehicle Use:** The AADT was adjusted to vehicles per day per lane to assess the congestion factor of each road, with more congested roads receiving higher scores

<u>VPD/Lane</u>	<u>Score</u>
$\geq 10,000$	<b>500</b>
$\geq 7,500 < 10,000$	<b>400</b>
$\geq 5,000 < 7,500$	<b>300</b>
$\geq 2,000 < 5,000$	<b>200</b>
$\leq 2,000$	<b>100</b>

- **Road Structural Characteristics:** road construction characteristics were scored, with narrower roads receiving a higher score

<u>Road Character Description</u>	<u>Score</u>
No centerline, edge lines or shoulders	<b>300</b>
Centerline with no edge lines or shoulders	<b>200</b>
Centerline and edge lines, but no shoulders	<b>100</b>
Has centerline, edge lines and shoulders	<b>0</b>

- **Safety Record:** 3-year crash, injury and fatality rates were entered for each road and road segment, where listed separately. These rates were compared against statewide averages and scores assigned as noted below

<u>Crash Rates Relative to State Average (=126)</u>	<u>Score</u>
$\geq$ State Average	<b>300</b>
$\geq .6X < 1X$ State Average	<b>200</b>
$\geq .4X < .6X$ State Average	<b>100</b>
$< .4X$	<b>0</b>

<u>Injury Rates Relative to State Average (=67)</u>	<u>Score</u>
$\geq 3X$ State Average	<b>500</b>
$\geq 1X < 3X$ State Average	<b>300</b>
$\geq .5X < 1X$ State Average	<b>100</b>
$< .5X$ State Average	<b>0</b>

<u>Fatality Rates Relative to State Average (=1.11)</u>	<u>Score</u>
$\geq$ State Average	<b>300</b>
$\geq .5X < 1X$ State Average	<b>100</b>
$< .5X$ State Average	<b>0</b>

- **Potential for Growth**: categorizes roads on the basis of their use for accessing the major transportation corridors (Route 1 & I-95), location in areas experiencing greater growth and/or cut through pressures

<u>Characteristics</u>	<u>Score</u>
Major east-west route providing access to Route 1 and I-95 from eastern or western Stafford County, or parallel road to Route 1 and I-95 serving as an alternative for motorists to these roads	<b>300</b>
Major secondary route within an area of the County experiencing significant growth pressures; will serve a planned future infrastructure improvement (e.g. park, school); or a road with a demonstrated use for cut through traffic	<b>200</b>
Road with expected increase in traffic typical of a developing locality	<b>100</b>

- **Reported Road Concerns**: acknowledges reports from motorists pertaining to problems related to safety and congestion of a road. Not included are routine maintenance concerns (e.g. potholes, low shoulders, etc.). No score has been assigned to this category, although it is expected that further consideration may be warranted as the study progresses.
- **Special Traffic Conditions**: recognizes that certain traffic patterns exist that impact road performance and safety. Examples of this would be a higher percentage of truck and trailer traffic, abnormally high peak traffic periods, and a higher percentage of youth drivers. No score has been assigned to this category, although it is expected that further consideration may be warranted as the study progresses.

- **Recommended Next Steps**

- Incorporate input from Board members
- Pare down the number of projects from each list for more in-depth study. This will result in the removal of projects where improvements are already underway or recently completed
- For those roads remaining, conduct a more detailed analysis to identify the nature of the problems and recommend corrective measures. This effort includes analysis of crash data.
- Prepare cost estimates and identify funding opportunities
- Establish draft project priority list for additional Board input

COMPREHENSIVE ROAD EVALUATION MATRIX - Roads Over 1,700 VPD/Lane																											
No#	Road Segment	Route Number	Number of Lanes	Facility Type	Roadway Characteristics		Vehicle Use (weighting)					Safety (weighting)										Implementation (weighting)					
					Description	Score	Imprvmt-c mplhd,plnd, undrwy	AADT (Low)	AADT (High)	VPD/Lane	Score	Potential For Growth	3-yr Crash Rate	Score	3-yr Injury Rate	Score	3-yr Fatality Rate	Score	Reported Road Concerns	Special Traffic Conditions	Safety Study	Subtotal Score	Funding Options	Estimated Cost per Mile	Complicating Factors	Score	Total Score
1	BUTLER RD Falmouth Int to Castle Rock	218	2	Minor Collector	CL, EL and small shoulders, curb and gutter and sidewalks closer to Falmouth Int.	100	No	24153	24153	12077	500	300	249	300	104	300	6.4	300				1800					
	ONVILLE RD	641	2	Minor collector	CL, EL and no to small shoulders	100	No	9400	9400	4700	200	300	293	300	81	500	8	300	Yes			1700					
	RAMOTH CHURCH RD	628	2	Major local	CL, no EL and no shoulders	200	No	4000	4200	2100	200	300	245	300	154	300	6	300				1600					
4	BUTLER RD Castle Rock to Deacon Rd	218	4	Major Collector	CL is a physical median, no EL (curb and gutter instead), no shoulders but sidewalks on both sides of the road	0	No	17000	19000	4750	200	300	249	300	104	500	6.4	300				1600					
5	MORTON RD	624	2	Minor collector, major local	CL, no EL (except 500' beyond its intersection with Primmer House Road) and no shoulders	200	No	9600	9600	4800	200	300	276	300	251	500	0	0				1500					
6	LAYHILL RD	624	2	Major local	CL, EL and small shoulders	100	No	9600	9600	4800	200	300	324	300	172	500	0	0				1400					
7	GARRISONVILLE RD Joshua to Lk Arrowhead	610	2	Minor Collector	CL, EL and small shoulders	100	No	10000	10000	5000	300	100	227	300	73	300	1.51	300				1400					
8	BEREA CHURCH RD	654	2	Major local	CL, EL and no shoulders - EL ends approximately 700' from intersection w/ Berea Church Road	200	Yes	3400	3400	1700	100	300	359	300	215	500	0	0	Yes			1400					
9	SHELTON SHOP RD	648	2	Minor collector	CL, EL and small shoulders	100	No	11643	15328	7664	400	300	242	300	116	300	0	0		Yes		1400					
10	GARRISONVILLE RD I-95 to Travis Lane	610	6	Minor Arterial	CL is a physical median, No EL (curb and gutter instead), no shoulders but sidewalks on both sides of the road	0	No	72000	72000	12000	500	300	91	200	10	0	1.9	300				1300					
11	GARRISONVILLE RD Lk Arrowhead to Fauquier	610	2	Minor Collector	CL, EL and small shoulders	100	No	5900	5900	2950	200	100	227	300	73	300	1.51	300				1300					
12	HARTWOOD CHURCH RD	705	2	N/A	CL, EL on eastern side of Hartwood Road, no shoulders	200	No	650	3800	1900	100	200	290	300	435	500	0	0				1300					
13	GARRISONVILLE RD Kingsland Ln to Shelton Shop	610	4	Major Collector	CL is a physical median or a continuous left turn lane, EL, wide shoulders	0	No	33000	33000	8250	400	300	91	200	10	0	1.9	300		Yes		1200					
14	COURTHOUSE RD (West) Winding Cr to Shelton Shop	630	2	Minor Collector	CL, EL and small to no shoulders	100	no	5700	5700	2850	200	300	273	300	128	300	0	0				1200					
15	JOSHUA RD	643	2	Major local	CL, EL and small shoulders - EL ends @ approximately 300' beyond intersection w/ Cherry Hill Drive	200	No	2800	4900	2450	200	200	227	300	69	300	0	0				1200					
16	ANDREW CHAPEL RD	629	2	Major local	CL, no EL and no shoulders	200	No	4500	4500	2250	200	200	254	300	115	300	0	0				1200					
17	DOC STONE RD	659	2	Major local	CL, EL and small shoulders and curb and gutter in some areas - No CL, no EL and no shoulders after roundabout heading towards Smith Lake Park	300	No	810	5100	2550	200	100	347	300	116	300	0	0				1200					
18	POPLAR RD Rt 17 to Kellogg Mill	616	2	Major local	CL, EL and small shoulders - EL ends @ approximately 100' before intersection w/ Cedar Crest Lane	200	Yes*	5000	5000	2500	200	200	263	300	123	300	0	0	Yes			1200					
19	PRIMMER HOUSE RD	624	2	Minor collector, major local	CL w/ curb and gutter, no shoulders and sidewalks on both sides of the road	0	No	9600	9600	4800	200	300	102	200	68	500	0	0				1200					
20	MINE RD	684	4	Major and minor collector	CL is mostly a physical median, no EL, no shoulders, curb and gutter and mostly with sidewalks on both sides of the road	0	No	10000	16000	4000	200	300	158	300	59	100	3.67	300				1200					
21	GARRISONVILLE RD Travis Ln to Kingsland Dr	610	6	Major Collector	CL is a physical median or a continuous left turn lane, EL except where there is curb and gutter, wide shoulders and sidewalks in some areas	0	Yes	38000	38000	6333	300	300	91	200	10	0	1.9	300				1100					
22	ENON RD Rt.1 to Stafford Indians Ln	753	2	Major Local	CL, EL and small shoulders	100	No	10762	10762	5381	300	300	147	300	62	100	0	0		Yes		1100					
23	WHITE OAK RD Baron Pk to K.G County	218	2	Minor Collector	CL, EL and small shoulders	100	No	5100	10192	5096	300	100	151	300	71	300	0	0				1100					
24	FERRY RD	606	2	Minor collector	CL, EL and small shoulders w/ curb and gutter in some areas	100	No	4700	10000	5000	300	100	164	300	96	300	0	0				1100					
25	TELEGRAPH RD	637	2	Minor collector, major local	CL, EL and small shoulders	100	No	1300	4400	2200	200	200	424	300	145	300	0	0		Yes		1100					
26	EUSTACE RD	751	2	Major local	CL, EL and small shoulders	100	No	5800	5800	2900	200	200	244	300	76	300	0	0				1100					
27	HOPE RD	687	2	Minor collector, major local	CL, EL and no shoulders - EL ends @ intersection w/ Stafford Avenue	200	No	970	4900	2450	200	100	171	300	75	300	0	0	Yes	Yes		1100					
28	LEELAND Deacon Rd to Morton rd	626		Major Local	CL, no EL (except from Colemans Mill Drive to Deacon Road), small to no shoulders (bike lane 600' long from Deacon Road), sidewalks where Leeland Station subdivision is located	200	Yes	10000	10000	5000	300	200	65	200	47	100	0	0				1000					
29	ENON RD Staff Ind Ln to Truslow Rd	753	2	Major local	CL, EL and small shoulders	100	No	8592	8592	4296	200	300	147	300	62	100	0	0		Yes		1000					
30	GARRISONVILLE RD Shelton Shop to Joshua	610	4	Major Collector	CL is a physical median, No EL (curb and gutter instead), wide shoulders, sidewalks in some areas	0	No	16000	16000	4000	200	300	91	200	10	0	1.9	300				1000					
31	MOUNTAIN VIEW RD Centreport to Shelton Shop	627	2		CL, no EL (except at major intersections) and no shoulders	200	No	48	7000	3500	200	300	125	200	42	100	0	0	Yes	Yes		1000					
32	WINDING CREEK RD Courthouse Rd to Flatford	628	2	Major local	CL, no EL and no shoulders	200	No	4434	4434	2217	200	200	281	300	66	100	0	0		Yes		1000					
33	PLANTATION DR	1706	3	Major and minor collector	3 lanes thruout; CL, EL and small shoulders w/ curb and gutter in some areas and sidewalks on both sides on the road	0	No	7500	12000	4000	200	200	158	300	101	300	0	0				1000					
34	WHITE OAK RD Butler Rd to Baron Pk Rd	218	4	Major Collector	CL is a physical median, EL and wide shoulders	0	No	15977	15977	3994	200	200	151	300	71	300	0	0				1000					
35	WINDING CREEK RD Flatford to Shelton Shop	628	2	Major local	CL, no EL and no shoulders	200	No	3583	3583	1792	100	200	281	300	66	200	0	0				1000					
36	POPLAR RD Kellogg Mill to Hartwood Rd	616	2	Major local	CL, no EL and no shoulders	200	No	1700	3500	1750	100	100	215	300	73	300	0	0				1000					
37	BARRETT HEIGHTS RD	642	2	Major local	CL, no EL and no shoulders and curb and gutter in some areas	100	No	3900	3900	1950	100	200	253	300	112	300	0	0	Yes			1000					
38	HARRELL RD	623	2	Major local	CL, EL and no to small shoulders	100	No	3800	3800	1900	100	200	90	200	30	0	30	300				900					
39	COURTHOUSE RD (EAST) S.R. 1557 to Andrew Chapel	630	2	Major local	CL, EL and small shoulders	100	No	5700	5700	2850	200	200	176	300	53	100	0	0		Yes		900					
40	SALISBURY DR	810	4	Minor collector	CL, no EL and no shoulders, curb and gutter as well as sidewalks on both sides of the road	0	No	16000	16000	4000	200	100	356	300	102	300	0	0				900					
41	HAMPTON PARK RD	751	2	N/A	Neighborhood Road, CL, EL in some areas and no shoulders	100	No	6100	6100	3050	200	200	143	300	49	100	0	0				900					
42	FLATFORD RD	709	2	Major local	CL, no EL and no shoulders	200	No	5100	5100	2550	200	100	89	200	45	100	0	0				800					
43	ESKIMO HILL RD Route 1 to Potomac Run	628	2		CL, no EL and no shoulders	200	No	3457	3457	1729	100	300	90	200	26	0	0	0		Yes		800					
44	COURTHOUSE RD (EAST) I-95 to S.R. 1557	630	4	Major collector	CL, EL, no to small shoulders w/ curb and gutter as well as sidewalks on both sides of the road	0	No	7600	7600	1900	100	300	176	300	53	100	0	0				800					
45																											

COMPREHENSIVE ROAD EVALUATION MATRIX																												Roads Under 1,700 VPD/Lane									
No#	Road Segment	Route Number	Number of Lanes	Facility Type	Roadway Characteristics		Vehicle Use (weighting)					Safety (weighting)										Implementation (weighting)				Total Score											
					Description	Score	Imprmnt: C mptld, phd, undrwy	AADT (Low)	AADT (High)	VPD/Lane	Score	Potential For Growth	3-yr Crash Rate	Score	3-yr Injury Rate	Score	3-yr Fatality Rate	Score	Reported Road Concerns	Special Traffic Conditions	Safety Study	Score	Funding Options	Estimated Cost per Mile	Complicating Factors		Score										
1	95a BRENT POINT RD Quarry Rd to Arkendale Rd	658	2	Minor Local	No CL, no EL, no shoulders, unpaved from approximately 1400 ft west of Quarry Road to Arkendale Road	300	Yes	110	110	55	100			494	300	988	500	0	0				1200														
2	70 WOODSTOCK LN	639	2	N/A	No CL, No EL and no shoulders	300	Yes*	1800	1800	900	100			1116	300	279	500	0	0		Yes		1200														
3	85 TACKETTS MILL RD	646	2	Major local	CL, no EL and no shoulders	200	No	1200	1400	700	100			691	300	276	500	0	0				1100														
4	60 HEFUN RD	612	2	Major local	CL, no EL and no shoulders	200	No	600	2200	1100	100			260	300	260	500	0	0				1100														
5	66 TACKETTS MILL RD	612	2	Major local	CL, no EL and no shoulders	200	No	1700	2000	1000	100			430	300	201	500	0	0				1100														
6	57 FALLS RUN DR	618	2	Minor collector	CL, no EL and no shoulders	200	No	2400	2400	1200	100			884	300	221	500	0	0				1100														
7	13b LEELAND RD Morton Rd to End St Maintenance	625		Minor Collector	No CL or EL; no shoulders	300	No	1700	1700	850	100			199	300	100	300	0	0				1000														
8	91 SPOTTED TAVERN RD	614	2	Major local	CL, no EL, no shoulders, CL does not exist around Alcotts Run and road narrows	300	No	1100	1100	550	100			144	300	108	300	0	0	Yes			1000														
9	95b BRENT POINT RD Arkendale Rd to End	658	2	Minor Local	No CL, no EL, no shoulders	300	No	530	530	265	100			326	300	162	300	0	0	Yes			1000														
10	47a BROOKE RD New Hope to Eskimo Hill	608	2	Major local	CL, no EL and no shoulders	200	Yes*	1700	3300	1650	100			267	300	123	300	0	0				900														
11	43 LICHFIELD BLVD	700	3	Minor collector	CL, EL and small shoulders and curb and gutter in some areas	0	No	3700	3700	1233	100			664	300	351	500	0	0				900														
12	59 MCWHIRT LOOP	700	2	Major and minor collector	CL, EL and small shoulders w/ commercial and industrial businesses on both sides	0	No	2300	2300	1150	100			639	300	426	500	0	0				900														
13	63 STEFANIGA RD	648	2	Major local	CL, no EL and no shoulders	200	No	2100	2100	1050	100			224	300	124	300	0	0				900														
14	49b TRUSLOW RD Cambridge to Berea Church	652	2	Minor Collector	CL, EL and small shoulders - EL ends at I-95 bridge crossing - curb and gutter between Enon and Berea Church and along other locations closer to Cambridge	200	Yes*	2100	2100	1050	100			224	300	107	300	0	0				900														
15	64 LITTLE WHIM RD	669	2	Major local	Neighborhood road w/ CL, No EL and no shoulders - CL ends @ 130' beyond intersection with Rogers Street	200	No	2100	2100	1050	100			147	300	111	300	0	0				900														
16	74 HOLLY CORNER RD	655	2	Major local	CL, no EL and no shoulders	200	No	860	1700	850	100			233	300	89	300	0	0	Yes			900														
17	83 POTOMAC RUN RD	626	2	Major local	CL, no EL and no shoulders	200	No	1500	1500	750	100			158	300	132	300	0	0				900														
18	68 ROCK HILL CHURCH RD	644	2	Minor collector	CL, no EL and no shoulders	200	No	1900	1900	950	100			286	300	72	300	0	0		Yes		900														
19	90 WEST CAMBRIDGE ST	607	2	Major local	CL, EL, shoulders w/ commercial businesses on both sides	0	No	1100	1100	550	100			510	300	255	500	0	0				900														
20	87 CROPP RD	615	2	Major local	CL, no EL and no shoulders	200	No	710	1200	600	100			387	300	97	300	0	0				900														
21	45 KELLOGG MILL RD	651	2	Major local	CL, no EL and no shoulders - CL ends @ north of intersection w/ Ramoth Church Road	100	No	3100	3400	1700	100			274	300	110	300	0	0	Yes			800														
22	44 HARTWOOD RD	612	2	Minor collector, major local	CL, EL and small shoulders - EL ends at Jesse Curtis Lane (Curtis Park entrance)	100	No	1400	3400	1700	100			199	300	108	300	0	0				800														
23	49a TRUSLOW RD Berea Church to Poplar	652	2	Major Local	CL, EL and small shoulders	100	Yes*	3100	3100	1550	100			347	300	139	300	0	0				800														
24	56 SANFORD DR	670	2	Major local	CL, EL and small shoulders	100	No	2500	2500	1250	100			283	300	71	300	0	0				800														
25	92 RICHARDS FERRY RD	752	2	Major local	CL, no EL, no shoulders, CL ends near intersection w/ Jack Ellington Road and road narrows	300	No	830	1000	500	100			135	300	34	100	0	0	Yes			800														
26	53 BELLS HILL RD	631	2	Major local	CL, EL and shoulders	0	Yes	2200	2700	1350	100			519	300	198	300	0	0				700														
27	58 EMBREY MILL RD	733	2	Major local	CL, no EL and no shoulders - curb and gutter w/in Embrey Mill subdivision section	200	No	2400	2400	1200	100			64	100	129	300	0	0				700														
28	47b BROOKE RD Eskimo Hill to End	608	2	Major local	CL, no EL and no shoulders	200	No	20	2200	1100	100			158	300	44	100	0	0				700														
29	69 DECATUR RD	635	2	Major local	CL, No EL and no shoulders - CL ends @ intersection with Norman Road	300	No	560	1800	900	100			251	300	63		0	0	Yes	Yes		700														
30	81 BETHEL CHURCH RD	600	2	Major local	CL, no EL and no shoulders	200	No	520	1500	750	100			145	300	56	100	0	0				700														
31	52 INTERNATIONAL PKWY	700	2	Major local	Industrial park road, no CL, no EL but has curb and gutter	200	No	1700	3000	1500	100			270	300	0	0	0	0				600														
32	82 BELLE PLAINS RD	604	2	Minor collector, major local	CL, no EL and no shoulders	200	No	230	1500	750	100			95	200	38	100	0	0	Yes			600														
33	62 GREENBANK RD	654	2	Minor collector, major local	CL, no EL and no shoulders	200	No	2200	2200	1100	100			91	200	0	0	0	0	Yes			500														
34	51b ESKIMO HILL RD Potomac Run to Brooke Rd	628	2		CL, no EL and no shoulders	200	No	1500	1500	750	100			90	200	26	0	0	0				500														
35	50 WIDEWATER RD	611	2	Minor collector	CL, EL and small shoulders	100	Yes*	610	3000	1500	100			97	200	11	0	0	0				400														
36	48 GREENSPRING DR	679	3	Minor collector, major local	4 1/2 lanes in certain areas, CL, EL and small shoulders, curb and gutter in some areas - CL and EL ends @ intersection w/ Whitson's Run	0	No	20	3200	1067	100			526	300	0	0	0	0				400														
37	65 FRITTERS LN	720	2	N/A	Neighborhood road, no CL, no EL, and no shoulders	300	No	2100	2100	1050	100			0	0	0	0	0	0				400														
38	67 RINGGOLD RD	606	2	Minor collector	CL, no EL and no shoulders	200	No	1900	1900	950	100			61	100	0	0	0	0				400														
39	73 SUMMERWOOD DR	779	2	N/A	Neighborhood road, no CL, no EL and no shoulders	0	No	680	1800	900	100			141	300	0	0	0	0				400														
40	75 WYCHE RD	702	2	N/A	CL, no EL and no shoulders	200	No	1700	1700	850	100			66	100	0	0	0	0				400														
41	76 POTOMAC CREEK DR	761	2	N/A	Industrial park road, no CL, no EL and no shoulders	0	No	1700	1700	850	100			157	300	0	0	0	0				400														
42	78 MUSSELMAN RD	657	2	N/A	No CL, No EL and no shoulders	300	No	30	1600	800	100			0	0	0	0	0	0				400														
43	79 VAN HORN LN	671	2	N/A	CL, no EL and no shoulders	200	No	810	1600	800	100			68	100	0	0	0	0				400														
44	61 BANKS FORD PKWY	654	4	Major collector	CL, EL, shoulders w/ curb and gutter and commercial businesses on both sides	0	No	2200	2200	550	100			178	300	0	0	0	0				400														
45	37 WALPOLE ST	709	3	Minor collector	384 lanes; CL, EL and small shoulders and curb and gutter in some areas	0	No	4300	4300	1433	100			86	200	0	0	0	0				300														
46	55 AMERICAN LEGION RD	628	2	Major local	CL, no EL and no shoulders	200	No	2500	2600	1300	100			0	0	0	0	0	0				300														
47	77 LONGWOOD DR	89-820	2	Major local	No CL, No EL and grass shoulders	200	No	640	1700	850	100			0	0	0	0	0	0				300														
48	84 FOREST LANE RD	601	2	Major local	CL, no EL and no shoulders	200	No	1300	1400	700	100			28	0	0	0	0	0				300														
49	86 FEDERAL DR	713	2	N/A	Neighborhood road, no CL, no EL and shoulders	200	No	510	1300	650	100			0	0	0	0	0	0				300														
50	88 CLARION DR	665	2	N/A	Neighborhood road, no CL, no EL and shoulders	200	No	250	1200	600	100			0	0	0	0	0	0				300														
51	89 SNOW MEADOW LN	777	2	N/A	Neighborhood road, no CL, no CL, no EL and shoulders	200	No	1200	1200	600	100			0	0	0	0	0	0				300														
52	94 SUNNYBROOKE LN	780	2	N/A	Neighborhood road, no CL, no EL and shoulders	200	No	1000	1000	500	100			0	0	0	0	0	0				300														
53	54 OLDE CONCORD RD	721	2	Major local	CL, EL and small shoulders - CL and EL end 180' beyond its intersection with Greenridge Drive	100	No	2700	2700	1350	100			31	0	0		0	0				200														
54	71 JULIAD CT	699	2	N/A	Industrial park road, no CL, no EL, but has curb and gutter	0	No	1800	1800	900	100																										



*Memorandum  
Department of Public Works*

**TO:** Board of Supervisors Infrastructure Committee

**FROM:** Jason D. Towery, PE  
Director of Public Works

**DATE:** 10/02/2018

**SUBJECT:** Water and Sewer Extension Policy

In October of 2017 the Board of Supervisors Infrastructure Committee requested that the Utilities Commission consider and make recommendations to revise the Water & Sewer Extension Policy in order to address financial losses to the Utilities Fund. In particular the Board asked the Utilities Commission to consider:

- 1.) Whether or not the policy placed unreasonable costs on the Utilities Fund and what might be done to mitigate this.
- 2.) What can be done to bind property owners served by the extension to payments in order to avoid extensions without connections?

The current established Water and Sewer Extension Policy is organized into 4 categories.

- 1.) Capital Improvement Program (CIP)
- 2.) Short Extension Projects (SEPs)
- 3.) Neighborhood Projects (NPs)
- 4.) Large Scale Projects (LSPs)

Historically the Utilities Department, now Public Works Department (Department), has experienced construction costs of approximately \$18k - \$19k per served property when these extensions are made. Cost per Lot (C/L) is a measurement of the construction costs the Department incurs to extend water or sewer to properties regardless of whether or not these properties connect (i.e. cost divided by total potential connections). These costs do not include the costs to make expansions at Water and Sewer treatment facilities which are separately recouped by Availability Fees. The C/L is the primary concern Staff is seeking to address with these proposed revisions as there is not presently a mechanism in the policy to reasonably recoup these costs.

Historically these projects have a final participation rate between 20% - 30% of the properties served, so the actual losses are much closer to \$40k - \$60k per property served. Loss per Property Served (L/PS) is a measurement of the total loss of funds incurred by the Department for each connection



realized (i.e. cost divided by total actual connections). In some isolated cases extensions have been performed at the petition of the owners and no connections have been made. In these cases, of course, the Department has incurred a total loss.

In order to address these issues, Staff recommends reducing the liability of the Department by:

- 1.) Limiting the scope of projects covered by the extension policy – SEPs are proposed to be limited to situations where there are existing properties with documented well or septic failures and where Chapter 25 of the Code requires a connection to Public Water or Sewer. SEPs are also limited to a total project cost of \$50k with administrative approval, or \$100k with Utility Commission approval. Projects above \$100k would require Board of Supervisors approval. NEPs are proposed to be limited to neighborhoods where there is history or evidence of widespread well or septic failures or health concerns and the total cost of the project to design and construct is less than \$500k.
- 2.) Imposing an “Extension Fee” for properties requesting water or sewer. The initial extension fee is proposed to be set at \$15k for either water or sewer. This fee is separate from and in addition to Availability and other fees assessed. The Extension Fee would not be required for a new building which is required to connect to Public Water or Sewer under Chapter 25 of the Code.

In order to minimize costs and limit liability, the policy recommends performing the design and construction of extensions “in-house” to the greatest extent practicable. Extensions will be made subject to the ability of the Department to accommodate the project at the time of request. Projects which exceed the ability of the Department to design and/or construct will be referred to a Contractor to be addressed through the normal development process.

The proposed revisions to the policy do not require the property owners to achieve 100% participation to extend water or sewer. With a simple 51% majority the participants can petition the Department for the project and proceed through construction assuming the project falls within the guidelines of the policy. Beyond the initial fees gathered by participants, the Department will carry the costs through Capital Improvement Funds. The proposed policy also allows for the Extension Fees to be financed at a 0% rate for 5 years. Future participants who are not a part of the original project may connect and pay the Availability and Extension Fees that are current at the time of their connection.

The policy does not apply to new construction and it is not the intent of the policy to extend water or sewer for the convenience or financial benefit of property owners. Extensions for convenience should proceed through the normal development process firmly established in the Department’s Design and Construction Standards and Policies. Rather the Extension policy is intended to provide a method for water or sewer extensions to address well and septic failures within the Urban Service Area (USA). Extensions or requests outside of the USA require additional consideration by the Planning Commission and Board of Supervisors.

At the September 2018, the Utility Commission voted 5-0 to recommend the attached policy to the Board of Supervisors.

**STAFFORD COUNTY**  
**PUBLIC WORKS DEPARTMENT**  
*Proposed Water & Sewer Line Extension Policy*

**SHORT EXTENSION POLICY (SEP)**

This policy allows the extension of water and/or sewer to existing, developed properties that are required to make a connection to Public Water and/or Sewer because of a documented well and/or septic system failure. This policy is not intended to be used to extend water and/or sewer to properties without documented health concerns or for convenience. In order to qualify for a SEP, the property owner must have certification from a licensed Onsite Soil Evaluator (OSE) and Professional Engineer (PE) that no other suitable, onsite disposal system is available.

- SEPs are subject to the ability of the Department to accommodate the request at the discretion of the Director of Public Works or his designee.
- SEPs shall conform to all required standards for design, construction and maintenance/performance
- Each SEP is permitted to extend water and/or sewer to no more than 3 properties per fiscal year.
- A SEP provides for extension funds to be used to construct up to 250' of Public Sewer per property required to make a connection under Chapter 25 with the remaining funding being required of the property owners. All properties are subject to Availability and Connection Fees and other private plumbing costs.
- SEPs that are estimated to cost less than \$50,000 may be approved administratively by the Director of Public Works or his designee.
- SEPs costing more than \$50,000 require the majority support of the Utilities Commission (UC)
- SEPs costing more than \$100,000 require the majority support of the Board of Supervisors (BOS)
- SEPs may accommodate the connection of an "incidental property" for which no additional public extension is required. The property shall be required to pay Connection and Availability Fees.

All proposed extensions are required to comply with provisions of the Comprehensive Plan and also with good engineering practice as determined by the Director of Public Works or his designee.

**NEIGHBORHOOD EXTENSION POLICY (NEP)**

This policy allows for the extension of water and/or sewer to existing, developed properties seeking services in order to address well or septic failures and the associated health concerns at a larger scale than that described under short extension policy.

- NEPs are subject to the ability of the Department to accommodate the request at the discretion of the Director of Public Works or his designee. NEPs shall conform to all required standards for design, construction and maintenance.
- NEPs extend services to more than 3 homes and with a total estimated cost less than \$500,000 to be approved by the UC and BOS. Projects exceeding \$500,000 should follow the process for a Service District.
- Projects require the petitioned support of at least 51% of the affected community/properties to be considered by the UC and BOS.
- If approved, the owners shall be required to sign an agreement binding the property to the pay Extension and Availability Fees with a 10% design deposit. Extension Fees include the Connection Fee. The deposit will be refunded to the property if the project is not approved.

## **PROCESS**

The following briefly discusses the process for SEPs and NEPs explained above:

- Property owners show documented evidence of well and/or septic failures. NEPs require at least 51% support of the affected properties by petition to the Department.
- The Director of Public Works or his designee establishes a preliminary alignment and cost of project, whether or not the project will comply with all standards and the ability of the Department to accommodate the request. If these criteria are met, the project is brought before the UC (with the exception of administratively approved SEPs).
- If applicable, the UC considers the request and makes a recommendation to the BOS.
- BOS considers the request and determines if the project proceeds to design.
- The Department receives the design deposits and executed payment agreements from at least 51% of the applicants.
- The Department designs the project and acquires easements. Applicants shall not be compensated for easements. Parcels which received compensation for easements that do not connect at the time of construction shall be required to return those funds prior to connection.
- BOS determines if project is approved for Construction bidding. If the project is not approved, all deposits shall be returned.
- Project is bid for Construction and final Construction Costs are presented to the BOS for approval. If the project is not approved, all deposits shall be returned.
- If approved, applicant payments for remaining fees shall begin in accordance with payment agreements.

## **FEES**

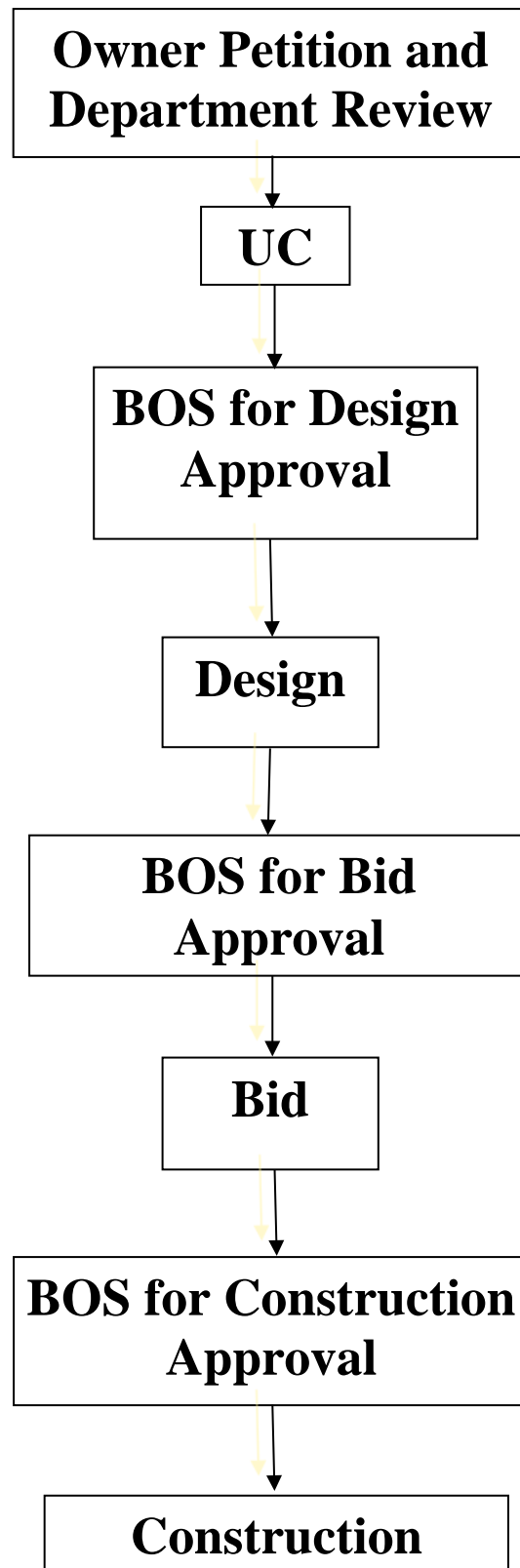
Extension Fee: \$15,000 per property for water or sewer (includes Connection Fee)

Design Deposit: \$1,500 per property for water or sewer

Water and Sewer Availability Fees: Reference Fee Schedule

Connection Fee: Reference Fee Schedule

# Flow Chart



**Stafford County Utilities Commission  
Meeting Minutes**

August 14, 2018

**A. CALL TO ORDER**

Mr. Tignor called to order the regular meeting of the Utilities Commission (UC) at the George L. Gordon, Jr. Government Center on August 14, 2018 at 7:00 pm in the ABC Conference Room and asked Ms. Bush to call the role.

**B. ROLL CALL**

Members present: Alan Glazman, Kent Carson, William Tignor, Moses Boulden, Joyce Arndt and Mickey Kwiatkowski

Members absent: Michael Makee

Staff present: Jason Towery, Aref Etemadi and Cindy Bush

**C. APPROVAL OF MINUTES**

Ms. Kwiatkowski made a motion to approve the July 11, 2018 meeting minutes as written. Mr. Gazman seconded the motion. The motion passed 5-0. (Mr. Makee was absent at the time of the motion). Mr. Tignor caught an error on page 4 paragraph 3 word should be definitely. Ms. Bush made the correction.

**D. PRESENTATIONS BY THE PUBLIC**

Mr. Bob Marshall presented the Utilities Commission with his concerns with the Water Sewer Line Extension on Truslow Road. Mr. Tignor indicated further in the agenda we would be discussing the Water and Sewer Extension Policy. Mr. Towery agreed this change would affect the Truslow Road Project.

**E. PUBLIC HEARING**

None

**F. REPORTS BY COMMISSION MEMBERS**

Mr. Tignor suggested that we consider changing policy when a rental property changes from the tenant to the owner we automatically convert the account back to the owner's name to avoid the interruption in service. Mr. Towery indicated he would look at this option.

**G. DIRECTOR'S REPORT**

1. Utilities Items on the Board Agenda - August 21, 2018

Authorize the County Administrator to Execute a Contract for Utility Bill Printing and Mailing Services; Proposed Resolution R18-182

BACKGROUND SUMMARY: Approves contract.

Authorize the County Administrator to Execute a Contract with MSC Equipment for the Purchase of and Aquatech Jet/Vacuum Truck for Maintaining the County's Sewer Infrastructure; Proposed Resolution R18-189

BACKGROUND SUMMARY: Approves contract.

Authorize the County Administrator to Execute a Contract with Carter Machinery for the Purchase of a Caterpillar Wheel Loader for Moving and Loading Heavy Repair Materials; Proposed Resolution R18-190

BACKGROUND SUMMARY: Approves contract.

Authorize the County Administrator to Execute a Contract with Midas Utilities, LLC for Construction of the Claiborne Run Force Main (Phase 1A) Project; Proposed Resolution R18-203

BACKGROUND SUMMARY: Approves contract.

Authorize the County Administrator to Execute a Contract with O'Brien & Gere Engineers, Inc. for a Facility Plan for the Little Falls Run Wastewater Treatment Plant; Proposed Resolution R18-213

BACKGROUND SUMMARY: Approves contract.

## 2. Master Plan Update

- Pro Rata rates are proposed to change. UC has acted. BOS action. September 4th.

## 3. Operations and Customer Service Update

- Staff is in the planning stages of decommissioning the existing Courthouse Water Tank.
- Continued trend of 2.1% account growth with 2.6% water sale growth
- Customer Service Account Delinquency: \$531,894.95
- Manganese issues at Smith Lake

## 4. Construction Project Update

- Courthouse Tank is at 95% completion and expected to be online in August
- I-95 crossing for Falls Run Interceptor; on hold
- Claiborne Run Interceptor; new bridge installed July 10<sup>th</sup>; completion by December 2018
- Wayside Interceptor Sewer awarded; pre-construction week of July 16<sup>th</sup>
- Stafford Oaks Pump Station; construction has begun
- Claiborne Run Parallel FM out to bid and due back July 17<sup>th</sup>
- Lower Accokeek FM/Gravity; bid to go out beginning of November

## H. NEW BUSINESS

None

## I. OLD BUSINESS

## 1. Water and Sewer Extensions

Mr. Towery explained the Extension Policy the previously established Water and Sewer Extension Policy organized the policy into four (4) categories.

- Capital Improvement Program (CIP)
- Short Extension Projects (SEP)
- Neighborhood Projects (NP)
- Large Scale Projects (LSP)

In order to simplify the decision making process and assure the rate payers that extension policies are fair and equitable and result in recovery of expenses by the County for those benefiting, staff is recommending the following changes to be instituted to the extension policies. Mr. Tignor asked what are the changes you are looking for. Mr. Towery responded the Board has asked the Utilities Commission to recommend changes to the Extension Policy. Also to bind the homeowners to more than what is currently in the policy, this is a \$500.00 deposit. Ms. Kwiatkowski also added her concerns about the enormous increase to the homeowner from the current \$500.00 to 14,500.00. Mr. Towery responded this is still less than it should be according to the analysis we have done it costs about \$20,000 per line to build the extension for sewer extensions its about \$30,000 that is pretty consistent industry wide. Mr. Marshall expressed his concerns with the changes being proposed which will affect his neighborhood project on Truslow Road that they have already paid the \$500.00 deposit. The problem with my system is it's an aeration system which means it is 18" from the top of the ground so all of this rain that we have had it floods the system and I have to have it pumped by Marshalls. Mr. Tignor inquired about the process that took place, we had recommended this project and the Board approved the project. Mr. Towery responded the project was put out to Bid and the bid came back high. The project did expand from 7 properties to 14 and the cost came in at \$1.5 the policy restricts Neighborhood Projects to \$500,000. We proposed to the Board we could move forward as a large scale project or we could scale it back to the initial scope. We worked with the Engineer to raise up the sewer lines to try and get the numbers down but it still came in around a million dollars. At that point the Board asked for staff to go back and revisit the policy. Mr. Tignor stated this issue here is the cost, not the need that they have it's the cost right. Mr. Towery confirmed yes it is the cost of the project. Ms. Kwiatkowski inquired under the current policy the project was approved was it by this commission. Mr. Marshall responded yes by this commission and the Board of Supervisors and I was told what I had to do I got the signatures needed as well as Snellings Lane. Mr. Towery stated we brought the contract before the Board for the approval to start construction and it was tabled to review the policy.

### CAPITAL IMPROVEMENT PROGRAM (CIP)

This category applies to projects which exceed \$500,000 and hence must be established as CIP projects with establishment of pro-rata.

### SHORT EXTENSION POLICY (SEP)



This policy allows the extension of water and /or sewer to existing, developed properties in order to address well or septic system failures and the associated health concerns. This policy is not intended to be used to extend water and/or sewer to properties without documented health concern. Each Short Extension Project is permitted to extend to no more than 3 properties per fiscal year. A Short Extension Project would allow for extension funds to be used to fund up to the first 300 feet per property (900 feet per project) with the remaining funding being required of the property owners. Short Extension Projects that are estimated to cost less than \$50,000 may be approved administratively. Short Extension Projects costing more than \$50,000 would require the majority support of the Utilities Commission. Short Extension Projects costing more than \$100,000 would require the majority support of the Board of Supervisors. All proposed extensions would be required to comply with provisions of the Comprehensive Plan and also with good engineering practice as determined by the Director of Public Works or his designee.

#### NEIGHBORHOOD EXTENSION POLICY (NEP)

This policy will allow extension of water and /or sewer to existing, developed properties seeking services in order to address well or septic failures and the associated health concerns. Neighborhood projects extend services to more than 3 homes and with a total estimate cost between \$100,000 - \$500,000 to be approved by Utility Commission (UC) and Board of supervisors (BOS).

Projects require the petitioned support of at least 51% of the affected properties to be considered by the Utilities Commission and Board of Supervisors. If supported, the owners shall be required to sign an agreement binding them to the pay a utilities extension fee with a 10% design deposit. The fees shall be set by the Board of Supervisors with a proposed initial extension fee of \$15,000 per property per connection for water or sewer construction. The 10% design deposit shall be \$1,500 per property per connection for water or sewer design. The deposit shall be non-refundable.

Upon request of a community for an extension project the following steps must be followed:

- The properties must be within the established Urban Service Area(USA);
- In instances where property is outside the USA the extension of water or sewer will only be permitted provided such public water supply is within three hundred (300) feet of the house, building or property;
- Utilities Commission must first receive a request from 51% of the community for establishment of a utility project;
- Once request is received by the Utilities Commission (UC) and fully vetted it is presented to the County Board of Supervisors (BOS) to request for a public hearing on the proposal;
- Once public hearing is held and project is approved a resolution is passed by BOS and an engineering study is commissioned to determine the cost of construction ;
- Project and its cost will then be presented to the UC, residents and the BOS. If the project is approved the project is moved into design and easement acquisition phase;
- These costs for connection of each lot will be a flat charge of \$15,000.00 that can be financed at a rate of 3% annually and must be paid within 5 years. Property owners also may choose to pay the flat fee all in one payment if so they choose.
- Property owners will also be required to sign an agreement accepting the terms of contract and place a 10% deposit.
- Property owners that defer their connection until a future time will be required to pay the adjusted flat rate based on the Engineering News Record cost of construction at the time of connection versus the time of adoption of the project.

J. AJOURNMENT

Mr. Tignor made a motion to adjourn, which was seconded by Ms. Kwiatkowski. The motion was passed 5-0. (Mr. Makee was absent at the time of the motion).

There being no further business, Mr. Tignor adjourned the meeting at 8:56 PM.

Minutes submitted by,

Jason D. Towery, P.E.,  
Director of Public Works

**Stafford County Utilities Commission  
Meeting Minutes**

September 11, 2018

**A. CALL TO ORDER**

Mr. Makee called to order the regular meeting of the Utilities Commission (UC) at the George L. Gordon, Jr. Government Center on September 11, 2018 at 7:00 pm in the ABC Conference Room and asked Ms. Bush to call the role.

**B. ROLL CALL**

Members present: Michael Makee, Kent Carson, William Tignor, Moses Boulden and Joyce Arndt

Members absent: Mickey Kwiatkowski, Alan Glazman

Staff present: Jason Towery, Bryon Counsell, Jason Pauley and Cindy Bush

**C. APPROVAL OF MINUTES**

Mr. Tignor made a motion to approve the August 14, 2018 meeting minutes as written. Mr. Carson seconded the motion. The motion passed 5-0. (Mr. Glazman and Ms. Kwiatkowski was absent at the time of the motion).

**D. PRESENTATIONS BY THE PUBLIC**

Mr. Makee directed the Public Speakers that were in attendance they would need to state their full name and address and would have three minutes to speak. Mr. Bob Marshall 623 Truslow Road Fredericksburg VA. 22406 presented the Utilities Commission with his concerns about the Water Sewer Line Extension on Truslow Road. Mr. Marshall explained he has been working on this project for six years. I originally had 7 people signed up and paid the \$500.00 fee now we are being told this project is not going to happen and also the price is going to be raised for this project and all future projects. I have a contract and paid money to have this project move forward.

**E. PUBLIC HEARING**

None

**F. REPORTS BY COMMISSION MEMBERS**

None

**G. DIRECTOR'S REPORT**

**1. Utilities Items on the Board Agenda - September 18, 2018**

We do not have any items on the Board Agenda for September 18th

2. **Master Plan Update**

Pro Rata rates were approved at the September 4<sup>th</sup> Board of Supervisors meeting.

3. **Operations and Customer Service Update**

Staff is in the planning stages of decommissioning the existing Courthouse Water Tank.

Continued trend of 2.3% account growth; Consumption has dropped 1.4%.

Customer Service Account Delinquency: \$798,575.00

Manganese issues at Smith Lake have been resolved.

Storm Preparation ongoing

4. **Construction Project Update**

Courthouse Tank is at 95% completion and expected to be online in September

I-95 crossing for Falls Run Interceptor; has been halted; Contractor unable to continue; tunnel bore will be re-advertised early 2019

Claiborne Run Interceptor; new open to traffic; temporary bypass operational, clearing complete; 200 feet of new sewer installed

Wayside Interceptor Sewer has begun with site survey and VDOT permit underway

Stafford Oaks Pump Station; construction continues

Claiborne Run Parallel FM awarded to Midas Utilities, finalizing contract

Lower Accokeek FM/Gravity; bid to go out beginning of November

5. **Staff/Department Updates:**

Two Assistant Directors have been hired for the Divisions of "Review and Inspections" and "Customer and Development Services". Expected start date September 24, 2018

Utilities Customer Service and Billing have been moved to main building and are now in the Division of "Customer and Development Services"

Utilities Review and Inspections have move upstairs to the old Customer Service area at 2128 Jeff Davis Hwy and are now a part of the Division of "Review and Inspections"

Cindy Bush – Last meeting with UC. She is moving to the Division of Review and Inspection

H. NEW BUSINESS

None

I. OLD BUSINESS

1. Water and Sewer Extensions

Mr. Makee opened and read a letter presented to the Utilities Commission by Paul Noah Jr. 32 Snellings Lane Fredericksburg, VA. 22406 dated September 11, 2018, After reading about the proposed fee increase, to be honest I was in shock. The petition was signed over 3 years ago was for \$5,600.00 now you propose almost three times that amount. Bob Marshall started a petition on Truslow Road long before we did on Snellings Lane. He is still waiting as we are. I know prices increase but why wasn't something said in past years about potential increase. Seems like the County doesn't hesitate on building ball parks and pedestrian trails maybe put the trails inside the parks. So I propose lowering your proposal considerably, so you can get this project started before you ask for another increase. Still waiting Paul Noah Jr.

Mr. Towery explained the Extension Policy the previously established Water and Sewer Extension in October of 2017 the Board of Supervisors Infrastructure Committee requested that the Utilities Commission consider and make recommendations to revise the Water & Sewer Extension Policy in order to address financial losses to the Utilities Fund. In particular the Board asked the Utilities Commission to consider whether or not the policy placed unreasonable costs on the Utilities Fund and what might be done to mitigate this and what can be done to bind property owners served by the extension to payments in order to avoid extensions without hookups.

The current established Water and Sewer Extension Policy is organized into 4 categories, Capital Improvement Program (CIP) Short Extension Projects (SEP) Neighborhood Project (NP) and Large Scale Projects (LSP)

Historically these projects have a final participation rate between 20% - 30% of the properties served, so the actual losses are much closer to \$40k - \$60k per property served. Loss per Property Served (L/PS) is a measurement of the total loss of funds incurred by the Department for each hookup realized (i.e. cost divided by total actual hookups). In some isolated cases extensions have been performed at the petition of the owners and no hookups have been made. In these cases, of course, the Department has incurred a total loss.

In order to address these issues, Staff recommends reducing the liability of the Department by:

- 1.) Limiting the scope of projects covered by the extension policy – SEPs are proposed to be limited to situations where there are existing properties with documented well or septic failures and where Chapter 25 of the Code requires a connection to Public Water or Sewer. SEPs are also limited to a total cost of project of \$50k (administrative approval) or \$100k (Utility Commission approval). Projects costing more than this would require Board of Supervisors approval. NEPs are proposed to be limited to neighborhoods where there is history or evidence of widespread well or septic failures or health concerns and the total cost of the project to design and construct is less than \$500k.
- 2.) Imposing an “Extension Fee” for properties requesting water or sewer. The initial extension fee is proposed to be set at \$15k for either water or sewer. This fee is separate from and in addition to Availability and other fees assessed. The Extension Fee would not be required for a property required to hook up to Public Water or Sewer under Chapter 25 of the Code.

In order to minimize costs and limit liability, the policy recommends performing the design and construction of extensions “in-house” to the greatest extent practicable. Extensions will be made subject to the ability of the Department to accommodate the project at the time of request. Projects

which exceed the ability of the Department to design and/or construct will be referred to a Contractor to be addressed through the normal development process.

The proposed revisions to the policy do not require the property owners to achieve 100% participation to extend water or sewer. With a simple 51% majority the participants can petition the Board for the project and proceed through construction assuming the project falls within the guidelines of the policy. Beyond the initial fees gathered by participants, the Department will carry the costs through Capital Improvement Funds. The proposed policy also allows for the Extension Fees to be financed at a 0% rate for 5 years. Future participants who are not a part of the original project may hookup and pay the Availability and Extension Fees that are current at the time of their hookup.

In no case does the policy apply to new construction and it is not the intent of the policy to extend water or sewer for the convenience or financial benefit of property owners. Extensions for convenience should proceed through the normal development process firmly established in the Department's Design and Construction Standards and Policies. Rather the Extension policy is intended to provide a method for water or sewer extensions to address well and septic failures within the Urban Service Area (USA). Extensions or requests outside of the USA require additional consideration by the Planning Commission and Board of Supervisors.

At the August 2018 Utility Commission Meeting Staff was directed to provide a draft policy for further consideration. Attached is a draft copy of the proposed policy for consideration and recommendation to the Board of Supervisors. We have provided a copy of the Draft Policy for your review.

Mr. Carson stated that he has read through the draft policy and supports the changes proposed to the Water & Sewer Extension Policy. However I feel that we need to review the Truslow Road Project to consider this situation separately from the new proposed policy. Mr. Towery responded the Truslow Road Project is not before the Utilities Commission for consideration this matter is still at the BOS level which was put on hold pending the outcome of the new policy. However it would be possible for the residents to bring it back again for consideration or they could take a different route which would be a service district.

Mr. Marshall raised his hand to speak; Mr. Makee acknowledged his gestor and informed Mr. Marshall he could ask one question. Mr. Marshall indicated no one ever informed me about the Service District or explained the process. Mr. Makee informed Mr. Marshall we are here tonight to review and revise a new Water and Sewer Extension Policy. Mr. Tignor stated he would like to send the Truslow Road Project back to the BOS for further review. Mr. Towery responded the matter is not in front of the Utilities Commission right now for consideration. The advice that I received from the County Attorney was that this is not something the Utilities Commission should consider making a recommendation for. This matter is not before the Commission for consideration. Mr. Makee asked the members how they would like to proceed. Mr. Tignor made a motion to have the Board of Supervisors review the Truslow Road Project Mr. Boulden seconded the motion. The motion passed 3-2. (Mr. Glazman and Ms. Kwiatkowski was absent at the time of the motion).

Mr. Carson made a motion to recommend the Board of Supervisors to pass the propose Water & Sewer Extension Policy Mr. Tignor seconded the motion. The motion passed 5-0. (Mr. Glazman and Ms. Kwiatkowski was absent at the time of the motion).

## J. AJOURNMENT

Mr. Makee made a motion to adjourn, which was seconded by Mr. Carson. The motion was passed 5-0. (Mr. Glazman and Ms. Kwiatkowski was absent at the time of the motion).

There being no further business, Mr. Makee adjourned the meeting at 8:23 PM.

Minutes submitted by,

Jason D. Towery, P.E.,  
Director of Public Works



# **STAFFORD COUNTY DEPARTMENT OF UTILITIES ADMINISTRATIVE PROCEDURES**

**PROCEDURE TITLE:** *Water & Sewer Line Extension Policy*

**PROCEDURE NUMBER:** *DOU 1-1*

**ADOPTION DATE:** 7/13/2004 with **R04-217**

**SUPERSEDES:** **R03-03**

## **PURPOSE:**

The Water and Sewer Extension Policy establishes the procedures to clarify the guidelines and selection criteria for water and sewer line extensions.

### **I. PROJECT CATEGORIES**

- Capital Improvement Program (CIP). The County's Capital Improvement Program includes water and sewer line extensions. These projects generally are shown in the Master Water and Sewer Plan, have a system wide application and are paid for through the County's Pro-Rata program. These projects are not included in this policy.
- Short Extension Projects (SEPs). These projects serve existing occupied properties. These projects are normally less than 400 linear feet, although they can be as long as 1,200 linear feet if three or more property owners apply concurrently.
- Neighborhood Projects (NPs). These projects serve existing occupied properties and are generally longer than 1,200 linear feet, but must have an estimated cost of less than \$500,000.
- Large Scale Projects (LSPs). These projects serve existing occupied properties and have an estimated cost between \$500,000 and \$2,500,000. Projects that cost more than \$2,500,000 must be split into annual phases.

## **II. SHORT EXTENSION PROJECTS**

For Short Extension Projects, water and/or sewer lines shall be extended up 400 linear feet per occupied property to serve existing structures upon application through the Director of Utilities and payment of a \$500.00 deposit. The applicant shall provide the information described in paragraph 4. For extensions exceeding 400 linear feet per property, the property owner(s) has the option to pay the costs of the extension that exceeds 400 linear feet per property so long as adequate flows are maintained in the line and the total length of the line does not exceed 1,000 linear feet per property. For concurrent requests at a single location, a water and/or sewer line may be extended up to 1,200 linear feet in a single fiscal year. The property owner does not have to demonstrate a public health problem for these projects. The Director of Utilities may approve Short Extension Projects involving County funded extensions up to 1,200 linear feet at a single location. The estimated construction cost of such projects shall not exceed \$250,000 per fiscal year unless approved by the Utilities Commission.

## **III. NEIGHBORHOOD PROJECTS**

For Neighborhood Projects, water and sewer line extensions of more than 400 linear feet per property or more than 1,200 linear feet per year shall be requested by the submission of applications through the Director of Utilities for consideration by the Utilities Commission and the Board of Supervisors. The application shall consist of the following information:

- a) Name and address of the local contact person for the project.
- b) Name, address, telephone number and signature of each applicant.
- c) Location of the project.
- d) A statement by the property owner(s) agreeing to pay the applicable charges.
- e) A statement by the property owner(s) agreeing to provide any necessary easements for the project.
- f) A description of the existing problem or other justification that necessitates the project.
- g) Other information that supports the need for the project.

For each Neighborhood Sewer Project application, the Department of Utilities will request available information from the local Health Department regarding the severity of the indicated health problem.

The Department of Utilities will review each Neighborhood Project application and prepare a preliminary design and estimated cost of the project within 30 days. The Director of Utilities will forward such projects to the Utilities Commission at their next regularly scheduled meeting following the completion of the preliminary design.

The Utilities Commission shall evaluate each application based upon the following criteria:

#### **IV. CRITERIA**

- a) The length of pipe required to be constructed. Projects which require less than 300 linear feet of pipe per new household connector shall have the highest priority for funding. Projects which exceed 300 linear feet, must demonstrate a health problem, need for public fire protection and/or other need.
- b) The severity of any specified health problems.
- c) Need for improved fire protection and the possible resulting improvement to the overall utility system.
- d) The availability of other more cost-effective alternatives to resolve the problem. Generally the per-property cost of any project should not exceed the cost of other available alternatives.
- e) Effect on present poor water quality upon petitioners.
- f) Location of the project with respect to the current utility service area. Sewer projects outside of the Department of Utilities service area shall have a documented severe health problem in order to be considered for funding.
- g) Additional consideration shall be given to those property owners who paid the South Stafford Sanitary District and the Aquia Sanitary District ad valorem tax imposed during the 1982 tax year.
- h) Generally, to ensure adequate flows, a water extension project should not exceed 500 linear feet of pipe per new household connection.

#### **V. GUIDELINES**

- 1) The Utilities Commission shall hold a public hearing for each proposed project to solicit comments from the public and to assist

in its review and consideration of the applications. Following the public hearing, the Utilities Commission shall determine if the project should be recommended for immediate funding to the Board of Supervisors.

- 2) Projects brought to the attention of the Department of Utilities that have an estimated cost exceeding \$500,000 may be designated as Large Scale Projects by the Utilities Commission. These projects may be nominated by either a group representing property owners, members of the Board of Supervisors, or the Utilities Staff. Generally, each Large Scale Project shall comply with guidelines for adequate flows (500 linear feet per household) and is expected to have the support of at least 50% of households within the project area. Nominations are due by December 31st of each year.
- 3) Each nominated Large Scale Project shall be forwarded for consideration to the Utilities Commission with a preliminary technical review and an estimate of the project cost at the February meeting.
- 4) The Utilities Commission shall designate Large Scale Projects during March of each year.
- 5) Following such designation as a Large Scale Project by the Utilities Commission, the Department of Utilities shall conduct a survey of the property owners within the proposed project area to determine their interest in the project.
- 6) All Large Scale Projects outside of the Utility Service Area and all sewer Neighborhood Projects outside of the Sewer Service Area will be submitted to the Planning Commission for a Comprehensive Land Use Plan Compliance Review.
- 7) In September of each year, the Utilities Commission shall consider the Large Scale Projects that were designated the previous March. The Commission shall then hold a public hearing during October to solicit comments from the public to assist in its review and ranking of the projects. No later than November 30th of each year, the Utilities Commission shall determine which Large Scale Projects, if any, to recommend to the Board of Supervisors for construction in the following fiscal year with the appropriate funding amount for the Large Scale Projects and the Neighborhood Projects. The maximum annual expenditure for Large Scale Projects shall not exceed 2.5 million dollars.

- 8) The applications for sewer extensions which are not recommended for funding under this program, because they do not meet the guidelines, will be submitted to the Virginia Health Department for possible action under the County's Pump and Haul policy.
- 9) All sewer projects outside of the growth area, all Neighborhood Projects, and all Large Scale Projects shall be submitted to the Board for review and approval prior to initiation, design and construction.
- 10) The County Administrator shall include an initial budget request of \$5,000,000 in the FY2004 budget to fund Short Extension Projects, Neighborhood Projects, and Large Scale Projects. Each subsequent year, the County Administrator shall include a budget request in an amount equal to expended and authorized under this program during the current fiscal year. Funding of these projects shall be from availability fees.
- 11) Before construction of a Neighborhood Project or a Large Scale Project is initiated, sufficient property owners to meet the criterion of a maximum of 400 feet per connection in paragraphs II and III must execute an agreement with the County agreeing to pay their availability, construction, and administrative charges, and pay a \$500 deposit.
- 12) Applicants who pay a \$500.00 deposit as an incentive for the County to construct a water or sewer extension project are expected to submit an availability application and to arrange payment of the balance of the fees normally due with an availability application. The deposit of anyone who does not both submit an availability application and make payment arrangements within 12 months of completion of a water or sewer extension project shall be forfeited.

- On March 6th, 2018, the Board approved Resolution R18-52, which authorized the County Administrator to budget and appropriate \$100,000 to fund the TAP Onville Road sidewalk project (Project) for the engineering design of 1,100 feet of sidewalk from Garrison Woods Drive (SR-1877) to the termination at the Virginia Department of Transportation (VDOT) intersection Project.
- In order to provide a safer pedestrian access in the missing link to Worth Avenue, the Project is proposed to be extended an additional 550 feet to complete the sidewalk tie-in to Garrisonville Road.
- Staff is working to obtain the 30' of dedicated right of way proffered for TM Parcels 20-70 and 20-73E. Whereas the site development work has not begun on these commercially zoned parcels, the owner has not proceeded with the dedication.
- Initial estimates for the project of \$550,000 have increased due to the additional length of sidewalk, and increasing construction cost and right of way estimates. The project is now projected to cost \$1,047,631. To date, approximately \$42,000 has been expended in design fees. The project is eligible for TAP reimbursements of up to 80% of the cost. The County is responsible for the remaining 20%.
- The road priorities study has indicated that Onville Road may be a priority project for consideration. Modifications to the road would likely have a substantial impact on the proposed sidewalk.
- VDOT has indicated that the County could be liable to return TAP funds if the sidewalk is destroyed/disturbed as part of other road improvements.
- Options:
  - Continue forward with the project as-is. This would require authorizing additional design fees for the 500' extension.
  - Delay the project and allow for additional time to consider the road priorities study. VDOT has indicated they would need further direction by this December.



- **Blue Section** – 1,100' within original project scope
- **Red Section** – 500' of additional project scope