

**Stafford County Utilities Commission**  
**Meeting Minutes**  
May 10, 2016

**I. Call to order**

Chairman Joyce Arndt called to order the regular meeting of the Utilities Commission at the George L. Gordon, Jr. Government Center on May 10, 2016 in the ABC Conference Room.

**II. Roll call**

Cheryl Giles conducted a roll call. The following persons were present:

Members Present: Joyce Arndt, Alan Glazman, Mickey Kwiatkowski, DaBora Lovitt, Mike Makee, and Bill Tignor

Members Absent: Hartwood District seat is vacant.

Staff Present: Mike Smith, Dale Allen, Janet Spencer, Julie Elliott, and Cheryl Giles

**III. Public Presentations**

There were no public presentations

**IV. Approval of Minutes**

The April 12, 2016 minutes were approved as written.

**V. Commission Members' Comments**

Mr. Tignor inquired about Resolution R16-138, which authorized the County Administrator to accept donated property located at 204 Thompson Avenue. Mr. Smith explained that staff initiated the process because we needed permission to access the bridge at 204 Thompson Avenue. The owners offered to donate the property. The donated property will allow the County's contractor to use an existing bridge as access for the Claiborne Run Sewer project and the Department of Parks, Recreation and Community Facilities will use it as a storage area.

**VI. Director's Report**

Mr. Smith reported the following items:

- ❖ At the May 3, 2016 Board meeting, the water and sewer rate increase was approved. A notice will be provided to customers via a notice on the County's website and Utilities' webpage, on the County's and Utilities' Facebook page, as a slide on the cable channel, and printed on customer's May bills.
- ❖ On May 3, 2016, the Infrastructure Committee (IC) considered the Pump and Haul Loan Policy and the Commission's recommendations. The IC agreed with the Commission's recommendations but recommended a 10 year term at a 5% interest rate. The cost would be about \$425 per month, which is about the cost for a non-subsidized pump and haul customer. It would also give homeowners an incentive to use a bank for a loan instead of the Utilities Department. A public hearing will be held at the June 7, 2016 Board meeting.

Mr. Makee inquired about the IC's function. Mr. Smith explained the IC is a working group of the Board of Supervisors. Paul Milde, Laura Sellers and Jack Cavalier are members on the IC. All seven Board members attended the May 3, 2016 IC meeting and agreed with the 10 year-5% interest loan term. Because the matter originated with the IC, the Commission's recommendation is considered by the IC before it goes to the Board.

Mr. Tignor asked if pump and haul customers would be notified about the public hearing. Mr. Smith responded the public hearing would be advertised in the Free-Lance Star and staff would mail out a notice about the public hearing.



**VII. New Business**

**Authorize Contracts and Contract Renewals for Water Meters, Purchase of Treatment Chemicals, Construction for Maintenance and Billing & Printing Services**

Ms. Spencer reported several annual contracts are up for renewal. She provided background information about the following contracts and contract renewals:

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
Univar USA, Inc	Water Treatment Chemicals	\$486,844
George S. Coyne	Water Treatment Chemicals	\$122,161
ChemTrade	Wastewater Treatment Chemicals	\$171,360
George S. Coyne	Wastewater Treatment Chemicals	\$132,750
Source Technologies	Wastewater Treatment Chemicals	\$220,000
Premier Magnesia	Wastewater Treatment Chemicals	\$577,541
Univar USA, Inc.	Wastewater Treatment Chemicals	\$342,500
Sensus Metering	Water Meters & Accessories	\$451,372
Kruckenbergs Services	Water & Sewer Maintenance Svcs	\$300,000
Rising Sun, Inc.	Water & Sewer Maintenance Svcs	\$100,000
DataProse, Inc.	Bill Printing & Mailing Svcs	\$241,000

Mr. Tignor asked about the procurement process for selecting the vendors. Ms. Spencer responded the services are advertised for bid and the awarded contracts have four annual renewals that include a cost adjustment clause.

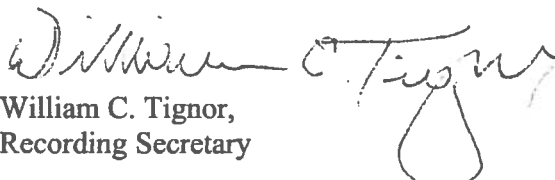
Mr. Tignor asked about online billing and the percentage of customers that use it. Mr. Smith responded about 20% of our customers' use online billing. Customers must complete a bank draft authorization form in order to use the service.

Mr. Makee made a motion to recommend R16-151, which would authorize the County Administrator to execute contract extensions for water and wastewater treatment chemicals, emergency maintenance, water meters, and billing and printing services. The motion was seconded by Ms. Kwiatkowski and passed with a 6-0 vote.

**VIII. Adjournment**

There being no further business, Ms. Arndt adjourned the meeting at 7:20PM.

Minutes submitted by,

  
William C. Tignor,  
Recording Secretary

