

Stafford County Utilities Commission
Meeting Minutes
June 20, 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 June 20, 2016 in the ABC Conference Room.

II. Roll call

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

Members Present: Joyce Arndt, Mickey Kwiatkowski, Mike Makee, and Bill Tignor

Members Absent: Alan Glazman and DaBora Lovitt. 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 May 10, 2016 minutes were approved as written.

V. Commission Members' Comments

Mr. Tignor inquired about the progress on appointing a member for the vacant Hartwood District seat. Mr. Smith responded he would contact Mr. Snellings in the upcoming week about the matter.

Mr. Makee commented he was very disappointed about the Board's vote on the Pump and Haul Loan Policy for a term of 5 years and 5% interest. Mr. Smith explained the amount in the Director's Report was a typo and the vote was for a term of 10 years and 5% interest. Mr. Makee commented he was now only *slightly* disappointed.

VI. Director's Report

Mr. Smith reported the following items:

1. Utilities Commission Agenda Items

- The Utilities Commission Formation ordinance sets the Commission's functions, powers and duties and requires the Commission to consider the following items:
 - Annually recommend to the Board a proposed rate and fee structure
 - Recommend ordinance amendments regarding the Utilities system
 - Recommend neighborhood water and sewer projects
 - Recommend issues regarding expansion of utility facilities and services
- The ordinance also requires the Commission to hold public hearings on the following items:
 - Rate and fee Structure
 - Ordinance Amendments
 - Amendments to the Water and Sewer Element of the Comprehensive Plan
 - Other matters which have specifically been sent by the Board of Supervisors
- In the past, the Board had asked that all items that were sent to the Board, be considered by the Utilities Commission before they reached the Board. This has caused some timing issues, due to the fact that we have one UC meeting each month

and two Board meetings, and that some of our UC meetings were canceled for lack of quorum.

- The Board has recently directed us to return to the items in the formation ordinance; therefore, only the items mentioned above will be brought to the UC for a vote.
- We will continue to bring all of the items sent to the Board. Those that do not fit the requirements above will be brought to you as information only (and may be after Board action).

2. Utilities Items on June 21, 2016 Board Agenda

- Authorize the County Administrator to Execute a Contract Renewal for the Purchase of Repair and Maintenance Supplies. R16-161
- Authorize the County Administrator to Execute a Contract for the Replacement of a Centrifuge at the Little Falls Run Wastewater Treatment Facility (Consent Agenda; George Washington District) R16-163
- Authorize a Construction Contract for the Route 1 Sewer North Project (Consent Agenda; Griffis Wastewater District) R16-185

3. Update on the Pump and Haul Loan Policy

- A public hearing was held for the Board on June 7, 2016.
- The Board passed the loan ordinance and policy at a term of 10 years and 5% interest. The Board also added the Commission's recommendation to require any refunds from availabilities paid to Utilities be required to be used for construction of the alternative system.
- All other aspects of the policy and ordinance remain the same as presented to the Commission.

4. Utilities Items on July 6, 2016 Agenda

- Authorize the County Administrator to Execute a Contract for Painting the Moncure Water Tank. (Consent Agenda; Griffis Wastewater District)
- Authorize the County Administrator to Execute a Contract for Construction of the Centreport Sewer Extension Project (Consent Agenda; Hartwood District)
- Authorize the County Administrator to Execute a Contract for the Design of the Lower Accokeek Pump Station, Force Main and associated Gravity Sewers (Consent Agenda, Aquia District)

5. Next Meeting

Staff recommends cancelling the July 12th meeting and meet on August 9th because the after July 6th, the Board will be on summer recess until August 16th.

Staff would also like to know how the Commission would prefer to receive agenda items that do not have to be considered by the Commission. Mr. Smith inquired if the Commission would prefer to receive a background report or have it presented as part of the Director's Report.

Commission members agreed to cancel the July 12th meeting and to have agenda items presented as part of the Director's Report and to send the background report sent via e-mail.

Ms. Kwiatkowski inquired about the effective date for the water and sewer rates increase. Mr. Smith responded the rates are effective for usage beginning June 1, 2016 and will be included on bills issued on or after July 1, 2016.

VII. New Business

Consider the Use of a Low Pressure Sewer System (LPSS) for Tax Map Parcel #20-49-J

Mr. Allen reported the owners of Tax Map Parcel #20-49-J desire to build a 38 parcel subdivision on water and sewer. The use of public water is required by an ordinance because the off-site cost is very minimal; however, they are outside of the Urban Services Area (USA), which requires a Comprehensive Land Use Compliance review.

On May 11, 2016, the Planning Commission approved the Onville Estates application to extend public sewer outside of the USA. The subdivision is located downhill from the nearest pump station and sewage would have to be pumped up to the public sewer system that exists south of the subdivision. This could be completed by creating a new gravity sewer system and public pump station or a LPSS. Since there are only 38 lots, the preferred alternative is a LPSS. Board approval is required to use a LPSS. The sewer would be constructed as part of the subdivision and the Utilities department would maintain the LPSS pipes. The individual grinder pumps would be maintained privately. Because this subdivision is very close to Aquia Creek, which is a tributary to the Smith Lake drinking water reservoir, Utilities recommends the Home Owners Association be required to maintain a maintenance contract for the grinder pump systems to ensure reliable operation and proper pump replacement.

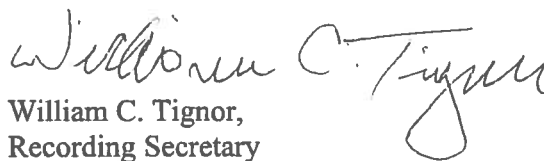
Staff recommends approval of proposed Resolution R16-162, which authorizes use of a LPSS on Tax Map Parcel #20-49-J.

Discussion ensued. Mr. Makee made a motion to recommend R16-162, which would authorize the use of a Low Pressure Sewer System on Tax Map #20-49-J. The motion was seconded by Ms. Kwiatkowski and passed with a 4-0 vote.

VIII. Adjournment

There being no further business, Ms. Arndt adjourned the meeting at 7:36PM.

Minutes submitted by,


William C. Tignor,
Recording Secretary