

**Stafford County Utilities Commission  
Meeting Minutes**

March 20, 2017

A. CALL TO ORDER

Mr. Towery called to order the special meeting of the Utilities Commission (UC) at the George L. Gordon, Jr. Government Center on March 20, 2017 at 7:00 pm in the ABC Conference Room and asked Ms. Dyson to call the role.

B. ROLL CALL

Members present: Joyce Arndt, Bill Tignor, Mickey Kwiatkowski, Alan Glazman, Moses Boulden, Sr., Mike Makee, and DaBora Lovitt (arrived 7:36 pm).

Members absent: N/A

Staff present: Jason Towery, Bryon Counsell, Julie Elliott, Aref Etemadi, and Sylvia Dyson

Guests: Ruth Carlone, Ann Pincumbe

C. APPROVAL OF MINUTES

February 14, 2017

Ms. Kwiatkowski made a motion to approve the February 14<sup>th</sup> meeting minutes with one minor change. Mr. Tignor seconded the motion. The motion passed 6-0 (Ms. Lovitt was absent at the time of the motion).

D. PRESENTATIONS BY THE PUBLIC

There were no presentations.

E. REPORTS BY COMMISSION MEMBERS

There were no reports by Commission Members.

F. UNFINISHED BUSINESS

1. Mount Olive Road Water Large Scale Project

Mr. Towery stated that there weren't any changes and that the purpose of the meeting was to make a decision as to whether or not they Commission wanted to officially designate the project as a large scale project, which would set the further process in motion. He explained that staff would start further analyzing the project and the Planning Commission would have to consider the compliance of the project with the Comprehensive Plan. The project would then come back to the Utilities Commission (UC) in September along with all other potential large scale projects, and the UC would have to make a decision on which projects to recommend to the Board of Supervisors (BOS) for funding. Upon BOS approval, funds for the project would be added to the CIP.

Mr. Towery reiterated that the project would be funded through availability fees.

Mr. Towery stated that he spoke with Supervisor Snellings, who was unable to attend due to a joint school committee meeting. He added that Mr. Snellings expressed that he would like to see the project designated tonight.

Mr. Tignor inquired what was involved in staff's analysis of the project. Mr. Towery explained that a consultant would have to be brought on board and property owners within the target area would have to be contacted to see if the 50% minimum participation could be reached. Mr. Towery added that there were just under 200 affected properties, but the numbers could change, depending on the study by the consultant.

Mr. Towery further explained that interested property owners were not required to pay any of the availability fees upfront, however, at a certain point in the process there was a requirement for a 500 dollar deposit which would contribute towards the overall availability.

Mr. Tignor was curious what the projected cost was for the analysis. Mr. Towery stated that staff was estimating 10,000 - 15,000 dollars for a conceptual level layout. He added that further consultant services may be required to assist with contacting property owners. Mr. Counsell estimated 100 - 150 dollars per property. Mr. Towery stated that the total cost to get through that process would probably be in the ballpark of about 40,000 - 50,000 dollars.

Mr. Tignor inquired if the money would also come from the availability fund? Ms. Elliott believed that the initial cost would be covered by operating budget.

Mr. Tignor asked if there was a precedent for this type of project. Mr. Towery stated he was aware of one other project, the Roseville Plantation, which was done roughly about 10 years ago.

Mr. Tignor inquired about the total cost of the project of 6.3 million dollars. Mr. Towery explained that the number was based on the current projections of 7 to 7.5 miles of 8 to 12 inch pipes. Mr. Tignor further inquired how much of that cost would be covered by availability fees from customers in the project area. Mr. Towery estimated about 1.6 million dollars and added that the rest would have to be funded by the general availability fund. Mr. Towery was hoping to replenish the availability funds over time, but was uncertain how long it would take, since it availability fees were only collected when new customers connected to public water.

Mr. Towery explained that there were different funds within the utilities fund, availability fees, user fees, and pro rata fees. He added that availability fees were specifically used for expansions to water or wastewater systems or an expansion to water and wastewater plants, and user fees typically went into the operational fund.

Ms. Kwiatkowski felt that there was a specific need for public water and sewer in the Mount Olive area, due to the problems that property owners were experiencing. She also felt that this project deserved the opportunity to be considered by the BOS.

Mr. Makee was concerned that once this project was underway, more areas that were also in the piedmont would want to follow suit. Mr. Towery agreed that it was possible. He reiterated the County Administration was looking into having a study done for the piedmont areas.

Ms. Kwiatkowski felt that once the water extension was established, it would be easier for other areas to hook into public water.

Mr. Tignor stated was concerned about people who were not able to afford to hook up to water. Mr. Towery stated that the County offered payment plans to help with the initial cost.

Mr. Towery felt that the County's water and sewer extension policy was not set up very well to accommodate a large extension project, but rather the smaller neighborhood extension. It was Mr. Towery's recommendation that the UC at some point consider making some changes to the policy.

Mr. Tignor inquired if staff felt that the water extension would impact the growth of development in that area. Mr. Towery felt it was very possible.

Ms. Kwiatkowski reiterated that for now, the decision the UC needed to make was whether or not to designate the project, so further studies could be done. Mr. Towery added that the project would also then go to the Planning Commission (PC) for Comprehensive Plan Compliance review, before going to the BOS.

Mr. Makee made a motion to designate the Mount Olive Road water extension project as a large scale project. Ms. Kwiatkowski seconded the motion.

Mr. Glazman asked if there was any discussion.

Ms. Carlone expressed her concern regarding the 58 unit cluster development which was approved in the Mt. Olive area, and felt that the County should demand proof that the new development would not negatively affect the water availability for the neighbors.

Ms. Pincumbe commented on Mr. Tignor's earlier statement regarding the water extension generating additional development in that area and stated that she felt that growth was coming regardless.

Ms. Arndt felt that the UC should push for the piedmont study. Mr. Glazman inquired what the purpose of the piedmont study was. Mr. Towery explained that it would evaluate the overall status of the piedmont. Ms. Kwiatkowski inquired whether the study would be completed by September/October. Mr. Towery did not have that information, since the study is being initiated through County Administration and not Utilities.

Mr. Glazman called for the vote. The motion passed 6-1 (Mr. Tignor voted against the motion).

Ms. Carlone requested there be a public meeting with affected property owners. Mr. Towery stated that it would be more appropriate to wait until a conceptual level layout was available.

#### ADJOURNMENT

Mr. Tignor made a motion to adjourn, which was seconded by Mr. Makee. The motion passed 7-0.

There being no further business, Mr. Glazman adjourned the meeting at 7:48 PM.

Minutes submitted by,



Michael Makee,  
Recording Secretary