

Stafford County Utilities Commission  
**Meeting Minutes**

June 13, 2017

A. CALL TO ORDER

Mr. Towery called to order the regular meeting of the Utilities Commission (UC) at the George L. Gordon, Jr. Government Center on June 13<sup>th</sup>, 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 and Moses Boulden.

Members absent: DaBora Lovitt, Mike Makee

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

C. APPROVAL OF MINUTES

Bill Tignor made a motion to approve the March 20<sup>th</sup> and May 9<sup>th</sup> meeting minutes as written. Mr. Boulden seconded the motion. The motion passed 4-0. (Ms. Lovitt and Mr. Makee were absent at the time of the motion).

D. PRESENTATIONS BY THE PUBLIC

There were no presentations.

E. PUBLIC HEARINGS

1. Advance Payment Ordinance

Mr. Tignor expressed concern to recuse himself from this discussion and voting due to family members directly associated with this matter. Mr. Towery explained that he felt it would be appropriate for him to participate in this discussion. Mr. Towery gave a briefing of the County Code Chapter 25-101 Advance Payment which states "There shall be an Advance Payment for each account established. Upon termination of service, the advance payment will be credited to the balance of the final bill".

Ms. Kwiatkowski expressed her agreement with the change in advance payments and gave examples such as one single builder could have 10 meter sets and we have to set the account up and the after a minimum final bill then each account has to be sent a refund check this change could end up as a savings for the County.

Mr. Towery explained this is only set up for Private Owners at this point however we could make a recommendation to the board. Mr. Towery proceeded to explain the Proposed Advance Payment.

Mr. Tignor gave an example of his current situation regarding his family has three rental properties when the tenant terminates the utilities Gas and Electric company's automatically start service back in his name and I get the bill while the house has to be renovated or painted until its rented again. Mr. Towery stated this would address this issue. Mr. Tignor expressed that with any account with a turnover like what Ms. Kwiatkowski described earlier would make sense to do that to save labor cost as well as a convenience to the Property Owner. Mr. Towery stated that he will review the proposed advance payment and make a recommendation for the changes.

Mr. Towery reiterated that Ms. Kwiatkowski is correct about how many times the Builders have to put the accounts in their name. Ms. Kwiatkowski explained the builders are not allowed to use construction meters for the building process. Mr. Counsell inquired to Ms. Kwiatkowski if it is the deposit that's getting returned to the builders Ms. Kwiatkowski replied yes. Ms. Kwiatkowski inquired as a logistic you would write a onetime letter to

Utilities to let them know you are a landlord until further notice you would want that account to go back in your name. Mr. Tignor explained that the Power Company has an agreement they have on file. Ms. Kwiatkowski explained this is not what they are saying in this Proposal. Mr. Towery explained what staff is looking for is to have flexibility specifically for customers in good standing who have proven to be trustworthy. Ms. Kwiatkowski stated that you can obtain this information by looking at account payment history. Mr. Tignor mentioned that he may have tenant that may be delinquent but he pays his bill during the time the bill is in his name. Mr. Towery expressed his concern at this time to include the Builders simply for the fact that it went to the Board and was very specific to be for Homeowners of single family homes. Perhaps it would be better if the Commission would ask the Board to consider expanding this at a future time. We could even go back to the Board even at an Infrastructure Committee level and explain the additional discussions and concerns of the Commission. Ms. Kwiatkowski inquired if this request came from staff or was it channeled through a Board Member? Mr. Tower replied from staff after a few complaints. Mr. Glazman was concerned that the wording "at the discretion of the Director of Utilities so you have the ability if you see some situation that is abnormal for some reason you can decide not to waive the fee, I feel you have left a loop hole in here. Mr. Tignor explained as he and his family is considering letting a property management company take over the rental properties would they then be excluded from this proposed change. Mr. Towery explained that there would be exceptions made such as this case, where Property Management would be acceptable. Mr. Towery addressed Mr. Glazeman's concerns this is at the discretion of the Director of Utilities and we should be careful how many request come before the Utilities Department. Perhaps if this works out we could consider expanding the Advance Payment to Builders. Joyce Arndt stated this should be proposed for just property owners that are County Residents. Mr. Towery stated there are a lot of Military family's that come to Stafford I would not want to preclude them from having that opportunity assuming their account is in good standing. Ms. Kwiatkowski mentioned the wording states, that the Director would review at his discretion does this mean that YOU would be looking at every one of those request or will you designate somebody? Mr. Towery replied it would probably be designated depending on the quantity of requests likely to Customer Service Team. Ms. Kwiatkowski recommends the Billing Supervisor. Bill Tignor made motion to recommend the approval of Advance Payment Ordinance. The motion was seconded by Ms. Kwiatkowski and was passed with a 5-0 vote (Ms. Lovitt and Mr. Makee) absent.

#### F. REPORTS BY COMMISSION MEMBERS

1. Mr. Tignor voted no against the Mt. Olive Rd Water Extension because I felt the threshold for what we had to accomplish was too high.
2. Mr. Tignor expressed his concern about when people put a well in with a permit from the Health Department and all this means is that you can't put a well close to septic system it doesn't refer to the amount or quality of water you're getting. Mr. Towery did clarify that there is a minimum flow rate of 3 gpm by the Health Dept. Mr. Towery stated that conditions during a drought can be very different. Ms. Kwiatkowski inquired about the BOS approving the Piedmont Study. Mr. Towery affirmed they did approve that just last week. ECS has been selected to do that study. Mr. Tignor feels anyone in Real Estate should be required to know these issues with private water supplies. Mr. Towery confirmed that this is direction of the study will go. Mr. Glazman stated as long as they meet that minimum flow rate they can still put the well where ever they want. Mr. Towery stated that is not the intent of the study.

#### G. DIRECTOR'S REPORT

1. Falls Run Force Main was approved thanks to staff which would include Bryon Counsell and Jason Pauley's team. Abel Lake Dam Spillway Improvement Project has been approved Bryon Counsell explained the expected cost of the project the design costs are going to be around \$400,000.00 and the construction costs will be between 4 and 6 million. June 20<sup>th</sup> meeting contract renewals for Water/ Wastewater Chemicals, Water Meter, Repair Supplies and Billing Services these contracts are renewed yearly. The other item is to

have the County Administrator execute a contract for the purchase of a new CCTV Equipment for repairs on existing sewer lines. Construction of water and sewer Betterments at the Ferry Road Intersection and the last item is a contract to paint the Ferry Road Water Tank.

## 2. Neighborhood Projects Update

Truslow Road Neighborhood Sewer Project the bids were high staff is adjusting the plans and will rebid. Snellings Lane Neighborhood Sewer Project will be discussing the plan at the upcoming July Infrastructure Committee Meeting.

Cedar Lane Neighborhood Water Project regarding new information there will be a second Public Hearing.

## 3. Pump and Haul Update

Preparing final copies of reports staff will send these out with notices

The five sites that have been approved for alternative onsite septic systems have been notified by mail and verbally.

## 4. Master Plan

O'Brian and Gere is preparing draft report

## 5. Operations and Customer Service Update

Active accounts are up 2.1% since last year.

Increased EDU compared to last year

Operations will be preparing for a uni-directional flush of Aquia Harbour and Falmouth

Copies of the 2016 Water Quality Report was sent to Customer.

## 6. Construction Project Update

Bryon Counsell stated Route 1 North 3" gravity sewer line night work continues.

Falls Run I-95 Crossing is underway and the contractor is experiencing some problems with the bore but the contractor is overcoming the problems and should be back to boring very soon.

Courthouse Water Tank, Ebenezer Church Pump Station and Centerport Sewer Extension is underway Claiborne Run Sewer Interceptor Replacement came back high staff is proceeding with plan adjustments to rehabilitate a portion of the main in lieu of replacement which will reduce the cost of the project.

Bids packages for the Jail Sewer Upgrades, Sweetbriar Force Main Upgrade and the Aquia at the Bridge should be out very soon. Courthouse Road Waterline have been received however Staff has decided to perform the work with internal staff we are trying to use our own resources on some of the smaller jobs such as this one.

Claibourne Force Main will be about six miles of Force Main to build which we are proceeding with. Ms.

Kwiatkowski inquired if Pro Rata money would be used for the Claiborne Run Project. Bryon Counsell replied yes, it is a split project 50% user fees and 50% Pro Rata.

## H. NEW BUSINESS

### 1. Consider Amendment to Utility Commission Bylaws

In January 2016 Board of Supervisors proposed the Chairmanship limited to two years, the Utility Commission Bylaws do not reflect a two year. We would like to have a discussion at the next meeting the reason for this is to give notice for advertisement. No action is required this meeting.

### 2. Consider a new Public Hearing for Cedar Lane Waterline Extension

The Utility Commission at the May 9<sup>th</sup> Public Hearing to recommend approval of the Cedar Lane Water Extension Project however since that time additional information has come to Ms. Staff's attention regarding the 800ft of 16" line we cannot adequately turn over water in the proposed extension. We would have to continue the 16" line down to Austin Ridge Blvd. which is about another 2,000ft of line this would increase the project cost another \$500,000. Ms. Kwiatkowski inquired about VDOT putting in some of the line? Mr. Towery stated there is no immediate need in terms of overall system. Ms. Kwiatkowski inquired about the water quality after all the work is completed. Mr. Towery stated it would be hard to say we would like to ask the Utility Commission to consider another Public Hearing to disclose this information. Ms. Kwiatkowski inquired if the resident had been notified. Mr. Towery stated they have not staff wanted to inform the (UC) first. Mr. Tignor inquired if this extension would serve any other purpose. Mr. Towery stated it would add an additional way to move water. Mr. Tignor asked if this would change this project to a large scale. Mr. Towery explained that it would potentially change the scale to a large project.

Mr. Tignor made a motion to have another Public Hearing, which was seconded by Ms. Kwiatkowski. The motion passed 5-0. (Ms. Lovitt and Mr. Makee) absent.

#### I. ADJOURNMENT

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

There being no further business, Mr. Tignor adjourned the meeting at 8:10 PM.

Minutes submitted by,



Michael Makee,  
Recording Secretary