

Stafford County Utilities Commission
Meeting Minutes

January 16, 2018

A. CALL TO ORDER

Mr. Glazman called to order the regular meeting of the Utilities Commission (UC) at the George L. Gordon, Jr. Government Center on January 16th, 2018 at 7:03 pm in the County Administration Conference Room and asked Ms. Bush to call the role.

B. ROLL CALL

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

Guests: Cindy Shelton

Staff present: Bryon Counsell, Jason Pauley, Julie Elliott and Cindy Bush

C. Election of Officers

1. Election of Chairman

Ms. Kwiatkowski nominated Mr. Makee which was seconded by Mr. Tignor. Mr. Makee was elected as Chair with a 7-0 vote.

2. Election of Vice Chair

Ms. Kwiatkowski nominated Mr. Tignor which was seconded by Alan Glazman. Mr. Tignor was elected as Vice Chair with a 7-0 vote.

3. Election of Secretary

Mr. Tignor nominated Ms. Kwiatkowski which was seconded by Mr. Makee. Ms. Kwiatkowski was elected as Secretary with a 7-0 vote.

D. APPROVAL OF MINUTES

Mr. Makee made a motion to approve the November 14th meeting minutes as written. Ms. Kwiatkowski seconded the motion. The motion passed 7-0.

E. PRESENTATIONS BY THE PUBLIC

There were no presentations.

F. PUBLIC HEARINGS

None

G. REPORTS BY COMMISSION MEMBERS

Mr. Makee introduced and welcomed Cindy Shelton as a guest at the meeting. Mr. Makee also introduced Mr. Carson the newest appointed member on the Utilities Commission. Mr. Tignor inquired about the activities that may have impacted Utilities due to the cold weather. Jason Pauley replied call volume has increased from 20 to 30 calls per week to 160 calls the first week in January. Mr. Tignor expressed his gratitude to the Utilities Commission members of the fact there is a lot of planning that this county agency has done in the past such as the Construction of the Water Facility and Reservoir at Lake Mooney a large part of the funding for this project was already in the bank we did not have to borrow money for this project. Mr. Counsell replied 60% of it was cash of 150 million dollars but thank you Bill for the compliment.

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H. DIRECTOR'S REPORT

1. Utilities Items on the Board Agenda

February 6, 2018 Board Meeting, Consider requesting Planning Commission and Utilities Commission action on review and comments on 2017 Utilities Master Plan Proposed Resolution R18-26 Action for Board to request review by both Commissions

2. Neighborhood Projects Update

Truslow Road Neighborhood Sewer Project – on hold pending Extension Policy revisions
Snellings Lane Neighborhood Sewer Project – on hold pending Extension Policy revisions
Rockdale Short Water Extension – Staff has reduced project scope and is seeking an alternate alignment to avoid potential rock. With new alignment and significantly reduced scope we believe the project can be accomplished for less than \$15k assuming no rock is encountered. The Flynn's have been advised and will participate with hookup fees and a portion of the cost of construction per the Policy.

3. Pump and Haul Update

All Notices have been sent out. Final day was November 30th.
One property owner has requested extension, Board approved extension
16 subsidized properties, down from 20
1 application has been received for the Loan Program.

4. Master Plan

O'Brien and Gere (OBG) is preparing the Draft Master Plan Revisions. After they are complete Staff will consult with the Utilities and Planning Commission for final Public Hearings and Recommendations to the Board. Significant changes to the Master Plan and CIP.

5. Operations and Customer Service Update

Number of Active Accounts: 36,690
December meters read totaled 33,255. Ms. Kwiatkowski stated this means the difference was estimated, Mr. Counsell confirmed.
3,649 customer service calls, inbound
503 meter turn offs, 470 turned back on.
Operations continue to respond to significant numbers of work orders related to the recent cold weather.

Mr. Counsell pointed out Mr. Tignor had inquired earlier about an update on the delinquency changes by the State. Julie Elliott responded we took it to the Board in October they have asked us to look at our Advance Payment amount and potentially increasing that amount, more information will be coming next month. We have currently adjusted our procedures according to the State Code. Ms. Kwiatkowski asked when did this code go into effect. Ms. Elliott replied July 1, 2017. Mr. Tignor asked if the Advance Payment was like a Deposit. Ms. Elliott replied yes however the word Deposit has been assumed in the past if it is called a Deposit we would have to pay interest on it so we call it an Advance Payment.

6. Construction Project Update

Mr. Counsell reported the Route 1 North sewer project is completed and in service and performing nicely. Courthouse Tank is mostly primed, painting to resume in March. I-95 crossing for Falls Run Interceptor progressing very slowly the Contractor is behind schedule. Ms. Kwiatkowski inquired who the contractor is. Mr. Counsell replied a company out of Minnesota called SJ Lewis. Ms. Kwiatkowski asked if we had retainage, Mr. Counsell replied yes we have everything we need. Claiborne Run Interceptor is advertised for construction as is Wayside and Aquia FM @ Bridge. Lower Accokeek FM/Gravity and Claiborne Run Parallel FM are nearing advertisement for construction. Ms. Kwiatkowski inquired about the project near the Firehouse on Rt. 630. Mr. Counsell replied we just resumed work about 3 weeks of construction and we will be finished with the Rt. 630 project. Mr. Tignor suggested that we have a tour of our water and wastewater plants for the BOS and our newest member of the Utility Commission Kent Carson. Mr. Counsell replied once the weather gets warmer we will reach out to the member to take the tour of our facilities.

I. NEW BUSINESS

1. Utilities Draft CIP and 5 year Plan Presentation

Mr. Counsell, Mr. Pauley and Ms. Elliott presented the CIP and 5 year Plan to the UC. Mr. Carson asked if the Pump Stations were just sewer or sewer and water. Mr. Counsell confirmed that it is both. Mr. Boulden asked if there are any fines for restaurants that cause the FOG issue. Mr. Pauley responded no it's so hard to prove who or which restaurant it's coming from. Mr. Tignor asked when we clean the lines out because of FOG do the restaurants reimburse you. Mr. Pauley replied not currently. Ms. Kwiatkowski asked when we have an overflow does it smell bad. Mr. Pauley responded yes it would because it's mixed with sewage. Ms. Kwiatkowski inquired who does our flushing now. Mr. Pauley iterated our Water Quality Department handles all flushing throughout the county. Mr. Carson asked if the flushing was a requirement by DEQ. Mr. Pauley respond not at this time there are DEQ requirements on water quality and water testing throughout the year. Mr. Carson inquired how we do the water testing. Mr. Pauley responded our water plants have staff that gather water samples external labs do all of our testing. Mr. Makee asked how many gallons we lose due to flushing. Mr. Pauley replied it varies on the size of pipe could be several million gallons between Aquia Harbor and Falmouth. We do keep track of uncompensated water usage. Ms. Kwiatkowski asked if we have the cash on hand for Pump Station Rehabilitation. Mr. Counsell responded we mostly have the cash but will be borrowing over the next five years to insure we can get everything done that we need done. Ms. Kwiatkowski made a statement this is due to the construction of Lake Mooney and now you have to try and catch up Mr. Counsell agreed. Mr. Makee inquired if there is any concern from the Board in regards to additional personnel. Ms. Elliott we have not received any negative responses.

J. ADJOURNMENT

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

There being no further business, Mr. Makee adjourned the meeting at 8:30 PM.

Minutes submitted by,

A handwritten signature in black ink, appearing to read "Mickey Kwiatkowski". The signature is written in a cursive, flowing style.

Mickey Kwiatkowski,
Recording Secretary