

**Stafford County Utilities Commission
Meeting Minutes**

May 8, 2018

A. CALL TO ORDER

Mr. Tignor called to order the regular meeting of the Utilities Commission (UC) at the George L. Gordon, Jr. Government Center on May 8, 2018 at 7:02 pm in the ABC Conference Room and asked Ms. Bush to call the role.

B. ROLL CALL

Members present: Alan Glazman, Kent Carson, William Tignor, Moses Boulden and Mickey Kwiatkowski

Members absent: Joyce Arndt, Michael Makee

Staff present: Jason Towery, Bryon Counsell, Jason Pauley, Cindy Bush, Tommy Thompson and Bret McCord

C. APPROVAL OF MINUTES

Mr. Carson made a motion to approve the April 10, 2018 meeting minutes as written. Mr. Boulden seconded the motion. The motion passed 5-0. (Mr. Makee and Ms. Arndt was absent at the time of the motion).

D. PRESENTATIONS BY THE PUBLIC

None

E. PUBLIC HEARING

1. O18-18 Amend and Reodain Stafford County Code Sec. 25-165, "Type Capacity, Location, Etc." Regarding Community on-site Sewage Systems.

Mr. Towery explained there are currently five active Community Drainfields in the County at this time.

- a) Canterbury Estates which has fell into disrepair the HOA has been working to make repairs VHD reports they are working with a soil consultant find reserve drain field areas.
- b) Mussleman's Mobile Home Park is reportedly failing. No repairs have been made presumably because of funding.
- c) Calvin Court Mobile Home Park 10-12 homes currently discharge to a pair of failing drainfields. No repairs reported.
- d) Living Hope Lutheran Church existing mass drainfield, status is good and regular maintenance appears to be occurring.
- e) Hope Springs Marina existing mass drainfield, status is unknown the owner does not appear to be having regular maintenance inspection preformed.

Ms. Kwiatkowski inquired how would an owner report a failure and to who. Mr. Towery replied they would report directly to the Health Department. Mr. Tignor asked if the owners of the Trailer Park would be responsible for any of the repairs and not the renting tenant. Mr. Towery responded yes that is correct as an example Canterbury Estates the HOA is currently working to make repairs.

We have three primary concerns for community drainfields, the Rappahannock Area Health District has reported they are understaffed and unable to give effective oversight of the design, construction and maintenance of these systems.

Should these facilities fail, there is significant concern that the affected community would be unable to fund the repairs. If repairs were not made, the community would either need to be abandoned or the County would likely need to fund the improvements.

It is not uncommon for a septic system to fail; typically the homeowner is able to work with VDH and the County to find some sort of repair or solution. The failure of a community drainfield and the potential environmental and health hazards associated with such a failure would be significant. Ms. Kwiatkowski asked what would happen with these six that are listed as current mass drainfields with no staff and no one to oversee, the Ordinance is going forward. Mr. Towery replied they will still remain in the VDH review in terms of monitoring these. Tommy Thompson also replied we are currently approved for two more food people.

Mr. Carson made a motion to approve the Mass Drainfields. Mr. Boulden seconded the motion. The motion passed 5-0. (Mr. Makee and Ms. Arndt was absent at the time of the motion).

F. REPORTS BY COMMISSION MEMBERS

Ms. Kwiatkowski congratulated both Mr. Towery and Mr. Counsel on their new positions and merging with Public Works.

G. DIRECTOR'S REPORT

1. Items on the Board Agenda, May 15th Utilities to authorize County Administrator to execute a contract with Johnston Construction Company for the Construction of the Stafford Oaks Sewage pump station. Proposed Resolution R18-123

BACKGROUND SUMMARY: Approves contract for pump station.

May 15th Utilities authorize an unsubsidized pump and haul agreement with the VDH for 685 Courthouse Road. Proposed Resolution R18-125

BACKGROUND SUMMARY: Approves pump and haul application.

June 5th A Resolution to amend the Stafford County Comprehensive Plan in Accordance with Virginia Code §15.2-2229 by adopting a new document entitled "Stafford County Department of Utilities , Draft Water and Sewer System Master Plan dated January 9, 2018. Proposed Resolution R18-68

BACKGROUND SUMMARY: Approves Master Plan

2. Upcoming Utility Commission items Utility Extension Policy Revisions. Pro Rata Rates will need to be updated to reflect the New Master Plan. Community Drain fields a Public Hearing to consider an Ordinance Amendment. Mr. Tignor suggested we also invite Tommy Thompson to attend the hearing.
3. Pump & Haul Update 16 subsidized properties, down from 20.
111 Autumn Drive has BOS approved extension through July 9, 2018 they have submitted application for the loan program and is progressing with permits.

4. Master Plan

BOS Public Hearing June 5th
Pro-Rata recommendations to the UC June 12th and then to BOS July 10th.

5. Operations and Customer Service Update

System Burn and Flush nearly completed very successful with minimal complaints. Customer Service Account Delinquency total is \$513,798.41. Mr. Pauley reported that out of 5,000 hydrants we have literally touch 4,713 hydrants so far and flushed. We currently have a total of 1,717 man hours. We will finish up the Burn and Flush program by the end of this month. Customer Service Account Delinquency is currently at \$513,798.41. Ms. Kwiatkowski commented on the fact you have to have reserve for these finaled accounts in case you cannot collect these funds this is a lot of money that you are unable to use. Mr. Towery replied we have discussed internally about some flexibility in staff to be able to dedicate to delinquency collections.

6. Construction Project Update

Courthouse Tank is expected to online in July
Falls Run I-95 Crossing has stalled waiting on contractor
Claiborne Run Sewer Interceptor Replacement bids have been awarded.
Wayside Interceptor Sewer back out to bid and Stafford Oaks Pump Station waiting to be awarded.
Claiborne Run Parallel Force Main is nearing advertisement for construction.
Lower Accokeek Force Main/Gravity we are having some property acquisition delays.

7. Approved FY19 budget allows for 10 new positions which will include 4 line crew workers 2 Water Treatment Operators 1 Mechanic 1 GIS Technician 1 Pretreatment Coordinator 1 Part-time to Full-time Meter Tech. Mr. Towery announced the merge with Public Works and explained the Department Organizational Chart.

H. NEW BUSINESS

1. Pro-Rata and General Water and Sewer Improvement Plan

Mr. Counsel explained to the Utility Commission that the Department of Utilities created the Pro-Rata and General Water and Sewer Improvement Plan which lay out a schedule for growth and infrastructure then we divide all these projects into pressure zones and sewer sheds. You take all of those projects and divide the projected cost based on gallons to the future developments that come in. The Interceptor has already been built and paid for by the County so each development that comes online pays a share of that cost. The last update to the Master Plan was in 2007 the General Water and Sewer Improvement Program is based on a portion of the Master Plan called Developer Pro-Rata Funds. The plan usually needs to be revised about every year Master Plan not necessarily as often. Since we just revised the Master Plan we feel it is appropriate to revise the Pro-Rata and General Water and Sewer Improvement Plan. Mr. Counsel explained the changes and increases in the Pro-Rata rates. Mr. Tignor asked if the developer is aware of the rates before they start the project. Mr. Counsell responded yes they are aware of all rates. Mr. Tignor asked if the rates were based on projected costs. Mr. Towery responded they are based on projected cost with in the General Water Sewer Improvement Program the actual Pro-Rata Policy says that if there is a project that is complete credits are based on the prices shown on the Master Plan. Mr. Tignor asked if the Public Hearing would be at the next UC meeting on June 12th. Mr. Towery responded yes it would be June 12th.

Mr. Glazman made a motion to approve the Public Hearing for Pro-Rata and General Water and Sewer Improvement Program. Mr. Carson seconded the motion. The motion passed 5-0. (Mr. Makee and Ms. Arndt was absent at the time of the motion).

2. Discussion Utilities Commission ByLaws

Mr. Glazman suggested the UC read over the ByLaws and vote at the June 12th meeting all members of the UC agreed, and make changes in the track version of the document. Ms. Bush was asked to send out the track version to all members.

I. OLD BUSINESS

None

J. AJOURNMENT

Mr. Boulden made a motion to adjourn, which was seconded by Ms. Kwiatkowski. The motion was passed 5-0. (Mr. Makee and Ms. Arnet was absent at the time of the motion).

There being no further business, Mr. Tignor adjourned the meeting at 8:24 PM.

Minutes submitted by,



Mickey Kwiatkowski,
Recording Secretary