

**Stafford County Utilities Commission
Meeting Minutes**

June 12, 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 June 12, 2018 at 7:00 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, Joyce Arndt and Mickey Kwiatkowski

Members absent: Moses Boulden, Michael Makee

Staff present: Jason Towery, Bryon Counsell, Jason Pauley and Cindy Bush

C. APPROVAL OF MINUTES

Mr. Glazman made a motion to approve the May 8, 2018 meeting minutes as written. Mr. Carson seconded the motion. The motion passed 5-0. (Mr. Makee and Mr. Boulden was absent at the time of the motion).

D. PRESENTATIONS BY THE PUBLIC

Paul Waldowski addressed the Utility Commission with an update since his last visit February 13th 2018. On February 14, 2018 I contacted the Division of Public Utilities Regulation and I provided them with a water and sewer complaint. I followed up with a letter dated March 12th and again this past week June 9th. I hand carried all three letters to the Director of Stafford County Utilities Jason Towery. I did not give him the exhibits that I provide to the Division of Public Utilities but I did print these and I will leave the print out with the Commission. The two bills I am giving you cover October 2017 and November 2017. You will see in October the townhouses paid \$11,727.00 for 209 units which is an outrageous amount for fees for water and sewer. November was \$11,408.60. I am waiting on the Division of Public Utilities to help me obtain more County of Stafford Utility Payments. I remember when Mr. Lloyd a former (BOS) he knew that the people that owned these properties were being done wrong, I told you before we are dealing with one of the poorest subdivisions in Stafford. Thanks for your time.

E. PUBLIC HEARING

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

Mr. Counsell 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. Tignor asked if this included the water reservoirs and the treatment plants. Mr. Counsel responded no it does not all of our water facilities are paid out of other fees. All of the Pro Rata fees pay for everything between the plants such as all the pipes pump stations, water tanks. Mr. Counsell explained the following changes in the Pro Rata Fees.

Pro Rata Charges (Per Gallon)

<u>Pressure Zone</u>	<u>Water Fees</u>		<u>Sewer Fees</u>		<u>County Code Sec. Section</u>
	<u>Current</u>	<u>Proposed</u>	<u>Current</u>	<u>Proposed</u>	
Aquia	1.92	<u>2.27</u>			25-72.1 &
Berea	2.24	<u>3.56</u>			25-72.2
Central	4.00	<u>6.38</u>			
Falmouth	3.40	<u>4.13</u>			
Garrisonville	2.61	<u>3.22</u>			
 <u>Drainage Area</u>					
Accokeek			9.26	<u>10.57</u>	
Aquia			7.47	<u>4.59</u>	
Austin Run			5.34	<u>2.17</u>	
Claiborne Run			5.80	<u>3.63</u>	
Falls Run			10.49	<u>5.23</u>	
Little Falls Run			9.93	<u>14.32</u>	
Potomac Creek			16.55	<u>28.22</u>	
Rocky Pen Run			19.47	<u>13.57</u>	

Mr. Tignor inquired if the Pro Rata Fees are a common practice with other localities. Mr. Counsell responded no it is not I have found only three other localities in Virginia that use the Pro Rata Rates. Mr. Glazman asked how you handle underestimates. Mr. Counsell responded the Developer could come back and qualify for a reimbursement within a certain time frame; it must be a recent project. Mr. Carson agreed this is a good way to pay for the Development in the County which is driving the rates up, to have these fees paid by the Developers in the areas where the infrastructure has to be upgraded.

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

F. REPORTS BY COMMISSION MEMBERS

None

G. DIRECTOR'S REPORT

1. Utilities Items on the Board Agenda

Items on the Board Agenda June 19, 2018

Public Works (Utilities Division) Authorize County Administrator to execute a contract and contract renewals to purchase Water and Wastewater Chemicals and Parts for Repair and Maintenance of the County's water/Sewer lines.

Proposed Resolution R18-128 (Chemicals)
Proposed Resolution R18-129 (Parts for Repair & Maintenance)

Authorize County Administrator to execute a Contract for on-Call Maintenance and Construction Services.
Proposed Resolution R18-155

Authorize County Administrator to execute a Contract for Sludge hauling from Little Falls Run and Lake Mooney Wastewater Treatment Plants for use in Land Application.
Proposed Resolution R18-130

Authorize County Administrator to execute a Contract for Purchase of Centrifuge Dewatering Equipment at the Aquia Wastewater Treatment Plant.
Proposed Resolution R18-152

Consider an Amendment to County Code sec 25-1 "Definitions," Sec 25-104 When Due and Payable, Delinquencies Generally" and Sec 25-105 "Discontinuance of Service for failure to Pay"
Proposed Ordinance O18-21

Consider changes to the Advance Payment Fee
Proposed Ordinance O18-20

2. Upcoming Utility Commission items Utility Extension Policy Revisions Staff is drafting modifications for consideration.
3. Pump & Haul Update 17 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. VDH Review has rejected the proposed alternative drainfield. Staff is working with the Home Owner, Engineer and VDH to consider alternatives. Ms. Kwiatkowski asked why it took so long for VDH to reject it. Mr. Towery responded this applicant asked for an extension after the deadline had expired and BOS granted his six month extension which was in January then about two months ago his final application got over to VDH.
4. Master Plan

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

5. Operations and Customer Service Update

System Burn and Flush revealed approximately 300 hydrants and a number of valves in need of maintenance or repair. Hydrant repair, maintenance, and painting are actively being completed. Storm related operations high flows at WWTF were managed without incident. Staff worked hard throughout the storm and after to assure protection of our assets.
Continued trend of 2% account growth with 1% water sale growth.
Customer Service Account Delinquency total is \$513,369.15.

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 under Construction.
Aquia FM @ Bridge under Construction
Wayside Interceptor Sewer successful bid awarded.
Stafford Oaks PS successful bid awarded.
Lower Accokeek Force Main/Gravity we are having some property acquisition delays.

7. Staff/Department Updates

Reorganization Team is working to finalize recommendations on functional areas, team structure and space.
Team is working to hire new positions in the 2019 budget to begin on or after July 1

H. NEW BUSINESS

None

I. OLD BUSINESS

1. Discussion Utilities Commission ByLaws

The order of the Agenda was changed to have the Public Hearing before the Directors Report and changes to the 3 minute time for all Public Hearing speakers. Mr. Towery explained that he sat down with the County Attorney and had some changes to recommend Section 2-1 to clarify it is not a requirement that they have to be from the election district. Sec 3-1 the sentence that reads when a meeting falls on a Holiday may be struck because the first sentence is saying the Commission shall set the meetings. Sec 3-2 Special Meetings can be called by the Chair or by at least to members by written request to the Secretary. Sec 3-4 Quorum and Method of Voting in case of a tie vote shall fail to be approved. Sec 3-3 The Secretary this responsibility would now be transferred to Director of Public Works Utilities Division and Cindy would continue to keep the minutes.

J. AJOURNMENT

Mr. Tignor made a motion to adjourn, which was seconded by Mr. Glazman. The motion was passed 5-0. (Mr. Makee and Mr. Boulden 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