

**Stafford County Utilities Commission
Meeting Minutes**

July 11, 2018

A. CALL TO ORDER

Mr. Makee 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, Michael Makee, Moses Boulden, Joyce Arndt and Mickey Kwiatkowski

Members absent: William Tignor, Kent Carson

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

C. APPROVAL OF MINUTES

Mr. Glazman made a motion to approve the June 12, 2018 meeting minutes as written. Mr. Boulden seconded the motion. The motion passed 5-0. (Mr. Tignor and Mr. Carson was absent at the time of the motion).

D. PRESENTATIONS BY THE PUBLIC

None

E. PUBLIC HEARING

None

F. REPORTS BY COMMISSION MEMBERS

Ms. Kwiatkowski inquired about the contractor for the Falls Run Sewer Project. Mr. Counsell replied the Contactor is SJ Louis. Ms. Kwiatkowski asked are they taking us to court. Mr. Counsell reiterated staff is working with the Contactor to work through the issues we do have some Board direction on how to proceed.

G. DIRECTOR'S REPORT

1. Utilities Items on the Board Agenda

Items on the Board Agenda July 10, 2018

Public Works (Utilities Division) Authorize the County Administrator to execute a Contract for design of Aquia Wastewater Treatment Plant Centrifuge

2. Upcoming Utility Commission Items

Utility Extension Policy Revisions Discussion
Utilities Commission By-Laws Discussion

3. Pump & Haul Update 17 subsidized properties, down from 20.
111 Autumn Drive remains on subsidized pump and haul and was sent a new agreement for signature. The alternative drain field proposed by the homeowner was not approved.

4. Master Plan

BOS approved R18-68, which adopted the new document entitled Stafford County Department of Utilities, Water and Sewer System Master Plan.

Staff has started implementing some of the changes in accordance with the new Master Plan. Pro-Rata rates have been reviewed and are proposed to change. UC has acted, seeking a date for BOS action.

5. Operations and Customer Service Update

Staff is in the planning stages of decommissioning the existing Courthouse Water Tank. A public hearing was held before the BOS on June 19, 2018, regarding increased Advanced Payment Fee and the proposed changes to Chapter 25 of the County Code. The BOS recommended approval of the proposed changes without modification or objection from the speakers at the BOS's public hearing.

Continued trend of 2.1% account growth with 1% water sale growth.
Customer Service Account Delinquency total is \$507,700.47.

6. Construction Project Update

Courthouse Tank is at 95% completion and expected to be online in August, pending installation of about 50 pressure reducing valves.

Falls Run I-95 Crossing contractor currently hand mining; awaiting direction for contractor regarding blasting.

Claiborne Run Sewer Interceptor Replacement new bridge installed July 10th completion by December 2018.

Aquia FM @ Bridge substantial completion on July 10th.

Wayside Interceptor Sewer awarded. VDOT permit application has been submitted pre-construction week of July 16th

Stafford Oaks PS to begin end of July.

Claiborne Run Parallel FM out to bid and due back July 17th.

Lower Accokeek Force Main/Gravity bid to go out beginning of November.

7. Staff/Department Updates

The regular part-time Meter Technician position has been upgraded to a regular full-time Meter Technician position as of July 9th.

Reorganization Team is finalizing 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.

Mr. Glazman inquired how many new positions we added. Mr. Towery replied we added 10 new positions which will be a total of 150 employees.

H. NEW BUSINESS

None

I. OLD BUSINESS

1. Utilities Commission By-Laws

Mr. Glazman inquired about some of the comments on the track change copy. Mr. Towery responded these are the comments that Mr. Carson had made prior to our last meeting and those comments were incorporated into the By-Laws which we discussed the 3 minute speaker limit and the order of the Agenda items.

Ms. Kwiatkowski made a motion to adopt the Utilities Commission By-Laws as written, which was seconded by Mr. Glazman. The motion was passed 5-0. (Mr. Tignor and Mr. Carson was absent at the time of the motion).

2. Water and Sewer Extensions Discussion

Mr. Towery explained the Extension Policy every year we set aside funds in the CIP for these extension projects. The cost to construct and extend the water/sewer lines is an additional cost. This policy allows the extension of water and /or sewer to existing, developed properties in order to address well or septic failures and the associated health concerns. This policy is not intended to be used to extend water and/or sewer to properties without documented health concern.

Each Short Extension Project is permitted to extend to no more than 3 properties per fiscal year. A Short Extension Project would allow for extension funds to be used to fund up to the first 300' per property (900' per project) with the remaining funding being required by the owners.

Short Extension Projects that are estimated to cost less than \$50,000 may be approved administratively. Short Extension Projects costing more than \$50,000 would require the majority support of the Utilities Commission. Short Extension Projects costing more than \$100,000 would require the majority support of the Board of Supervisors.

All proposed extensions would be required to comply with provisions of the Comprehensive Plan and also with good engineering practice as determined by the Director of Public Works or his designee. Ms. Kwiatkowski asked for a copy of the old extension policy. Mr. Towery provided all members with a copy of the existing Policy.

Neighborhood extension Policy

This policy will allow extension of water and /or sewer to existing, developed properties seeking services in order to address well or septic failures and the associated health concerns.

Neighborhood projects extend services to more than 3 homes and with a total estimate cost between \$100,000- \$ 500,000 to be approved by Utility Commission (UC) and Board of supervisors (BOS).

Projects require the petitioned support of at least 51% of the affected properties to be considered by the Utilities Commission and Board of Supervisors. If supported, the owners shall be required to sign an agreement binding them to the pay a utilities extension fee with a 10% design deposit.

The fees shall be set by the Board of Supervisors with a proposed initial extension fee of \$15,000 per property per connection for water or sewer construction. The 10% design deposit shall be \$1,500 per property per connection for water or sewer design. The deposit shall be non-refundable.

All proposed extensions would be required to comply with provisions of the Comprehensive Plan and also with good engineering practice as determined by the Director of Public Works or his designee. Mr. Makee asked who documents the Health

Concern. Mr. Towery responded the Health Department documents the health concerns, however I think it would be beneficial to have a third party evaluate the health issues as well. This is definitely an area we need to be concerned with and discuss in great detail.

Department must first receive a request from 51% of the community for establishment of a utility project.

Once request is received, Staff will perform preliminary analysis to determine the feasibility and classify the project by cost and need.

Depending on the results of the analysis, the project would be presented to the Utilities Commission (UC) and the County Board of Supervisors (BOS) with Public Hearings where necessary.

If the project is approved the project is moved into design and easement acquisition phase. Before design/easement acquisition, at least 51% of the owners shall sign an agreement to pay the connection fees and make the appropriate deposits (see below) These costs for connection of each lot will be a flat charge of \$15,000.00 that can be financed at a rate of 3% annually and must be paid within 5 years. Property owners also may choose to pay the flat fee all in one payment if so they choose

Property owners will also be required to sign an agreement accepting the terms of contract and place a 10% deposit.

Property owners that defer their connection until a future time will be required to pay the adjusted flat rate based on the Engineering News Record cost of construction at the time of connection versus the time of adoption of the project.

J. AJOURNMENT

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

There being no further business, Mr. Makee adjourned the meeting at 8:25 PM.

Minutes submitted by,

Jason D. Towery, P.E.,
Director of Public Works