

**Stafford County Utilities Commission
Meeting Minutes**

August 14, 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 August 14, 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, Moses Boulden, Joyce Arndt and Mickey Kwiatkowski

Members absent: Michael Makee

Staff present: Jason Towery, Aref Etemadi and Cindy Bush

C. APPROVAL OF MINUTES

Ms. Kwiatkowski made a motion to approve the July 11, 2018 meeting minutes as written. Mr. Gazman seconded the motion. The motion passed 5-0. (Mr. Makee was absent at the time of the motion). Mr. Tignor caught an error on page 4 paragraph 3 word should be definitely. Ms. Bush made the correction.

D. PRESENTATIONS BY THE PUBLIC

Mr. Bob Marshall presented the Utilities Commission with his concerns with the Water Sewer Line Extension on Truslow Road. Mr. Tignor indicated further in the agenda we would be discussing the Water and Sewer Extension Policy. Mr. Towery agreed this change would affect the Truslow Road Project.

E. PUBLIC HEARING

None

F. REPORTS BY COMMISSION MEMBERS

Mr. Tignor suggested that we consider changing policy when a rental property changes from the tenant to the owner we automatically convert the account back to the owner's name to avoid the interruption in service. Mr. Towery indicated he would look at this option.

G. DIRECTOR'S REPORT

1. Utilities Items on the Board Agenda - August 21, 2018

Authorize the County Administrator to Execute a Contract for Utility Bill Printing and Mailing Services; Proposed Resolution R18-182

BACKGROUND SUMMARY: Approves contract.

Authorize the County Administrator to Execute a Contract with MSC Equipment for the Purchase of and Aquatech Jet/Vacuum Truck for Maintaining the County's Sewer Infrastructure; Proposed Resolution R18-189

BACKGROUND SUMMARY: Approves contract.

Authorize the County Administrator to Execute a Contract with Carter Machinery for the Purchase of a Caterpillar Wheel Loader for Moving and Loading Heavy Repair Materials; Proposed Resolution R18-190

BACKGROUND SUMMARY: Approves contract.

Authorize the County Administrator to Execute a Contract with Midas Utilities, LLC for Construction of the Claiborne Run Force Main (Phase 1A) Project; Proposed Resolution R18-203

BACKGROUND SUMMARY: Approves contract.

Authorize the County Administrator to Execute a Contract with O'Brien & Gere Engineers, Inc. for a Facility Plan for the Little Falls Run Wastewater Treatment Plant; Proposed Resolution R18-213

BACKGROUND SUMMARY: Approves contract.

2. Master Plan Update

- Pro Rata rates are proposed to change. UC has acted. BOS action. September 4th.

3. Operations and Customer Service Update

- Staff is in the planning stages of decommissioning the existing Courthouse Water Tank.
- Continued trend of 2.1% account growth with 2.6% water sale growth
- Customer Service Account Delinquency: \$531,894.95
- Manganese issues at Smith Lake

4. Construction Project Update

- Courthouse Tank is at 95% completion and expected to be online in August
- I-95 crossing for Falls Run Interceptor; on hold
- Claiborne Run Interceptor; new bridge installed July 10th; completion by December 2018
- Wayside Interceptor Sewer awarded; pre-construction week of July 16th
- Stafford Oaks Pump Station; construction has begun
- Claiborne Run Parallel FM out to bid and due back July 17th
- Lower Accokeek FM/Gravity; bid to go out beginning of November

H. NEW BUSINESS

None

I. OLD BUSINESS

1. Water and Sewer Extensions

Mr. Towery explained the Extension Policy the previously established Water and Sewer Extension Policy organized the policy into four (4) categories.

- Capital Improvement Program (CIP)
- Short Extension Projects (SEP)
- Neighborhood Projects (NP)
- Large Scale Projects (LSP)

In order to simplify the decision making process and assure the rate payers that extension policies are fair and equitable and result in recovery of expenses by the County for those benefiting, staff is recommending the following changes to be instituted to the extension policies. Mr. Tignor asked what are the changes you are looking for. Mr. Towery responded the Board has asked the Utilities Commission to recommend changes to the Extension Policy. Also to bind the homeowners to more than what is currently in the policy, this is a \$500.00 deposit. Ms. Kwiatkowski also added her concerns about the enormous increase to the homeowner from the current \$500.00 to 14,500.00. Mr. Towery responded this is still less than it should be according to the analysis we have done it costs about \$20,000 per line to build the extension for sewer extensions its about \$30,000 that is pretty consistent industry wide. Mr. Marshall expressed his concerns with the changes being proposed which will affect his neighborhood project on Truslow Road that they have already paid the \$500.00 deposit. The problem with my system is it's an aeration system which means it is 18" from the top of the ground so all of this rain that we have had it floods the system and I have to have it pumped by Marshalls. Mr. Tignor inquired about the process that took place, we had recommended this project and the Board approved the project. Mr. Towery responded the project was put out to Bid and the bid came back high. The project did expand from 7 properties to 14 and the cost came in at \$1.5 the policy restricts Neighborhood Projects to \$500,000. We proposed to the Board we could move forward as a large scale project or we could scale it back to the initial scope. We worked with the Engineer to raise up the sewer lines to try and get the numbers down but it still came in around a million dollars. At that point the Board asked for staff to go back and revisit the policy. Mr. Tignor stated this issue here is the cost, not the need that they have it's the cost right. Mr. Towery confirmed yes it is the cost of the project. Ms. Kwiatkowski inquired under the current policy the project was approved was it by this commission. Mr. Marshall responded yes by this commission and the Board of Supervisors and I was told what I had to do I got the signatures needed as well as Snellings Lane. Mr. Towery stated we brought the contract before the Board for the approval to start construction and it was tabled to review the policy.

CAPITAL IMPROVEMENT PROGRAM (CIP)

This category applies to projects which exceed \$500,000 and hence must be established as CIP projects with establishment of pro-rata.

SHORT EXTENSION POLICY (SEP)

This policy allows the extension of water and /or sewer to existing, developed properties in order to address well or septic system 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 feet per property (900 feet per project) with the remaining funding being required of the property 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.

NEIGHBORHOOD EXTENSION POLICY (NEP)

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.

Upon request of a community for an extension project the following steps must be followed:

- The properties must be within the established Urban Service Area(USA);
- In instances where property is outside the USA the extension of water or sewer will only be permitted provided such public water supply is within three hundred (300) feet of the house, building or property;
- Utilities Commission must first receive a request from 51% of the community for establishment of a utility project;
- Once request is received by the Utilities Commission (UC) and fully vetted it is presented to the County Board of Supervisors (BOS) to request for a public hearing on the proposal;
- Once public hearing is held and project is approved a resolution is passed by BOS and an engineering study is commissioned to determine the cost of construction ;
- Project and its cost will then be presented to the UC, residents and the BOS. If the project is approved the project is moved into design and easement acquisition phase;
- 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. Tignor made a motion to adjourn, which was seconded by Ms. Kwiatkowski. The motion was passed 5-0. (Mr. Makee was absent at the time of the motion).

There being no further business, Mr. Tignor adjourned the meeting at 8:56 PM.

Minutes submitted by,

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