



STAFFORD COUNTY UTILITIES COMMISSION

Meeting Minutes

Tuesday, March 26, 2019 at 7:00 pm
ABC Conference Room of the George L. Gordon, Jr. Government Center

A. Call to Order

B. Roll Call

Members Present: Kenton Carson, Mickey Kwiatkowski, Michael Makee, Moses
 Boulden, Sr., William Tignor

Members Late: Joyce Arndt

Members Absent: Alan Glazman

Staff Present: Jason Towery, Paul Santay, Cindy Bush

C. Approval of Minutes

Mr. Carson made a motion to approve the minutes, which was seconded by Ms. Kwiatkowski. The motion passed 5-0.

D. Presentations by the Public

There were no presentations by the public.

E. Public Hearing

Fees for Water and Sewer Services

Mr. Towery informed the Commission to consider recommendation of approval to the Board of Supervisors regarding user fee rate increase of 1.5% for the proposed FY2020 Budget.

Mr. Santay, Assistant Director for Public Works informed the commission of the back ground pertaining to the rate increase. Ms. Kwiatkowski asked if we were planning on bringing this to the BOS on April 16, 2019 Mr. Santay affirmed. Mr. Tignor inquired about what percentage is the rate increase for Operating Costs. Mr. Towery responded we had built in to our budget previously 2.5% of course the BOS is considering adjusting that differently. Mr. Carson asked why we were using the Baltimore area CPI is there something more local such as Fredericksburg that we could compare to. Mr. Santay clarified it is now considered Washington Alexandria area which is within our district. It

does depend on the customer size and tiered rates and other basic charges such as per gallon rates. Mr. Santay explained the continuous maintenance and operations along with the customer service demands that are still needed to operate efficiently. Maintain customer accounts due to growth and pay down debt and maintain 150 days of cash reserves. We also want to continue to provide safe efficient reliable and uninterrupted services to the citizens of Stafford.

Ms. Kwiatkowski stated you are referring to customer service but you're not adding any more CSR's to the department. Mr. Santay replied we did request employee increases for FY2020 we will not know what the BOS will approve. Mr. Makee asked if there are a standard number of customers based on CSR's. Mr. Towery replied last year when we did the five year plan we were behind compared to Prince William and Spotsylvania. Mr. Santay continued to say customer accounts continue to increase year over year. Water sales not keeping pace with the account growth, from 2011 to current we are at an increase in our sales consumption and distribution at 0.14%. Mr. Makee asked if we had considered coming up with ways to increase the average usage which would encourage people to use more water. Mr. Towery stated we have a tiered system so the more you use the more you pay. Year after year we are going to highlight the fact that usage keeps declining. Mr. Tignor asked if Spotsylvania's rates were higher or lower than Stafford. Mr. Towery stated Stafford County still remains competitive. Mr. Santay stated in order to maintain optimal performance on all levels asked that the Utilities Commission approve the proposed changes to the water and sewer fees which include approval of O19-27.

Mr. Tignor made a motion to recommend to the BOS the 1.5% user fee rate increase, which was seconded by Ms. Kwiatkowski. The motion passed 6-0.

F. Reports by Commission Members

Ms. Kwiatkowski inquired about the water retention ponds on 630. Mr. Towery stated he was not sure we will get some more information on the matter.

G. Director's Report

Mr. Towery stated that currently there are three items on the BOS agenda a Public Hearing County's Quick-Take powers in connection with the Lower Accokeek sewer project. Authorize the County Administrator to execute replacement of Aqua Disk Controls for Aquia Wastewater Facility. And the purchase of a replacement F450 Truck for Field Operations.

Regarding the Operations and Customer Service Updates, Mr. Towery stated that staff continued to see a similar trend of 3% as far as account growth and consumption. He also stated that staff was currently pursuing and placing more liens on final account delinquencies.

Mr. Towery stated that the General Contractor has completed rehabilitation of the water filters on Train #2 at Smith Lake Water Treatment Facility. According to Mr. Towery, rehabilitation of Train# 1 is ongoing. Mr. Towery stated the Ferry Farm waterline replacement program is expected to start soon we are still working on the location of the line .

Courthouse water tank;

Mr. Towery stated that the tank was 99% complete we still have paving and disinfection

of the tank remaining to complete the project.

I-95 Crossing;

Mr. Towery stated that additional rock cores are being drilled from surface to supplement information in the technical report/bid documents.

Claiborne Run Interceptor;

Mr. Towery stated that the project was moving along nicely and was about 90% done.

Wayside Interceptor;

Mr. Towery stated that construction had been delayed due to severe weather impacts.

Stafford Oaks Pump Station;

Mr. Towery stated that completion was scheduled for April 2019 and staff was confident the completion date would be met.

Claiborne Run Parallel Force Main;

Mr. Towery stated that significant progress had been made and the projected should be completed June of 2019.

Lower Accokeek Force Main/gravity;

Mr. Towery stated that staff was currently still working with Purchasing on the bid schedule.

H. New Business

There was no New Business

I. Unfinished Business

There was no Unfinished Business

J. Adjournment

With no further business to discuss, the meeting was adjourned at 7:54 pm.

Minutes submitted by,

A handwritten signature in black ink, appearing to read 'J. Towery', with a large, stylized flourish at the end.

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