

Stafford County Utilities Commission

Tuesday, March 8, 2022

**7:00 p.m.**

Board Chambers,  
1300 Courthouse Road  
Stafford, VA 22554

- I. Call to Order & Welcome New and Returning Members (Chris Edwards)
- II. Roll Call
- III. Nomination for Chair of the Utilities Commission 2022
- IV. Nomination for Vice-Chair of the Utilities Commission 2022
- V. Approval of Meeting Minutes
  - A. December 15, 2021 Meeting Minutes
- VI. Presentations by the Public
- VII. Reports by Commission Members
- VIII. Director's Report (Chris Edwards)
  - A. Presentation
  - B. Roster/2022 Meeting Schedule
  - C. Bylaws: Section 3 - Meetings
- IX. Unfinished Business
- X. New Business
- XI. Adjournment

Utilities Commission  
Draft Meeting Minutes – December 15, 2021

- I. Call to Order – Chairman, Mr. Kent Carson, called the meeting to order at 7:00 p.m. Mr. Nathan Huber, Assistant Director of Utilities, and Mr. Byron Counsell, Director of Capital Projects, facilitated the meeting in the absence of Utilities Director, Chris Edwards. Stafford County holiday ornaments were presented to each member of the Commission. Those members not present would have their ornaments mailed to them.
- II. Roll Call – In attendance was Mr. Kent Carson, Mr. Greg Cox, Mr. Alan Glazman, Mr. Bill Tignor, and Ms. Nancy Sullivan (by phone). Ms. Kwiatkowski was absent. The County's Youth Engaged in Stafford (YES) representative was also in attendance.
- III. Approval of September 14, 2021 Meeting Minutes – Mr. Glazman motioned, seconded by Mr. Tignor to adopt the meeting minutes as presented. The motion passed unanimously.
- IV. Presentations by the Public – there were no members of the public present.
- V. Reports by Commission Members – Mr. Tignor spoke with Mr. Edwards concerning paying his personal water bill on-line. He said that up until November, he received a bill at his home and authorized payment with his bank where he keeps his vendor list current. Mr. Tignor noted that the mailing address for the Utility bills changed from Baltimore to Philadelphia and he notified his bank of the change. Payment for that bill did not arrive in Philadelphia until December 3<sup>rd</sup>, which was past the due date. He was told that the new payment processing center did not accept electronic payment as used to be the case with the Baltimore address and was the reason for the delay as the bank sent a check via the United States Postal Service (USPS). Mr. Tignor wondered if other utility users encountered the same problem as he did and suggested that a notice be put on the bills that late payments were due to service (or lack thereof) of the USPS, not the property owner or person who paid the bill on time. Mr. Glazman said that he could echo Mr. Tignor's frustration with the USPS. He mailed Christmas cards last year and those going out-of-state arrived in two to three days. Those being delivered locally arrived in January and one as late as February. He said that the USPS has problems; that Stafford's mail is sent to Richmond then redirected back to Stafford, which causes the delivery delays. Mr. Counsell said that Hartwood District Supervisor, Mr. Gary Snellings, spoke with Stafford's Postmaster about the poor service. Mr. Huber and Mr. Counsell said they did not have any details about the new service provider in Philadelphia but would speak with Ms. Jeanine Denno, Customer Service Supervisor for the Utilities Department, and would report back to the Commission.

- VI. Director's Report – Mr. Huber went over the items approved by the Board of Supervisors at its meetings in September, October, and November. Ms. Hollenberger noted that the meetings from the Board's December 14, 2021 meeting had also been approved. Mr. Huber said that most of the items that gained Board approval were not new to the Board but had been in the works for quite some time. There were, however, some 3R (repair, rehab, replace) projects of which the Board was first made aware recently and were supportive of.

Mr. Huber said that a new engineer was hired who would work on water modeling. Mr. Carson asked about hiring to fill vacant positions. Mr. Counsell said that Utilities had six or seven new positions, all of which had been or were about to be filled including a second assistant director for Maintenance and Operations. There was a successful recruitment for these positions with good candidates applying for open positions.

Mr. Tignor asked about water levels at the reservoirs. Mr. Huber said that Lake Mooney was at a good level but that Smith Lake was down a bit but nothing to be concerned about. Mr. Tignor said that water could not be pumped from the Rappahannock River.

Mr. Counsell talked about escalating construction costs. Mr. Glazman talked about the projected cost of materials going up and how it affected cost estimates. Mr. Counsell spoke about cost projections in future budget years of an increase of 8% in FY2022; 10% in FY2023 but it not being enough for a lot of reasons. Staff did inflation studies including products, labor rates, inflated risk factors, etc. As an example, Mr. Counsell noted that at its inception, rehabbing the Little Falls Run Wastewater Treatment Plant was projected to be \$21 Million. That went up at year's end to \$29 Million and now the entire rehab of Little Falls Run is estimated to cost \$40 Million. Mr. Counsell said the challenge was to keep projects moving and while there was no rate increase anticipated now, it may have to be discussed in the near future. Mr. Glazman asked if bids were cost plus or fixed price. Mr. Counsell replied that they were design bid/build at a lump sum/fixed price.

Mr. Huber spoke about the County's on-call contractors whose contracts were renegotiated each year with four-year renewals including a 5% increase across the board. Job Order Contracts (JOC) specifically increase each year. He said that with some projects, it wasn't an increase in cost, it was the unavailability of materials to do the work and having to wait six to eight months to obtain needed building supplies. Mr. Cox noted that that was a problem all over the country; trying to procure building materials in a timely fashion.

Mr. Cox asked about the Enon Road Water Tank and if it would be taken down when the new tank was completed. Mr. Huber said it was used now for ground water storage in the south zone of

the County. The old tank would be cleaned out and a determination made as to the shape it was in then a decision would be made as to its future use. It could be used to transfer water from the south part of the County to the north. Mr. Counsell spoke about multiple uses for old tanks and that it would be determined if the old Enon tank was a viable structure for other uses. Mr. Tignor asked when it was constructed and asked about the life of water tanks. Mr. Counsell said it was constructed in 1992 and if properly maintained, water tanks could be in use for 50-100 years.

In providing the Customer Service Update on the Director's Report, Mr. Huber said that non-payment water cut-offs would begin again in January. Mr. Carson asked for clarification of the number 3 in the Payment Plan due to COVID 19 column. Mr. Huber said he would find out and get an answer back to the Commission the next day.

Mr. Counsell provided the Capital Construction update noting that those on the Director's Report were the larger projects while there were dozens of smaller projects in progress around the County. He said there was a light at the end of the tunnel with the National Park Service who after staff got support from State and Federal legislators, got the process from the National Park Service, which was currently underway with hopes that a permit would be issued this coming summer and the project started next year.

Another Capital Construction project not included on the Director's Report is a facility assessment of the Smith Lake Water Treatment Plant. As a result of the assessment, the hydro-chloride tanks were replaced and next, the caustic tank is scheduled for replacement.

Mr. Huber provided an overview of current 3R projects. He spoke about the Ferry Farm project and subdivisions that will follow completion of Ferry Farm including Chatham, Clearview, Grafton Village, etc. Mr. Tignor inquired if Tylertown was on the list. Mr. Huber said there was a priorities list that was maintenance driven and is used to determine the order in which projects were taken.

Mr. Tignor asked about the change from having a Public Works Department to having just a Utilities Department. Mr. Counsell explained the change, which concluded with splitting Utilities, Capital Projects, and Development Services into three separate departments, no longer three divisions under the umbrella of one department or director.

- VII. Unfinished Business – there were no items of Unfinished Business for discussion.
- VIII. New Business – Mr. Carson asked about a January meeting and the process by which new members of the Utilities Commission would be appointed. He noted that while he wished to be reappointed, he would most likely not be in Stafford County much beyond July or August when his wife retires and they take a year off to travel (COVID pending). Mr. Tignor suggested that the three members up for reappointment (Mr. Carson, Mr. Glazman, and Ms. Kwiatkowski) contact

their Board members to express their willingness to be reappointed.

Ms. Hollenberger stated that she provided a list to the Clerk to the Board of Supervisors with that information to be passed along to Board members. Once the Board holds its organizational meeting on January 4, 2022, it will make all appointments/re-appointments to Boards, Authorities, Committees, and Commissions (BACCs). Following those appointments, the Utilities Commission will schedule its own organizational meeting where a chairman and vice-chairman for calendar year 2022 would be appointed.

Mr. Carson welcomed Yashaswi Sunkara, the County's Youth Engaged in Stafford (YES) representative. Yash thanked members for welcoming him and said he did not have any questions or comments, that he was following along with the meeting and learning new things.

Mr. Cox asked about individual builders in rural areas having water hook-ups during construction and waiving the final hook-up fees. Mr. Huber said he knew of no times that fees were waived but he would confirm that with Mr. Edwards. Mr. Counsell said that all construction located within the Urban Services Area (USA) were required to connect to water and sewer and all construction outside the USA were not allowed to connect to County water and sewer. Mr. Cox asked about temporary meters. Mr. Counsell said if the infrastructure was there, there was no reason why a temporary meter could not be installed. Mr. Huber said he would talk with staff in the Building Office about it.

- IX. Adjournment – having no further business to discuss, Mr. Carson adjourned the meeting at 7:58 p.m.

### **Director's Report** **March 2022**

The following items were approved by the Board of Supervisors (BOS) at its meetings on January 18, 2022 and February 1, 2022:

#### **January 18, 2022**

Capital Projects; Authorize the County Administrator to Execute a Contract with C B & I Storage Tank Solutions for the Enon Water Storage Tank Project, Budget, and Appropriate Utilities Funds to the Project **Approved**

Capital Projects; Authorize the County Administrator to Execute a Contract with Suburban Contractors, LLC for construction of the Amyclae Water Storage Tank Rehabilitation, and Budget and Appropriate Utilities Prior Year Fund Balance for the Project **Approved**

Utilities; Authorize the County Administrator to Execute a Task Order with W. C. Spratt Inc., for the Nelson Street Waterline Improvement Project **Approved**

#### **February 1, 2022 BOS Meeting**

Utilities; Authorize the County Administrator to Approve Additional Expenditures with Premier Magnesia, LLC for Wastewater Chemicals **Approved**

#### **February 1, 2022 Infrastructure Meeting**

Utilities, Discuss Water Tank Structure Leases for Cellular Carriers **Discussion Only**

Capital Projects; Betterment Agreement for Austin Run Sewer as Part of the I-95 Improvement Project **For information and discussion only**

#### **February 15, 2022 BOS Meeting**

Capital Projects; Authorize the County Administrator to Execute a Contract Amendment with Stantec Consulting Services, Inc. for Additional Engineering Services during Construction of the Enon Road Water Storage Tank, and Budget and Appropriate Utilities Capital Improvement Program Funds **Approved**

#### **March 1, 2022 BOS Meeting**

Capital Projects; Authorize the County Administrator to Execute Contracts to Provide On-Call Professional Engineering Services for Utilities Construction Projects **Approved**



### **Customer Service Update – February 2022**

Total Water Accounts	39,728
Meters Read	36,304
Total Sewer Accounts	
Customer Service Calls In/Outbound	2,851
Walk-in Customers	224
E-mails	282
Live Chats	38
60-Day Extensions due to COVID-19	0
Payment Plans due to COVID-19	259
Total Delinquent Accounts (+ 31 Days)	5,584
Final Delinquent Accounts Total Owed	\$592,663.62

Note: There are no changes to the two tables below since those funds have been disbursed. Staff started dispensing the last round of funds and will most likely not be done with this round by the end of the month. Staff will provide the numbers for this round as soon as it is complete.

### **COVID-19 Municipal Utility Relief Program (1<sup>st</sup> Round)**

On December 7, 2020, Stafford County received notification that it was awarded \$428,924 in CARES Act funds to help all eligible utilities customers with unpaid water and sewer bills. This funding is provided under CFDA21.019-8616. Assistance is available only for bills dated March 1, 2020 through December 30, 2020 and may not be used for past due amounts prior to or after this time period. The grant covers delinquent water and sewer charges but cannot be used to cover late fees or penalties. However, staff is looking for other potential funding sources to assist customers with these fees and penalties. On December 16, 2020, customers were able to submit application on-line or fill out an application in-person or over the phone. A direct mail was sent out to all delinquent customers notifying them of the program and a press release was sent out on December 16, 2020. In addition, there were notifications through social media and a webpage was created with more detailed information about the program including a dedicated e-mail for customers to ask questions or submit applications. The Department of Public Works also coordinated with the Department of Economic Development and Tourism to reach out to all non-residential customers.

<b>First Round Count</b>		Residential	Percent Residential
30+ Days Eligible	123	112	91%
60+ Days Eligible	830	786	95%
Eligibility to be Determined	1		
Not Eligible	51		
<b>TOTAL</b>	<b>1005</b>		

Value of Eligible	*COVID Eligible	* Total	Fees & Penalties
30+ Applications Received	\$7,324.56	\$17,149.86	\$9,825.30
60+ Applications Received	\$406,437.46	\$520,378.21	\$113,940.75
<b>TOTAL</b>	<b>\$413,762.02</b>	<b>\$537,528.07</b>	<b>\$123,766.05</b>
Grant	\$428,924.20		
Applications	(\$413,762.02)		
Staff OT		Estimate	(\$346.59)
Expenses		Stafford Printing	(\$4,696.25)
<b>Remaining Grant</b>	<b>\$15,162.18</b>	<b>3.5%</b>	

### COVID-19 Municipal Utility Relief Program (2<sup>nd</sup> Round)

On April 22, 2021, staff received notice of a second-round award letter for the COVID-19 Municipal Utility Relief Program. The amount of Stafford County's award is \$69,970.95, which was based on the County's response to the Virginia Department of Housing and Community Development's Municipal Utility Relief Program Status Survey and in accordance with the Appropriation Act.

<b>Second Round Count</b>		Residential	Percent Residential
30+ Days Eligible	10	2	20%
60+ Days Eligible	137	123	90%
Eligibility to be Determined	1		
Not Eligible	2		
<b>TOTAL</b>	<b>150</b>	<b>125</b>	
			Percent Residential
Value of Eligible/COVID Eligible			
30+ Applications Received	822.43	170.19	21%
60+ Applications Received	\$84,310.70	\$76,866.98	91%
<b>TOTAL</b>	<b>\$85,133.13</b>	<b>\$77,037.17</b>	
Grant	\$69,970.95		\$498,895.15
Round 1 Balance	\$15,152.18		
Applications	(\$85,133.13)		
Staff OT			
Expenses			
<b>Remaining Grant</b>	<b>(\$0.00)</b>	<b>0.0%</b>	



### **COVID 19 STATE AND LOCAL FISCAL RECOVERY FUNDS:**

Just a quick summary of the State and Local Fiscal Recovery Funds (SLFRF) that Stafford County received through the American Recovery Plan Act (ARPA). The County was awarded \$1,144,223.04 to directly assist residential utility customers of Stafford County Department of Utilities with arrearages greater than 60 days for the time period between March 12, 2020 and August 31, 2021. Customer Service, Lynn Clements, worked many hours to apply these funds to customer's accounts and applied a total of \$697,818.65 to 1,123 active residential accounts, and a total of \$254,911.65 to 706 closed residential accounts. The County will return the remaining funds in the amount of \$191,492.74 by March 31, 2022.

### **Capital Construction Update – January 2022/February 2022**

- Claiborne Run Force Main, Phase 1B - Design is 100% complete. Easement acquisition is 99% complete. Environmental permits have been acquired. A section of force main has been added to provide bypass of existing main on Cool Springs Road. Project out to bid on Jan 31, 2022 and construction starting in late spring 2022
- Falls Run Force Main - design is 20% complete. Meeting was held with Park Service (NPS), VDOT, County. County has directed its Engineer to proceed to 50% design per comments from VDOT and NPS requesting more information. NPS application package has been provided to County by Engineer for review Jan 31, 2022. Meeting set up with VDOT to discuss force main alignment in the roadway.
- Falls Run Gravity Interceptor Phase 2 - design is 100% complete; surveying and geotechnical are completed and right-of-way acquisition is 75% complete and ongoing; environmental permitting submitted. Anticipate late Spring 2022 for bidding.
- Lower Accokeek Gravity Sewer, Force Main and Pump Station - construction phase is 100% complete. All sewer and force main have been installed and final testing is complete. Pump station startup testing is complete. Weather issues have caused time extensions to the project on both contracts. Dominion Power line installation has been delayed a couple months due to Jan 3 storm. Punchlist items are approx. 90% complete.
- Little Falls Run Wastewater Treatment Plant Facility Upgrades – 90% plans and specifications have been reviewed by the County and comments have been provided to the Engineer. 90% estimate has been submitted to County. Grant funding through Water Quality Improvement Fund and ARPA is being applied for to help supplement the project construction costs. Preliminary approval of grant funding has been received.
- 342 Pressure Zone Upgrades (342-06). Design is 100% complete. Easement acquisition is approx. 70% complete. Wetland permit and VDH construction permits have been acquired. Anticipate bidding in Spring 2022. Construction starting mid-2022.
- 342 Pressure Zone Upgrades (342-15) – Preliminary alignment study to determine the best alignment for the waterline is 100% complete. Expecting completion in early February with design of preferred alignment to follow in Spring 2022.

- Enon Rd Elevated Water Storage Tank - Design is 100% and construction bids have been received. Construction contract approved Jan 2022. VDH permit has been acquired. The project is scheduled to coincide with the completion of the 342-06 pressure zone upgrade. Construction to start Feb 2022 and continue through Aug 2023.
- Lake Mooney WTP Centrifuge and Sludge Thickener - Design is at 100% and construction bids have been received. Construction contract approved Dec 2021. Construction to start early 2022.

**Operations Update – February 2022 – These numbers will be provided to you at the March 8<sup>th</sup> meeting.**

Finished Water Treated (MGD)	
Wastewater Treated (MGD)	
Water Main and Service Repairs	
Sewer Backups	
After Hour Calls	
Permit Violations	

**3R Projects – January 2022/February 2022**

- Ferry Farm Water Main Replacement Project: This project will have multiple phases and take 3-5 years to complete.
  - Phase 1 – Water main install complete – service connections and restoration complete
  - Phase 2 – Under Construction - 90% Complete
  - Phase 3 – Board approved and preliminary work/scheduling underway
  - Phase 4 - Design underway.
  - Phase 5 – Under Construction – 90% Complete.
  - Phase 6 – Design Underway.
  - Phase 7 – Under Construction – 90% Complete.
  - Nelson Street – Under Construction
  - Field operations will continue to provide support and construction services throughout the project.
- Manhole rehabilitations (Aquia Harbor) – In procurement phase – 250k
- Aquia-at-the-Bridge PS project is underway. Contractor has mobilized and is planning to be complete by the end of April.

- Stafford Lakes Pump Station Rehabilitation – In planning phase.
- Final design is Complete for the aerial crossing at the end of Peyton Drive. Developing final construction document and coordinating with Dominion Power on power relocations.
- Water main installation in Chatham Manor is complete, design efforts underway on the next segment.
- Sewer inflow and infiltration (I & I) investigations are ongoing.
- Aquia Harbor sewer lining still underway. Estimated construction value 960K.



# Utilities Commission

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Stafford County Government

March 8, 2022

The **MISSION** of the Department of Utilities is to provide sustainable water services within the Urban Services Area of Stafford County.



**Two Wastewater Treatment Facilities**  
96 Pump Stations, 16 storage tanks, and 16 water booster stations

**Two Water Treatment Plants**

# Utilities Personnel – 162 employees

## Utility Operations – 6 divisions

Assistant Director – Mark Gundersen

### Field Operations

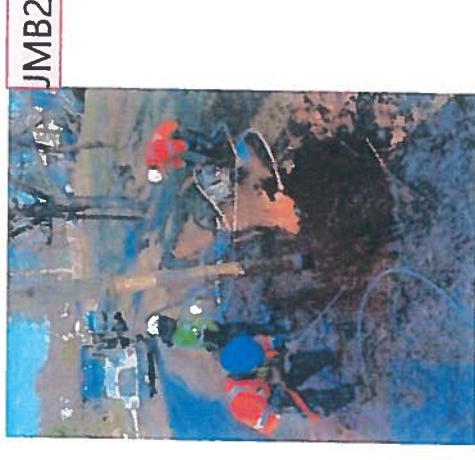
- Inspection and maintenance of water and sewer lines
- Emergency Repairs

### Facilities Maintenance

- Maintenance of vertical infrastructure
  - Tanks
  - Water Booster Stations
  - Sewer Pump Stations

### Treatment Facilities

Water Treatment Facilities – Smith Lake and Lake Mooney  
Wastewater Treatment Facilities – Aquia and Little Falls Run



JMB2



Two Water Treatment Facilities – Smith Lake and Lake Mooney  
Two Wastewater Treatment Facilities – Aquia and Little Falls Run



Lake Mooney Water Treatment Facility



Aquia Wastewater Treatment Facility

## Utility Operations Continued

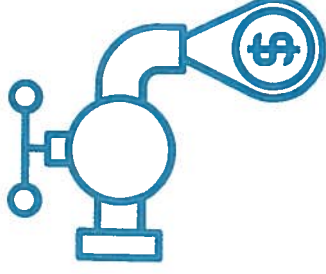
### Engineering

Assistant Director – Nate Huber

- 3R – Rehabilitation, Repair, and Rebuild  
Program to renew aging infrastructure
- System Planning – Preparation of the water and sewer master plan to be consistent with the comprehensive plan
- Asset Management – Program to track the life cycle of infrastructure
- Development Review – Review and inspection program to ensure new infrastructure meets utilities design standards



# Utilities Enterprise Fund



- The Utilities Fund is a self supporting enterprise fund.
- Broken into 2 categories:
  1. Operating – Budget for Utility Operations
  2. Capital Projects
    - 10-year Capital Improvement Plan (CIP)
    - Focused on 3R and Capacity Expansion
- First 5 years of CIP is focused 3R and System Expansion
  - 2/3 of funding dedicated to 3R
  - System expansion focused on Centerport



Stafford County Utilities Commission - 2022  
Established 2/7/1995 – Ordinance O95-07

<p><b>Nancy Sullivan</b> 246 Norman Road Stafford, VA 22554 (Work) 571-305-6776 (Cell) 540-318-0284 <a href="mailto:nancysullivan.widewater@yahoo.com">nancysullivan.widewater@yahoo.com</a> <b>Griffis-Widewater District</b> Expiration of Term: 12/31/23</p>	<p><b>Alan R. Glazman</b> 608 Galveston Road Fredericksburg, VA 22405 (Home) 540-371-3785 (Cell) 540-207-0731 <a href="mailto:aglazma@cox.net">aglazma@cox.net</a> <b>Falmouth District</b> Expiration of Term: 12/31/25</p>
<p><b>Tiffany Epple</b> 48 Aurelie Drive Fredericksburg, VA 22406 (Cell) 907-2351 <a href="mailto:tepple@staffordcountyva.gov">tepple@staffordcountyva.gov</a> <b>Hartwood District</b> Expiration of Term: 12/31/25</p>	<p><b>VACANT</b>  <b>Aquia District</b> Expiration of Term: 12/31/25</p>
<p><b>VACANT</b>  <b>Garrisonville District</b> Expiration of Term: 12/31/25</p>	<p><b>William C. "Bill" Tignor</b> 259 Brooke Road Falmouth, VA 22405 (Home) 540-371-3317 (Cell) 540-455-6971 <a href="mailto:wctignor@gmail.com">wctignor@gmail.com</a> <b>George Washington District</b> Expiration of Term: 12/31/23</p>
<p><b>Gregory R. Cox</b> 1490 Mountain View Road Stafford, VA 22554 (Cell) 540-220-3333 <a href="mailto:gcox@ARC24-7.com">gcox@ARC24-7.com</a> <b>Rock Hill District</b> Expiration of Term: 12/31/23</p>	

The Utilities Commission meets on the 2<sup>nd</sup> Tuesday of each month at 7:00 p.m. in the Board Chambers located at 1300 Courthouse Road Stafford, VA 22554.

### Utilities Commission 2022 Schedule

Date	Time (Tentative)	Location
1/11/2022	Meeting Cancelled	
2/8/2022	Meeting Cancelled	
3/8/2022	7:00 p.m.	Board Chambers
4/12/2022	7:00 p.m.	Board Chambers
5/10/2022	7:00 p.m.	Board Chambers
6/14/2022	7:00 p.m.	Board Chambers
7/12/2022	7:00 p.m.	Board Chambers
8/09/2022	7:00 p.m.	Board Chambers
9/13/2022	7:00 p.m.	Board Chambers
10/11/2022	7:00 p.m.	Board Chambers
11/08/2022	7:00 p.m.	Board Chambers
12/13/2022	7:00 p.m.	Board Chambers



# STAFFORD COUNTY UTILITIES COMMISSION BYLAWS

## Section 1 – Purpose

### Section 1-1 Purpose

This Commission, established by the Stafford County Board of Supervisors in Ordinance O95-07, has adopted these Bylaws in order to facilitate its ability to carry out the powers and duties assigned to it under Chapter 21 of Title 15.2 of the Code of Virginia (1950), as amended. The Commission shall review the policies and requests of the Department of Utilities for recommendation to the Board of Supervisors.

## Section 2 - Membership

### Section 2-1 Membership

The Commission shall be composed of composed of seven (7) members, all of whom shall be residents of the County and qualified by knowledge and experience to make decisions on questions of operation of a utility system. The members shall be appointed by the Board of Supervisors for a term coincident with the term of the member of the Board of Supervisors for the election district represented.

### Section 2-2 Attendance

- A. Commission members are expected to attend monthly meetings and participate.
- B. Any Commission member missing three consecutive meetings may be recommended to the Board of Supervisors for removal. Vacancies occasioned by removal, resignation, or otherwise shall be reported to the Board of Supervisors and shall be filled in like manner as original appointments.
- C. The Board of Supervisors may remove any member of the Commission for misconduct or neglect of duty.
- D. Commission members shall serve without compensation.

## Section 3 – Meetings

### Section 3-1 When and Where Regular Meetings Held

Regular monthly meetings shall be held and meeting dates shall be designated by the Commission.



### Section 3-2 Special Meetings

The Commission may hold special meetings it deems necessary at such times and places it may find convenient. Special meetings may be called by the Chair or by the written request of at least two members in writing to the secretary. The Secretary shall send a notice of the time, place, and purpose of the meeting to all members, at least five days in advance of a special meeting. Written notice of a special meeting is not required if the time of the special meeting has been set at a regular meeting.

### Section 3-3 Annual Organizational Meeting

- A. The first regular meeting held in January of each year shall be known as the annual organizational meeting.
- B. The Chair shall be elected at the annual meeting for a term of one year, and may serve consecutive terms. Once a Chair is elected, the new Chair shall assume the office and preside over the election of the Vice-chair and Secretary. All officers shall serve for a term of one year. No member shall serve as the Chair or Vice-Chair for more than two consecutive years.

### Section 3-4 Quorum and Method of Voting

- A. At any meeting of the full Commission, a majority of the Commission shall constitute a quorum.
- B. At the discretion of the Chair, voting may be by voice vote, a show of hands, or roll call; provided however, a roll call vote shall be taken whenever any member of the Commission requests such a vote.
- C. Any member abstaining shall state their reason for abstaining.
- D. Any matter on which there is a tie vote shall fail to be approved.

### Section 3-5 Commission to Sit With Open Doors

All meetings are open to the public, except those permissible under the Virginia Freedom of Information Act.

### Section 3-6 Minutes of Meetings

- A. The Commission shall prepare a record of minutes for all meetings, and the minutes shall be a public record.

- B. The minutes shall indicate a synopsis of the comments made at the meeting, the official acts of the Commission, a record and the outcome of any vote taken on those official acts, the names of members making and seconding motions, and the names of the public commenting during public hearings.
- C. Minutes shall be considered for approval at the following general or special meeting.

#### **Section 4 - Officers**

##### **Section 4-1    The Chair**

The Chair shall preside over all Commission meetings and shall appoint subcommittee members for special projects and work sessions. The Chair shall sign and certify all official materials and plans involving the Commission's authority.

##### **Section 4-2    The Vice-Chair**

In the absence of the Chair, the Vice-Chair shall perform all the duties of the Chair.

##### **Section 4-3    The Secretary**

The Director of the Department of Public Works, or his designee, shall perform the usual duties pertaining to the office of the Secretary. The Secretary shall keep a full and true permanent record of all meetings of the Commission, and shall be the custodian of all documents. The Secretary shall issue notices of regular and special meetings, and must issue minutes of the previous meeting to the Commission members prior to all meetings. The Secretary shall serve as parliamentarian at Commission meetings.

All officers may be aided in performing the assigned duties by assistance provided by staff.

#### **Section 5 – Conduct of Business**

Meetings shall be conducted in accordance with procedures prescribed in the bylaws, and decisions shall be reached only after full consideration and debate on the issue in question.

##### **Section 5-1 Order of Business at Regular Meetings**

- A. At any regular Commission meeting the order of business shall be as follows:
  - 1. Call to order
  - 2. Roll call of members and determination of quorum
  - 3. Approval of minutes

4. Presentations by the public
5. Public hearings
6. Directors Report
7. Unfinished business
8. New business
10. Adjournment

#### Section 5-2 Motions

- A. **Motions in General.** A motion may be made by any member. The motion must be seconded and then restated by the Chair. Once restated, the Chair shall then open the floor for discussion on the motion. When discussion has ended, the Chair may call for a vote on the motion. No motion shall be discussed or voted upon prior to being seconded. A motion will fail if it is not seconded.
- B. **Amendment to a Motion.** Any member that makes a motion may move to amend the motion. The motion to amend must be seconded, discussed, and voted on before the main motion may be voted on as amended.
- C. **Substitute Motion.** A substitute motion may be made to any motion that has been seconded and opened for discussion. A substitute motion must be seconded and discussed prior to being voted on. The substitute motion will take priority over the motion on the floor. If a vote on the substitute motion does not completely replace the former motion, the former motion shall then be voted on. Once a substitute motion is voted on, a second substitute motion may be made.
- D. **Withdrawing a Motion.** A motion may be withdrawn upon request of the member making the motion to the Chair. The Chair shall ask if there is any objection to the request to withdraw. If no objection, the motion may be withdrawn. If there is an objection, the Chair must call a vote on the withdrawal. A vote in favor will withdraw the motion, a vote in opposition will continue discussion on the motion.

#### Section 5-3 Suspending Rules

One or more of these bylaws may be suspended with the concurrence of two-thirds of the members of the full Commission.

#### Section 5-4 Amendments

These bylaws may be amended by the membership of the Commission at a meeting at which there is a quorum, held after reasonable notice to the members of the Commission.

#### Section 5-5 Presentations by the Public

Comments by the public shall be limited to three (3) minutes for all speakers. The Chair shall have the authority to increase the time limits of the public speakers. Comments may be on any topic not being addressed during a public hearing.

Section 5-6     Robert's Rules of Order

Except as otherwise provided in these bylaws and by applicable state law, the proceedings of the Commission shall be governed by Robert's Rules of Order.

**Section 6 – Public Hearings**

Section 6-1     Chair to Conduct Public Hearings

The Chair shall conduct all public hearings. All public hearings shall be advertised in accordance with the requirements of Virginia Code § 15.2-427, as amended.

Section 6-2     Required Public Hearings

The Commission shall conduct public hearings on the following matters:

- A.     Rate and Fee Structure.
- B.     Ordinance Amendments.
- C.     Amendments to the Master Water and Sewer Element of the Comprehensive Plan.
- D.     Other matters which have been specifically requested by the Board of Supervisors.

Section 6-3     Order of Public Hearings

The order of public hearings shall be as follows:

- A.     The Chair shall open a public hearing.
- B.     The staff representative shall be the first speaker. Staff shall present a brief presentation summarizing the facts of each issue. Commission members may seek clarification during the presentation.
- C.     The applicant or a designated representative shall follow the staff representative.

- D. The Chair shall then solicit comments from the public. Each speaker shall clearly state his name and address. Comments by the public shall be limited to three (3) minutes for all speakers.
- E. After all public comments, the Chair may allow the applicant or a designated representative may respond with a rebuttal.
- F. Upon the conclusion of the applicant's rebuttal, the Chair shall close the public hearing.
- G. The Chair shall have the authority to increase the time limits of the public speakers, or impose time limits on the duration of any presentation made by the applicant or a designated representative.