

Approved Minutes – Utilities Commission  
January 12, 2021, 3:00 p.m. via Web Ex

- I. Mr. Chris Edwards, Director of Utilities Operations, opened the meeting at 3:00 p.m. and welcomed those in attendance via Web Ex. He thanked Mr. Carson and Mr. Tignor for serving as Chair and Vice Chair respectively in 2020. Mr. Edwards noted that the Hartwood District representative, Moses Boulden, Sr., resigned effective December 31, 2020 adding that Mr. Gary Snellings, Hartwood District representative on the Board of Supervisors was in the process of naming a replacement for Mr. Boulden.
- II. Roll Call – Mr. Carson, Mr. Glazman, Ms. Kwiatkowski, and Mr. Tignor were present via Web Ex with Mr. Cox joining a few minutes after the start of the meeting. Ms. Sullivan was absent.
- III. Nomination for Chair of the Utilities Commission (2021) – Mr. Tignor motioned, seconded by Ms. Kwiatkowski to reappoint Mr. Kent Carson for a second term as Chair, as authorized in the Utilities Commission’s bylaws. The vote was unanimous and Mr. Carson accepted a second term as Chair for 2021.
- IV. Nomination for Vice Chair of the Utilities Commission (2021) – Mr. Carson motioned, seconded by Ms. Kwiatkowski to reappoint Mr. Bill Tignor for a second term as Vice Chair, as authorized the Utilities Commission’s bylaws. The vote was unanimous and Mr. Tignor accepted a second term as Vice Chair for 2021.
- V. Approval of the October 13, 2020 Meeting Minutes – Ms. Kwiatkowski motioned, seconded by Mr. Tignor to approve the minutes of the October 13, 2021 Utilities Commission meeting. Approval was unanimous.
- VI. Presentations by the Public (Virtual meeting, no public presentations)
- VII. Reports by Commission Members – there were no reports by Commission members
- VIII. Director’s Report – Mr. Chris Edwards provided an update on agenda materials approved by the Board of Supervisors at its meeting on December 15, 2020 including approval of a contract for sodium hypochlorite (bleach) system improvements at Smith Lake; and authorization to amend the deed of water tower lease for an agreement with T-Mobile Northeast.

Items on the Board's upcoming January 19, 2021, agenda include approval of a contract amendment for final design modifications and bid and contract administration services for installation of a replacement centrifuge at the Aquia Wastewater Treatment Plant; and approval of a contact amendment for additional force main design, survey, subsurface utility location, easement plats, and design of a sewer to interconnect two pump stations.

Mr. Tignor inquired about water at both wastewater treatment plants. Mr. Edwards said that it was basically the same with slight variations due to the types of disinfectants used.

Mr. Tignor asked about the number of towers that held cell leases and the income provided. Mr. Edwards said that approximately 10 to 12 of 16 of the County's water towers had cell provider leases with a monthly income of \$2,000 to \$3,000 each for a nice source of revenue.

Mr. Edwards detailed the County's Utilities Relief Fund program saying that a grant award of \$428,924.20 was awarded to assist citizens with paying delinquent water/sewer charges. It cannot be used to pay fees or penalties but staff is working now on trying to find sources of additional funding to help with these costs. As of Noon, there were 838 applications received for a total of \$352,584.84 in requests for payment assistance. Ms. Kwiatkowski clarified that these were only for active account and included commercial accounts as well as residential. Mr. Tignor asked if the funds could be used to pay connection fees; Mr. Edwards replied that it could not be used for connection fees but the County was applying for a NACWA award that may cover those fees as well as penalties, etc.

Director of Utilities Capital Projects, Mr. Bryon Counsell reviewed the items provided in the Director's Report agenda materials including:

- Falls Run Force Main, which will join Claiborne Run with Cool Springs, running along River Road and traversing National Park Service property, which has led to lengthy discussions with the NPS. A permit application will be submitted soon. This project will increase capacity and efficiency in that area.
- Falls Run Gravity Interceptor Phase 2, running from Cardinal Forest on Route 17 to I-95; design is 70% complete, surveying and geotechnical are underway along with right-of-way acquisition identification of 10 properties.

- The largest project currently underway is the Lower Accokeek Gravity Sewers, Force Main, and Pump Station. The pipeline portion of the project should be underway in February and the pump station in May. Mr. Edwards said it would, when complete, take four or five older pump stations off-line, which will increase efficiency and make like easier for staff from a maintenance perspective. Mr. Counsell said the project would address the wastewater needs of the future Downtown Stafford project, increase economic value and replace aging infrastructure and pump stations.
- Little Falls Run and Aquia WWTPs both need significant upgrades; work will begin first on Little Falls Run and cost an estimated \$20-\$24 Million in construction costs, technical and structural upgrades.
- The 342-05 pressure zone upgrade is complete and provided a 24" line from the end of Olde Forge to Beagle Lane. It will connect with Lake Mooney and help to deliver water to proposed development in Centreport.
- The 342-06 pressure zone upgrade design is 90% complete and will run from Beagle Lane to the new Enon Road tank. Mr. Tignor asked where the Enon Tank was in relation to the existing Abel Lake tank. Mr. Counsell replied that it was a few hundred feet past it. The tank is 100% complete and after working out a few issues with Planning and Zoning will come on-line in the new few months.
- Phase 1a of the Claiborne Run Parallel Force Main is complete from Claiborne Run to Little Falls Run. The contractor went bankrupt, the surety was taking too long so staff (Kathy Fox) undertook finishing the project and by the end of the week the connection should be complete and operational.
- Phase 1b is by Tylerton and should advance in the next few months; work is challenging due to terrain, Route 3, utility needs, businesses, etc.

Mr. Carson spoke about visibility and possibly presenting the details in table form with names, % of completion of construction phase, dates, costs, etc. Mr. Edwards said that there was also a map available with all projects detailed as was presented to the Board of Supervisors with the Utilities 5-Year Plan. Mr. Counsell said he keeps a spreadsheet with a running description of all major projects in addition to a quarterly report presented to the Board of Supervisors and was presented to the Utilities Commission at its last meeting in October 2020. Ms. Kwiatkowski spoke about Gary McCollum presenting that at the last meeting. Mr. Carson said he did not want to make additional work but a spreadsheet or Power Point would be helpful in understanding everything vs. the previously presented written narrative in the Director's Report. Ms. Kwiatkowski said she was okay with a quarterly report.

Mr. Edwards provided an update on Field Operations. He said there were no sewer back-ups; Claiborne Run emergency repair would be complete by the end of the week. There is a lot of work going on in the Ferry Farm Subdivision including three miles of sewer replacement and 50 manhole covers; it is a 3-5 year cycle to replace 40 year old water lines. Mr. Tignor asked if the aerial sewer line was in Grafton Village. Mr. Edwards said it was in Grafton Village by the creek, where supports failed at Peyton Drive and would be replaced with construction beginning in summer 2021.

- IX. Unfinished Business – there was no unfinished business to discuss.
- X. New Business – there was no new business to discuss. Mr. Tignor and Mr. Carson congratulated Mr. Counsell and Mr. Edwards on their new positions.
- XI. Adjournment – Mr. Carson adjourned the meeting at 3:50 p.m.

