

Stafford County Utilities Commission
Tuesday, March 9, 2021 - 7:00 p.m.
George L. Gordon, Jr. Government Center
1300 Courthouse Road
Stafford, VA 22554

- I. Call to Order (Chris Edwards)
- II. Roll Call
- III. Approval of Meeting Minutes
 - A. January 12, 2021 Meeting Minutes
- IV. Presentations by the Public
- V. Reports by Commission Members
- VI. Director's Report (Chris Edwards)
- VII. Unfinished Business
 - A. Fats, Oils, Grease (FOG) Presentation (Jon Brindle)
- VIII. New Business
 - A. Evaporation Credits (Chris Edwards)
- IX. Public Hearing (Chris Edwards)
 - A. Consideration of Increased Water/Sewer User Fees in FY2022
- X. Adjournment

Draft 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 life 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 next 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.

Director's Report

March 9, 2021

Utilities Commission

Director's Report March, 2021

The following items were approved by the Board of Supervisors at meetings on January 19th, February 2nd, February 16th, and March 2nd:

Public Works (Capital Construction/Utilities); Authorize the County Administrator to Execute a Contract Amendment with Wiley Wilson for Final Design Modifications and Bid and Contract Administration Services related to Installation of a Replacement Sludge Centrifuge at the Aquia Wastewater Treatment Facility
Resolution R21-14
Aquia

BACKGROUND SUMMARY: Approves contract amendment.

This is the authorization of an amendment to an engineering agreement, to provide County requested design modifications and add bid assistance and contract administration services for installation of the replacement sludge centrifuge at the Aquia Wastewater Treatment Facility. This amendment is to extend the current Wiley Wilson contract to allow performance of these project functions. The cost is \$131,880, funded in the Utilities CIP.

Public Works (Capital Construction/Utilities); Authorize the County Administrator to Execute a Contract Amendment with Sullivan, Donahoe, & Ingalls, P.C., for Additional Force Main Design, Survey, Subsurface Utility Location, Easement Plats, and Design of a Sewer to Interconnect Two Pump Stations
Resolution R21-15
George Washington

BACKGROUND SUMMARY: Approves contract amendment.

This is an amendment to an engineering contract, to increase scope of services to include a permanent bypass for the Claiborne Run Pump Station, including survey, additional easement acquisition, location of underground utilities and design of a sewer which will effectively eliminate one sewage pump station from the County wastewater system. Sullivan, Donahoe & Ingalls PC, has been engaged in the design of the project and continues to date. Budget-\$98,045 - CIP Funded

Public Works (Capital Construction/Utilities); Authorize the County Administrator to Execute a Contract Amendment with Ramboll, Inc. for Construction Phase Services and Coordination with the National Resources Conservation Service for Dissolution of the Potomac Dam #1 Agreement (Abel Lake Dam)
Resolution R21-62
Hartwood

BACKGROUND SUMMARY: Approves contract amendment and authorizes dissolution of O & M Agreement with NRCS.

This is an amendment to an engineering contract to provide for coordination with the Natural Resource Conservation Service (NRCS) to dissolve an existing agreement in which they have an interest in the Potomac Creek Dam #1 (Abel Lake Dam). This will eliminate the Federal requirements and reduce amount of modification that is needed to bring the dam up to current Standards to obtain a Operations & Maintenance certificate. This amendment also includes tasks for bid and construction phase services needed during the dam modification project, including submittal review, site visits, inspections and construction administration. The total cost for this amendment will be up to \$212,400, available in the Utilities CIP.

Public Works (Capital Construction/Utilities); Authorize the County Administrator to Execute a Task Order Amendment for the Enon Road Water Tank

Resolution R21-55

Hartwood

Background Summary: Approves amendment.

This is an amendment to an engineering contract (Stantec Consulting Services, Inc), to increase scope of services to include design changes required by approval authorities and to develop project cost estimates. The completion of these tasks will allow the project to be advertised for bid in Spring 2021.

Public Works (Capital Construction); Authorize the County Administrator to Submit an Application for Installation of the 24" Falls Run Force Main in Land Owned by the National Park Service in the River Road Corridor West of Business Route 3

Resolution R21-82

George Washington

Background Summary: Approves submission of NPS application.

This is a request by the National Park Service relative to an application by the County to install a 24" wastewater force main within the River Road corridor in front of the Chatham Heights regional offices of the NPS. The NPS application requests the attachment of a Board adopted resolution authorizing the application to be submitted with the proposed project details and signed by an authorized representative of the County.

Public Works (Capital Construction) – Authorize the County Administrator to Execute a Contract Amendment with Stantec for the Enon Road Water Tank

Resolution R21-55

Hartwood

BACKGROUND SUMMARY: Approves contract amendment.

This is an amendment to an engineering contract (Stantec Consulting Services, Inc), to increase scope of services to include design changes required by approval authorities and to develop project cost estimates. The completion of these tasks will allow the project to be advertised for bid in Spring 2021.

The following items are scheduled for the Board's March 16, 2021 meeting on the Consent Agenda:

Public Works (Capital Construction) – Authorize the Appropriation of \$108,600 in the Utilities Fund for Design and Bid and Contract Administration Services related to the Installation of a Second Thickener at the Lake Mooney Water Treatment Facility

Proposed Resolution 21-110

Hartwood

BACKGROUND SUMMARY: Approves appropriation.

Requested appropriation in the amount of \$108,600 in the Utilities Fund for the design, bid and contract administration services related to the installation of a second thickener at the Lake Mooney Water Treatment Facility. Project Code BHC041.

Public Works (Capital Construction) – Authorize the Appropriation of \$201,445 in the Utilities Fund for Task Order Amendments to Complete Planning and Design Phase Services related to the 342-06 24" Water Transmission Main Project

Proposed Resolution R21-113

Hartwood

BACKGROUND SUMMARY: Approves appropriation.

This is a request for changes in a Utilities Capital Improvement Plan line item to reduce an appropriation hold on the 342-06 24-inch water transmission main project (BHC026). The project will require funds, beyond those currently appropriated, to complete the project planning, design, and easement acquisition phase services of the project.

1. Project Code BHC026 – Initial WRA Engineering Task Order \$432,914
2. WRA Engineering Task Order Amendment #1 \$ 49,608
3. WRA Engineering Task Order Amendment #2 \$ 58,450
4. Total WRA Planning and Design Agreement \$540,972
5. Easement Compensation Payments \$55,000
6. Previously Appropriated Funds \$500,000
7. Requested release of Currently Held Appropriations \$201,445

Public Works (Capital Construction); Authorize the County Administrator to Execute a Contract Amendment for Additional Design Engineering Services Including Selected Equipment Upgrades Identified During the Preliminary Engineering Phase of Work for the Little Falls Run Wastewater Treatment Plant Upgrade
Proposed Resolution R21-116
George Washington

BACKGROUND SUMMERY: Approves contract Amendment.

This is the authorization of an amendment to an engineering task order, to provide additional design engineering related to project changes resulting from the completion of a Preliminary Engineering Report (PER). The PER provided a more detailed analysis of the existing plant facilities, and upgrade needs, than could be provided by the Facilities Plan, which served as the basis for the initial design services task order. Project changes included 1) replacement of headworks facility as opposed to renovation, 2) provision of an enclosed area for grit, screening and alkalinity chemical, 3) provision of a post-anoxic pump station bypass, 4) replacement of ultraviolet disinfection equipment, 5) repair and waterproofing of electrical manholes and conduit system and 6) relocation of the Control Building. In addition, deletions from the original scope of services were also recommended and accepted in the PER.

Customer Service Update – March 2021

Total Water Accounts	39,043
Meters Read	30,032
Total Sewer Accounts	35,564
Customer Service Calls In/Outbound	2,385
Walk-in Customers	0
E-mails	562
Live Chats	19
60-Day Extensions due to COVID-19	0
Payment Plans due to COVID-19	0
Total Delinquent Accounts	2,500
Final Delinquent Accounts Total Owed	\$701,887.28

COVID-19 Municipal Utility Relief Program (as of 3/03/2021)

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. To date, Stafford County has received 974 applications totaling \$392,970.00.

Count		Residential	Percent Residential
30+ Days Eligible	116	105	91%
60+ Days Eligible	796	752	94%
Eligibility To Be Determined	1		
Not Eligible	61		
TOTAL	974		
Value of Eligible	COVID Eligible *	Total *	Fees & Penalties
30+ Applications Received	\$7,089.49	\$16,257.42	\$9,167.93
60+ Applications Received	\$385,880.51	\$499,114.10	\$113,233.59
TOTAL	\$392,970.00	\$515,371.12	\$122,401.52
Grant	\$428,924.20		
Applications	(\$392,970.00)		
Staff OT	(\$346.59)	Estimate	
Expenses	(\$4696.25)	Stafford Printing	
Remaining Grant	\$30,911.36	7.2%	

*Amounts based on H T E reported as of December 14, 2020

Capital Construction Update – March 2021

- The Falls Run Force Main design phase is 20% complete; a 36" bore under Route 3 is a VDOT betterment as part of the Chatham Bridge replacement project.
- The Falls Run Gravity Interceptor Phase 2 design phase is 90% complete; surveying and geotechnical are completed and right-of-way acquisition identification (10 properties) has begun; environmental permitting has begun.
- The Lower Accokeek Gravity, Sewers, Force Main and Pump Station construction phase is 80% complete. All sewer and force main have been installed and leak testing is underway. On site structures have been set and piping is being completed. Weather issues have caused time extensions to the project on both contracts.
- The preliminary engineering phase of the Little Falls Run Wastewater Treatment Plant Facility and Regulatory Upgrades is 100% complete. Site meetings continue and authorization for the final design has been given.
- The construction phase of the 342 Pressure Zone Upgrades (342-05) is substantially complete; the pipeline is in service; restoration works is ongoing.
- Design is 90% complete on the 342 Pressure zone upgrade (342-06). This project includes a crossing of I-95 and provides transmission main from Truslow Road to Enon Road. Completion of construction of this upgrade will be coordinated with the Enon Road elevated water storage tank.
- Design is 95% complete on the Enon Road elevated water storage tank. The site plan is in final review with the Planning Department; the permit application has been submitted to VDH; and the project is scheduled to coincide with the completion of the 342-06 pressure zone upgrade.
- Phase 1A of the Claiborne Run Parallel Force Main piping is complete; site restoration is incomplete. Surety is finalizing contract provisions using an independent contractor early this year.
- The design phase of Phase 1B of the Claiborne Run Parallel Force Main is 95% complete. Design alignment is complete and staff/engineers are reviewing challenges at the western connection with the proposed Falls Run Force Main. Easement acquisition is wrapping up with private property owners along Route 3 and George Washington Square. Staff is pursuing completion of the environmental impacts report; and a section of force main will be added to provide bypass of existing main on Cool Springs Road. Staff anticipates bidding within the next three months.

Operations Update – March 2021

Finished Water Treated (MGD)	250.913
Wastewater Treated (MGD)	311.045
Water Main and Service Repairs	20
Sewer Backups	0
After Hour Calls	19
Permit Violations	0

3R Projects:

- Claiborne Run Emergency PS repair and interconnect complete – new parallel force main now in service.
- Crews are preparing to start \$521,000 of sewer lining work in Ferry Farm in late March. While completing the lining work, staff will also complete the rehab of 50 sanitary sewer manholes. This will complete the majority of rehabilitation of the sanitary sewer in Ferry Farm.
- Staff has also been working to complete upgrades at the Aquia at the Bridge and Argyle Height PS rehabs using the JOC contract. Argyle Heights will begin first, contract was approved in February. This will replace large sections of aging piping that is at the end of its useful life.
- The water storage tank modeling and inspections maintenance study is underway. This will help the department to prioritize the schedule of tank rehabilitations.
- Staff is working to complete the replacement of all of the water lines in Ferry Farm. The design of Phase 1 has commenced. Staff intends to use the new on-call contracts to complete much of the work.
- Optimization projects for Lake Mooney are underway and planned to be completed by the late spring early summer.
- Hydrant replacements planned to start late March in the Thomas Jefferson Place neighborhood. Next phase coming up will be in Aquia Harbor late spring/early summer.
- Final design underway for the aerial crossing at the end of Peyton Drive.
- Easement purchase agreements are signed and deed is being processed, crews are preparing to complete final pipe installation and connections for the Chatham Manor water line project.
- Crews working on I&I investigation of the Claiborne Run interceptor in south end of the county.

UNFINISHED
BUSINESS

FATS, OILS, & GREASE

MARCH 9, 2021

UTILITIES
COMMISSION



FOG Program Update

Utilities Commission March 9, 2021

Why Do We Need a FOG Program?

- 50% of Sanitary Sewer Overflows (SSO) are caused by FOG
- Sanitary Sewer Overflow Impacts
 - Damage Infrastructure and Private Property
 - Threaten Environment
 - Health Hazard
 - SSO Reduction is DEQ Priority
- FOG removal costs Stafford over \$1.5 million annually



Businesses Impacted by the FOG Program



Low Potential
(not included)

- Heat and serve
- Daycares, Motels, 7/11
- No / Low cooking
- Sub Shops, Steam Seafood, Pizza Only
- No Grease Control Device (GCD)



High Potential Kitchens
(included)

- Cook meat from raw
- Fry / Oil
- Have a GCD
- Required to be permitted

3

General Permit Details

- 1 General Permit, not individually issued
- Based on Industry Standard Best Management Practices (BMP)
- Facilities Inspected Annually
- Requires GCD for "High Potential" Kitchens
 - 12 month grace period for installation.
- Liquid Oil Recycling
 - 2 Options: Container or Plan
- Annual Permit Fee (\$100)
- Vetted Through County Attorney



4

Annual Inspection Requirements:

- **BMP Implementation**
 - “No Grease” signage, staff training, cleaning logs
 - Provided through FOGBMP.com at County’s expense
 - Sink strainers, proper food waste and FOG disposal
- **Proper GCD Maintenance**
 - “25% rule”
 - Service Record
- **Liquid Oil Recycling Container / Plan In Use**
- **Reinspection Fee (\$50/ reinspection)**
- **Pretreatment Inspector Position**
 - Proposed in FY2022 budget
 - Fees will offset some cost
 - Necessary to execute program



5

Enforcement

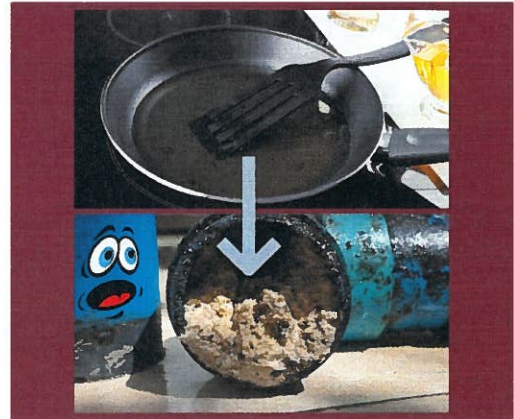
Violation	Response
BMP with No Previous Violation	Note on inspection, no further action
BMP with Previous Violation	Reinspection
GCD or Oil Recycling	Reinspection
Reinspection Violation New	Violation Dependent
Reinspection Violation Recurring	NOV, Reinspection
Severe Violation / Repeated Recurring	NOV, Reinspection, Suspension of Service
Unpaid Fees	Suspension of service

* Focus on Education and Reinspection. Multiple Steps Before NOV Issued

6

Summary

- FOG Program promotes Industry Standard practices through Education and Inspections to ensure uniform compliance.
- Public Hearing with Utilities Commission in April 2021



7

Questions?

8

Stafford County Department of Public Works



Commercial Kitchen FOG Discharge General Permit

Permit Number: STFRDFOG

Effective Date: January 1st, 2022

Expiration Date: December 31st, 2025

In compliance with the provisions of the Stafford County Code, Chapter 25, this permit authorizes Permittee to discharge kitchen wastewater into the sanitary collection system, subject to the following conditions:

1. No user shall introduce fats, oils, or greases of animal or vegetable origin in concentrations which may cause blockages in the Publicly-Owned Treatment Works (POTW) or which exceed 100 mg/L the local limit established for oil and grease.
2. Permittee shall permit the Chief of Public Works, or other duly authorized County employees bearing proper credentials and identification to enter the establishment for the purpose of inspection, observation, measurement, sampling and testing of wastewater discharge and associated systems.
3. Permittee shall operate the facility and treatment of all industrial wastewater shall be in conformity with the plans, specifications and other supporting data submitted to the Director of Utilities except as amended in this permit. The permittee shall give the Director of Utilities 90 days prior notice of any anticipated changes in processes, volume or character of wastewater constituents.
4. Approval of plans and specifications does not relieve the permittee of the responsibility of operating the facility in a reliable and consistent manner to meet the facility performance requirements in the permit and the provisions of the Stafford County Code. If facility deficiencies, in design and/or operations, are identified in the future which could affect the facility performance or reliability, it is the responsibility of the permittee to correct such deficiencies.
5. The Permittee shall comply with the provisions of the Stafford County Commercial Kitchen Permit Requirements (Permit Requirements).

Stafford County Department of Public Works:

Christopher Edwards
Director of Public Works

Department of Utilities

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Part I

General Provisions

A. Applicability

All commercially operated kitchens that have a reasonably high potential to contribute fats, oils, or grease (FOG) in excess of the Stafford Local Limit of 100 mg/L shall be required to install and maintain a grease control device (GCD). All establishments required to have a GCD shall be required to obtain a Commercial Kitchen FOG Discharge General Permit (FOG Permit) and be regulated by the provisions set forth herein. A facility's discharge shall be considered "high potential" based on the kitchen operations involving, but not limited to, cooking meat from raw, any method of frying, the use of liquid oil, or presence of a GCD.

Stafford County Code Sec. 25-206(c) provides:

Grease, oil, and sand interceptors shall be provided when, in the opinion of the county administrator or designee, they are necessary for the proper handling of wastewater containing excessive amounts of grease and oil, or sand; except that such interceptors shall not be required for residential users. All interceptor units shall be of a type and capacity approved by the county administrator or designee and shall be so located as to be easily accessible for cleaning and inspection. Such interceptors shall be inspected, cleaned, and repaired regularly, as needed, by the user at his/her expense.

All establishments that are regulated by the FOG Permit shall be notified by County staff of their inclusion before inspection or enforcement action will commence as outlined herein and Stafford County Code Chapter 25. All establishments will be issued a copy of the FOG Permit at time of notice.

B. Inspections

All establishments regulated by the FOG Permit will be, at a minimum, inspected annually, for the purpose of compliance enforcement. Permittee grants County staff the right of entry to all establishments subject to the FOG Permit for the purpose of inspection and enforcement of the permit in accordance with Stafford County Code Sec. 25-2. Re-inspections will take place as needed and in accordance with the Enforcement Response Plan in Part III of the FOG permit. No prior notice is required for inspection or re-inspection.

Stafford County Code Sec. 25-2(a) provides:

The director and other duly authorized employees of the county bearing proper credentials and identification shall be permitted to enter all properties for the purpose

of inspection, observation, measurement, sampling and testing in accordance with Chapter 25 of the Code of Stafford County.

C. Fees

In accordance with Stafford County Board of Supervisors Resolution 21-xxxx, all establishments regulated by a FOG Permit will be assessed an annual permit fee of \$100 on January 1st of each year. An additional fee of \$50 will be assessed at the time of each re-inspection. All fees will be added to the establishment's water and sewer bill.

Part II

FOG Permit Requirements

In accordance with County Code Sec. 25 -199, no user shall introduce fats, oils, or greases of animal or vegetable origin in concentrations which may cause blockages in the Publicly Owned Treatment Works (POTW) or which exceed the local limit for oil and grease of 100mg/L. In order to avoid expensive laboratory testing at the user's expense, all establishments' discharge will be considered in compliance and under the local limit for FOG if a grease control device (GCD) is present and properly maintained and Best Management Practices (BMP) are followed.

A. Grease Control Device

All establishments must have a GCD installed and functional at the time of inspection, and meet the following requirements:

1. All GCDs must be of the size and kind approved by County plan review staff prior to installation. Chapter 10 of the most current Virginia Plumbing Code shall be the minimum basis for GCD requirements.
2. Establishments must maintain all GCDs in accordance with manufacturer recommendations and at a frequency to ensure proper function and discharge compliance.
3. Documentation of the professional service for all GCDs must be available during inspection. Professional service is required on an "as needed" basis to maintain GCD function. The minimum frequency shall be once annually, however most systems will require quarterly service to maintain discharge compliance. If professional service scheduling is the responsibility of a third party (e.g. a property manager) copies of service records must still be kept on-site at each permitted facility.
4. Cleaning logs for under-sink grease traps must be recorded and kept on-site. Cleaning must occur once a week at a minimum. Cleaning logs must include the date and time of service and the name of the person performing the service.
5. GCD compliance will be based on the industry standard "25% rule". At the time of inspection, the top grease layer and bottom solids layer combined cannot reach or exceed 25% of the total measured depth of the GCD.
6. Establishments in operation prior to January 1, 2022, that do not have a GCD must install one within 12 months of the effective date of the FOG Permit. After such initial term, any kitchen without a GCD will be in violation of the permit.

B. Liquid Oil

Yellow grease, fryer oil, or any other kind of oil that remains liquid at room temperature shall not be disposed of into the POTW (specifically the sanitary sewer), even with the presence of a GCD.

All establishments that use large quantities of liquid oil must meet one of the following requirements:

1. A secure oil recycling container must be kept onsite, accessible, properly maintained, and professionally serviced.
2. A liquid oil recycling and disposal plan must be documented and kept onsite that includes, at a minimum, how the oil will be stored, where disposal will take place, and how frequently disposal will occur. Disposal logs with dates and approximate volume must be available for inspection.

C. Best Management Practices (BMP)

The following BMPs are required of all establishments included under the FOG Permit.

1. Implement a training program to educate kitchen staff and other employees on the relevant best management practices and the impacts of grease on the sewer system.
 - a. There must always be at a minimum 1 trained staff member on shift.
 - b. Training must be documented.
2. Post **"NO GREASE"** signs above sinks and on the front of dishwashers.
3. Wipe and/or scrape excess grease and food materials from dishes into trash.
4. Wipe pots, pans and other kitchen utensils with disposable or off-site laundered towels.
5. Always use sink basket strainers to collect food wastes.
6. Eliminate the use of (should not be installed) garbage disposals and food grinders.
7. Dispose of food waste by recycling and/or solid waste disposal.
8. Water temperature must be less than 140 °F at time of discharge to sanitary sewer.

9. Do not use chemical sewer line clog treatment.

Part III

Enforcement Response Plan

The following Enforcement Response Plan (ERP) is for the sole purpose of enforcement of the FOG Permit and the provisions contained herein.

A. ERP Responses to Violations

Violation	Response
1. BMP with No Previous Violation	Note on inspection, no further action
2. BMP with Previous Violation	Reinspection
3. GCD or Oil Recycling	Reinspection
4. Reinspection Violation New	Violation Dependent
5. Reinspection Violation Recurring	NOV, Reinspection
6. Severe Violation / Repeated Recurring	NOV, Reinspection, Suspension of Service
7. Unpaid Fees	Suspension of service

1. A violation of Part II.C. Best Management Practices will result in the violation being noted on the inspection form. No other enforcement action will occur.
2. A violation of Part II.C. Best Management Practices when the same violation has been noted from the previous inspection will result in a re-inspection.
3. A violation of Part II.A. GCD, or B. Oil Recycling will result in a re-inspection on the first offense.
4. If upon re-inspection a new violation is found the enforcement response will follow steps 1 or 3 listed above depending on the nature of the violation.
5. If upon re-inspection the same violation is found that prompted the re-inspection a Notice of Violation (NOV) will be issued and another re-inspection will occur.

If at any point a violation of the FOG Permit is, in the sole determination of the County, determined to be intentional or egregious, results in infrastructure damage, causes a backup or overflow, or necessitates a response from Stafford County utility crews that violation will be deemed a Severe Violation.

6. Any Severe Violation or, the same recurring violation after issuance of an NOV, will result, at a minimum, in the issuance of an NOV and re-inspection. When necessary,

Stafford County may take additional administrative or judicial action, in accordance with Chapter 25 of the Code of Stafford County which may include, but is not limited to, referral to the County Attorney for the assessment of civil penalties or criminal prosecution. Additionally, repeated violations of the FOG permit, or discharge that poses a risk to the POTW or the environment shall result in suspension of water and/ or sewer service.

7. Unpaid permit fees resulting from annual charges, or re-inspection, will be managed in accordance with the Stafford County Department of Utilities past due bill standard operating procedures. Continued failure to pay water and sewer bills will result in suspension of service.

B. Re-inspections.

Re-inspections will occur within two to six months after a qualifying inspection violation. If a re-inspection is necessitated by any event other than an inspection violation the re-inspection will occur as soon as possible. An establishment may avoid a re-inspection and associated fees if documentation (i.e. service records, pictures) is submitted to County staff prior to re-inspection.

C. Notice of Violation

NOVs will be issued if an inspection violation or Severe Violation event is found. Within 10 days of the receipt of an NOV, the permittee shall provide to the County an explanation of the cause of the violation and a plan for the satisfactory correction and prevention thereof, to include specific required actions. Submission of this plan shall in no way relieve the user of liability for any violations occurring before or after receipt of the NOV. Nothing in this section shall limit the authority of the County Administrator or designee to take any action, including emergency actions or any other enforcement action, without first issuing an NOV.

NEW BUSINESS

EVAPORATION

CREDITS

MARCH 9, 2021

UTILITIES

COMMISSION



Ordinance Amendment

Water, Sewers and Sewage Disposal

Sec. 25-98

Utilities Commission March 9, 2021

Ordinance Amendment Purpose

- **Sanitary Sewer Credit**
 - Only applied to non-residential evaporation
 - Reduction in the amount of monthly sewer billed
 - Based on water or sewer readings
- **Water Meter Readings**
 - Installation of a subtraction meter
 - A subtraction meter is used to negate the sewer charge for water used by the customer that does not enter the sanitary sewer system.
 - Meter supplies water to a device or system that is not connected to sewer
- **Sewer Meter Readings**
 - Alternative to water meter installation
 - Used when there is not a single point of evaporation



Ordinance Amendment – Industry Advantage

- Industries that could benefit from and utilize a water meter
 - Facilities can use water for cooling
 - Large Chillers or other without a sewer return
 - Schools
 - Hospital
 - Data Centers
 - Industries with process losses
 - Difficult to capture using water meters
 - Ex. - Linen and Laundry Services



3

Ordinance Amendment Details

- Evaporation meter use is a standard practice
 - Water meters are the most common method
- Customer would be responsible for the cost of the meter or metering system as well as maintenance and repair of that system
- County can revoke the credit if customer does not comply with provisions



Questions?

Sec. 25-98. - Sewer charges generally.

- (a) The billing year shall be divided into two (2) six-month periods: Seasonal (May through October) and nonseasonal (November through April). A nonseasonal average will be computed based upon the monthly water consumption during the nonseasonal period. For customers who do not have a six-month nonseasonal average, an average of six thousand (6,000) gallons will be established until the customer achieves a full six-month nonseasonal average.
- (b) During the seasonal billing period the charge for sewer service shall be limited to the lower of the actual usage or the nonseasonal average plus twenty (20) percent.
- (c) Sewer customers shall pay charges based on water consumption.
- (d) All sewer customers shall pay a monthly service charge for costs of administration.
- (e) All sewer customers shall pay a monthly demand charge, based on customer water meter size, to recover a portion of capital costs. The five-eighths-inch meter is considered one meter equivalent, and each customer is charged based on the number of equivalent meters being serviced. The meter equivalents contained in [section 25-96](#)(d) apply.
- (f) The minimum monthly wastewater service fee required by [section 25-28](#)(h) shall include the monthly service charge required by [section 25-98](#)(d) and the monthly demand charge required by [section 25-98](#)(e).
- (g) Customers who are provided sewer service only shall be charged based on two thousand (2,000) gallons per month per full time resident in the dwelling, or the customer, at his expense, can install a water meter on his private water system, after which sewer charges shall be based on water consumption as registered by the water meter.
- (h) Non-residential sewer customers whose entire volume of water used on [their](#) premises is not discharged into the county sanitary sewer system due to evaporation, may apply for a reduction of the charges imposed under section 25-98(c), if that the customer provides, at his expense, a meter which records the water or sewage that discharges, or fails to discharge, into the county sewer system in accordance with this subsection. If a permanent meter cannot be installed and maintained, the applicant shall provide sufficient documentation that metering of the water or sewage discharge is not practicable. In such cases, the director at their discretion may allow an alternative metering method.
 - (1) Applications for an evaporation credit shall be [on](#) a form prescribed and furnished by the director and each form shall be accompanied by the specifications, measurements, drawings and such other data as will clearly indicate the type of the meter or metering method, and physical location on the premises for which the application is submitted.
 - (2) The director shall accept, review and render a decision on an application for evaporation credit using the standards set forth in this section 25-98(h), and shall have the right to approve, disapprove, or request revisions and additional data, design or information regarding the meter(s) or metering method. For any disapproval, the customer shall be provided, in writing,

specific details of how the meter or metering method, or any other application information, does not comply with the standards set herein.

- (3) Upon approval of the application, customer shall be responsible for the installation, maintenance, and repair of the meter or metering method identified in the application, shall provide department staff with access to the meter(s) or metering method, and shall provide information evidencing the calibration of the meter(s) to the department annually. Customer shall also be subject to periodic inspection of the meter or metering method by the department, to ensure accuracy.
- (4) The reduction of the charge imposed as a result of this section shall be based on the amount of water discharged to the county sewers as shown by the meter reading or by subtraction of non-sewer flow from water consumption.
- (5) County reserves the right to revoke or suspend the evaporation credit if customer fails to comply with the requirements of subsection (h)(3), above, or as otherwise provided on the application.

PUBLIC HEARING
WATER/SEWER USER
FEE RATE INCREASE
MARCH 9, 2021
UTILITIES
COMMISSION



Utilities Commission

Public Hearing Utilities FY2022 Water/Sewer User Fee Rate Increase

March 9, 2021

Fiscal Year 2020 By the numbers...



711	Miles of waterline	5,993	Hydrants
541	Miles of sewer line	12,716	Maintenance Holes
3.21B	Gallons of Sewage Treated	38,779	Water Customers
3.67B	Gallons of Drinking Water Treated	35,334	Sewer Customers
7.9%	System Growth in five years (100 miles)	115K	Population served
\$975M	Total System Value		

STAFFORD
Virginia

COVID-19 Impacts on the FY2020 Five- Year Plan



- Maintained Revenue Stability in FY 2020
 - Commercial declines offset by increases in residential usage
 - Expansion revenues near budget projections
- Personnel Impacts in FY 2021
 - Staff completed benchmarking study indicating need for staff
 - Five requested positions delayed to future years
 - Impacts to timing of capital projects
- Board Financial Policies Suspended
 - Eliminated Rate Increase / CPI-U Increase
 - 0% in FY 2021

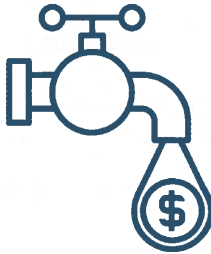
3

Overview

- Five Year Plan presented to Board of Supervisors on 11/19/20
 - Indicated a potential rate increase - 3%
 - Focused on 3R Needs
 - Add needed personnel
- Utilities CIP continues to focus on 3R, Economic Development and Growth
 - 2/3 of CIP spending associated with 3R
 - 3R (treatment plant upgrades)
 - \$9.4M for the Water Plants
 - \$25.9M Wastewater Treatment Facilities
 - 3R (linear pipe, pump stations, etc.) - \$51.2M
- Personnel Requests
 - Further develop our 3R and Asset Management Programs
 - Meet the needs of continued system growth
 - Fill the gaps shown in the benchmarking study

4

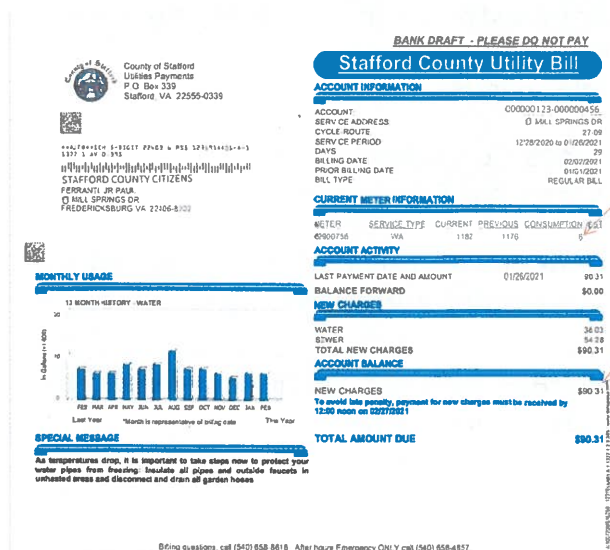
Utility Sustainability



- Utilities Fund is Self Supporting
 - Operations and 3R capital funded by user fees / operating revenues
 - Expansion capital project and debt service funded by availability and pro rata fees
- Board Adopted Utilities Fund's Financial Policies designed to provide stability while avoid large rate increases
- Rates are set to insure long term financial sustainability of the system
- Utilities Rate Increase consider the CPI Index
 - Adjusts for inflation and increases in operating costs
- Findings of the Rate Study will be presented during the FY 2022 budget process
 - FY 2021 Rate increase was 0%
 - FY 2022 Rate increase of 3% to include catch-up of FY2021

5

Old vs. New



Typical 6,000 gallons consumption

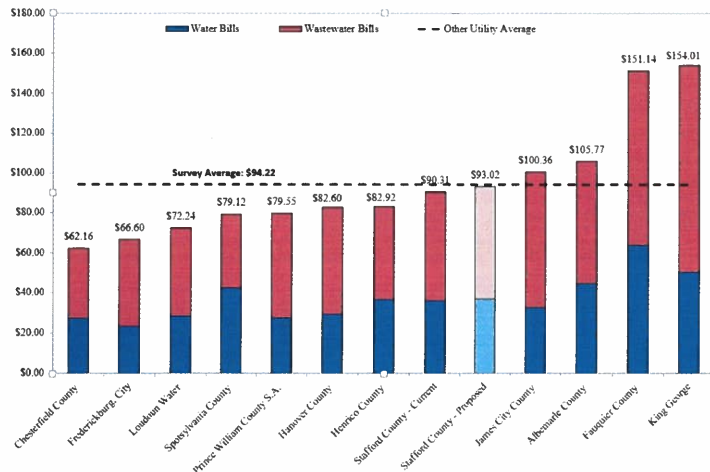
Monthly Increase of \$2.71

- Current charges
= \$90.31

- New charges *after* rate increase
= \$93.02

6

Peer Localities



- Stafford County is within the peer locality average
 - Includes rate increase
- Other peer localities had a proposed rate
 - Some localities deferred increase
 - Potential for larger future increases
- Stafford County continues to remain competitive

7

Summary

- Need for Reinvestment in the Utility System
 - 3R CIP Projects
 - Personnel Requests
- Rate Increases Consider CPI-U
 - Smaller Incremental Rate Increases
- Staff recommends approval of the proposed changes to the water and sewer rates
- If approved, rate increase will be considered by the Board of Supervisors on 4/6

8

Questions? / Comments

STAFFORD COUNTY UTILITIES COMMISSION

The Stafford County Utilities Commission will hold a public hearing on Tuesday, March 9, 2021, beginning at 7:00 p.m. or as soon thereafter as the matter may be heard, in the Board Chambers, 1300 Courthouse Road, Stafford, Virginia on the item listed below:

1. Proposed Ordinance O21-16 would amend and readopt fees for providing public water and sewer services, as authorized by Virginia Code §§ 15.2-2111, 15.2-2119, 15.2-2119.4 and 15.2-2122 as provided in the table below:

USER FEES							
Effective for water/sewer usage on or after June 1, 2021 and reflected on bills on or after July 1, 2021.							
USER CATEGORY	CONSUMPTION CHARGES PER 1000 GALLONS						CODE SECTION
	WATER			SEWER			
RESIDENTIAL (INCLUDING APARTMENTS)	Current	Proposed	Change	Current	Proposed	Change	25-96 (b)
0-2,000 GALLONS	\$2.69	\$2.78	\$0.09	\$6.36	\$6.56	\$0.20	25-98 (b, c)
3,000-4,000 GALLONS	\$3.74	\$3.86	\$0.12	Per 1,000 gallons for all usage up to non- seasonal average + 20%	Per 1,000 gallons for all usage up to non- seasonal average + 20%	Per 1,000 gallons for all usage up to non- seasonal average + 20%	
5,000-8,000 GALLONS	\$5.13	\$5.29	\$0.16				
9,000-12,000 GALLONS	\$10.29	\$10.60	\$0.31				
13,000-25,000 GALLONS	\$13.05	\$13.45	\$0.40				
ABOVE 25,000 GALLONS	\$18.16	\$18.71	\$0.55				
NON-RESIDENTIAL (Commercial, Industrial, Multi-Family, Public, Semi-Public, and Mobile Homes) All Consumption	\$4.87	\$5.02	\$0.15	\$6.36	\$6.56	\$0.20	25-96(b) and 25-98 (b, c)
Water-Dependent, Home-Based Business	\$12.18	\$12.55	\$0.37	\$6.36	\$6.56	\$0.20	25-96(b) and 25-98 (b, c)
Irrigation, Bulk Construction and Hydrant Meters	\$17.64	\$18.17	\$0.53	n/a	n/a	n/a	25-96(e)
Monthly Customer Service (per Account)	\$2.71	\$2.80	\$0.09	\$2.76	\$2.85	\$0.09	25-96(c) and 25-98(d)
Monthly Demand Charge (per meter equivalent, per account)	\$10.20	\$10.51	\$0.31	\$13.36	\$13.77	\$0.41	25-96(d) and 25-98(e)

The public hearing may be continued or adjourned. Copies of related materials are available in the Department of Public Works, 1300 Courthouse Road, and may be examined by appointment Monday through Friday between the hours of 8:00 a.m. and 4:00 p.m. by contacting Deidre Jett at djett@staffordcountyva.gov or (540) 658-8826. All interested individuals are invited to present written comments to Deidre Jett at the above listed e-mail address or to the Department of Public Works, Attention: Deidre Jett P. O. Box 339 Stafford, Virginia 22555. Persons in need of special accommodations to participate in the public hearing should contact the Department of Public Works at 540-658-8826 so that reasonable accommodation may be provided.

BY ORDER OF THE STAFFORD COUNTY UTILITIES COMMISSION