

Stafford County Utilities Commission  
Tuesday, September 14, 2021 - 7:00 p.m.  
George L. Gordon, Jr. Government Center  
1300 Courthouse Road  
Stafford, VA 22554

- I. Call to Order
- II. Roll Call
- III. Approval of Meeting Minutes
  - A. May 11, 2021 Meeting Minutes
- IV. Presentations by the Public
- V. Reports by Commission Members
- VI. Director's Report
- VII. Unfinished Business
- VIII. New Business
- IX. Public Hearing
  - A. Consider Amending Stafford County Code, Chapter 25, Sec. 25-1, "Definitions," Sec. 25-22, "Mandatory sewer connections, and Sec. 25-23, "Mandatory water connections," related to Mandatory Water and Sewer Connections. The Utilities Commission will consider a recommendation to the Board of Supervisors regarding proposed Ordinance O21-37, which would amend Stafford County Code requirements for mandatory water and sewer connections. The proposed amendments to County Code Sec. 25-1, "Definitions," Sec. 25-22, "Mandatory sewer connections," and Sec. 25-23, "Mandatory water connections, would require the owner of all newly constructed houses, buildings or property used for human occupancy, employment recreation, or other purposes to connect to sanitary sewer or water if public water or sewer is within 300 feet of the building drain and located within the Urban Services Area. If public water or sewer is within 300 feet of the building drain, but the house, building or property is located outside of the Urban Services Area, then the owner of the house, building or property must receive approval in accordance with Virginia Code § 15.2-2232 in order to connect to public sanitary sewer or water. If approval is not granted, the owner shall not be required nor permitted to connect the house, building or property to public sanitary water or sewer.
- X. Adjournment

Utilities Commission  
Draft Meeting Minutes - Tuesday, May 11, 2021

- I. Call to Order – Chairman, Mr. Kent Carson, called the meeting to order at 7:00 p.m. in the Board Chambers of the George L. Gordon, Jr. Government Center, 1300 Courthouse Road Stafford, VA 22554
- II. Roll Call – All six members (Kent Carson, Greg Cox, Alan Glazman, Mickey Kwiatkowski, Nancy Sullivan, Bill Tignor, Vice Chairman) were present with Ms. Sullivan participating via telephone and the Hartwood District seat vacant.
- III. Approval of the 4/13/2021 Meeting Minutes – Ms. Kwiatkowski motioned, seconded by Mr. Tignor, and approved unanimously 6 - 0.
- IV. Reports by Commission Members – Ms. Kwiatkowski brought up the death of former Utilities employee, Ronnie Brinson, who worked for Stafford County for 30 years and who retired three years ago. There was a memorial service for him held at Pratt Park, which Jason Towery and Bryon Counsell attended.

Ms. Kwiatkowski asked if Stafford County's utilities were safe from cyber attacks like happened in Florida and the recent cyber-attack on the gasoline pipeline. Mr. Edwards responded that the County's utility systems were not subject outside influence, there were self-contained and there was no threat to the water system or wastewater system.

Mr. Glazman thanked Mr. Edwards for the recently completed tour saying that it was a great tour of the facilities. He sent a note to his representative on the Board of Supervisors letting Ms. Bohmke know how very informative the tour was. Ms. Kwiatkowski apologized for missing the tour. Mr. Cox said that it was a great tour and showed great professionalism at the Plants and with the staff. Mr. Carson mentioned that it was better than most Army plants. Mr. Tignor said he had been on the Utilities Commission since 2008 and he was continually impressed by the Department's planning and operations; that it was a first-class organization.

- V. Director's Report – Mr. Edwards spoke about the recently declared State of Emergency due to the pipeline cyber attack saying that all vehicles in the fleet had full gas tanks and would not be affected by possible gasoline shortages should they occur. He gave a brief overview of items from the Board of Supervisors meeting agendas held on April 20<sup>th</sup>, May 4<sup>th</sup>, and items on the upcoming May 18<sup>th</sup> agenda. Mr. Edwards noted that the proposed 3% rate increase was approved and would be effective July 1, 2021. Additional positions in Public Works were approved by the Board and a second round of CARES Act funding (\$69,000) was received for payment of past-due water/sewer accounts for a total of nearly \$500,000 to assist customers whose payments were in arrears.

Mr. Scott Powell, Utilities Capital Improvement Program Construction Coordinator, gave a presentation on the FY2021 third quarter capital projects summary that included updates on Claiborne Run Parallel Force Main, Phase 1A; Claiborne Run Parallel Force Main Phase 1B; Falls Run Force Main; Falls Run Gravity Interceptor Sewer, Phase 2; Lower Accokeek Gravity, Force Main, and Pump Station; Little Falls Run Wastewater Treatment Plant Facility and Regulatory Upgrades; 342 Pressure Zone Upgrades (342-05); 342 Pressure Zone Upgrades (342-06); and 342 Pressure Zone Upgrades – Enon Road Elevated Water Storage Tank.

Mr. Nathan Huber, 3R Program Engineer, gave a presentation on the FY2021 third quarter 3R project summary that included updates on Water Distribution/Transmission projects (Ferry Farm Water Main Replacement; Chatham Manor Water Main Project; Thomas Jefferson Place hydrant replacement); Wastewater Collection, I & I, Rehabilitation Projects (sewer lining work in Ferry Farm; Manhole replacement in Ferry Farm); Pump Station projects (Aquia Creek; Argyle Heights; Aquia at the Bridge; Days Inn); and Wastewater/Water Plant Projects (Lake Mooney ammonia feed sampling station; Filter membrane Rack #4; Magnesium Hydroxide tank replacement).

- VI. Unfinished Business – there were no items of unfinished business however, Ms. Kwiatkowski asked that the extension of water/sewer at Brooke Station be included on future meeting agendas.
- VII. New Business – there were no items of new business.

### VIII. Public Hearing – Fats, Oils, and Grease (FOG) Program

A presentation was given by Mr. Jon Brindle, Environmental Compliance Manager. Mr. Brindle outlined why Stafford County needed a FOG program and noted the approximate \$1.5 Million spent annually to remove FOG from County collection systems. Implementing the FOG program, Mr. Brindle said, would significantly reduce the amount of FOG entering the system and further protect County infrastructure and the environment. The FOG Program would only be implemented in kitchens that generate large quantities of FOG; there is an anticipated \$100 annual permit fee and three sections of the Program including a grease control device/maintenance; liquid oil recycling; and industry standards best management practices. Annual inspections will be required and handled by the recently Board-approved inspector position, which will be available in FY2022.

In response to recent pictures of FOG build-up dated 4/7/2021 and 4/15/2021 that were included in the presentation., Ms. Kwiatkowski asked about the build-up at the top vs. the bottom of the pipe. Mr. Brindle explained that where there was still flow-through, build-up would be at the bottom. In instances where the pipe was completely clogged, build-up would be pushed to the top. Mr. Edwards said that cleaning out the pipe was not easy as the build-up was the consistency of Crisco and it took a lot of work to remove it.

Mr. Tignor noted that the program focused on commercial and asked if there was a way to focus on residential properties. Mr. Brindle said that commercial properties were the areas of most concern to the County but that through education and outreach, residential customers were being made aware of FOG issues. Outreach included flyers in November utility bills for FOG Awareness Week (in advance of Thanksgiving), hand-outs of lids with instructions to store grease in cans allowing it to harden then being disposed of in the trash rather than down the drain or garbage disposal. Mr. Glazman said his bills are paid automatically and he never sees a bill or the flyer. Mr. Edwards said public outreach also used Facebook, Twitter, etc. Mr. Glazman suggested notifications in the newspaper and making a collaborative effort with other localities. Mr. Carson said he recalled seeing a flyer several months ago. Mr. Edwards said they also set up a booth at County functions.

Staff responds to back-ups at residences but if the back-up is in the house the owners are advised to contact a plumber as the County will work only on County lines. Mr. Tignor said that HOAs were another possible resource. Mr. Edwards said that the City of Fredericksburg was working on a consent order with the State to implement a FOG program.

Mr. Cox asked about liquifying FOG and hauling it away and talked about the possibility of using a heating element and settling tank. Mr. Brindle said he had not seen that sort of mechanism for disposal but said that the grease interceptor on site would have a contract with a haul away vendor; that Valley Proteins was the one used most in this area. Mr. Cox asked about new strip malls. Mr. Edwards said the issue would be not maintaining their grease control devices and having it back up into the parking lots due to it not being pumped out with necessary frequency, which was part of the FOG Program campaign to ensure that commercial entities were keeping up with the Program.

Mr. Cox asked if they did not follow recommended protocol, could they be fined? Mr. Edwards said that fining was not built into the Program as it was being presented but there was a re-inspection fee if the first inspection failed to meet the manufacturer's recommended standards. Ms. Kwiatkowski asked if they failed three times in a row could they be fined. Mr. Brindle said there was no current mechanism for fining; it would require a change to County Code via ordinance. Mr. Edwards said the intent was to begin this Program with baby steps and that a fine could be added at a later date if need be. He added that staff looked at Culpeper, Fairfax, and Prince William counties and took a middle-of-the-road approach. Mr. Tignor said that this was a good beginning that should be coordinated with the Virginia Department of Health since FOG build-up applies to septic tanks as well.

Mr. Carson opened the public hearing. No members of the public were in attendance wishing to speak. Mr. Carson closed the public hearing.

Mr. Tignor motioned, seconded by Ms. Kwiatkowski to recommend the FOG Program as presented to the Board of Supervisors. The motion passed 6 – 0.

Mr. Carson asked if anyone had anything to add before the meeting adjourned.

Mr. Tignor brought up the CARES Act funding saying that the National Debt contributed nearly \$500,000 to Stafford County in helping out those residents with paying water/sewer bills.

Mr. Carson adjourned the meeting at 8:00 p.m.

### Director's Report June/July/August, 2021

The following items were approved by the Board of Supervisors (BOS) at its meetings on May 18<sup>th</sup>, June 1<sup>st</sup>, June 15<sup>th</sup>, July 6<sup>th</sup>, August 17<sup>th</sup>, and September 7<sup>th</sup>.

#### **May 18, 2021 (Approved)**

Authorize the County Administrator to Execute a Contract to Furnish and Deliver Stone, Gravel, Sand, Soil, and Mulch – used for making repairs to water/sewer infrastructure and to restore area following repairs; Vulcan Materials was determined to be the responsive bidder; fund in the amount of \$110,000 were available in the approved Utilities Operations fund.

Authorize the County Administrator to Approve Expenditures for Ferry Farm Water Line Improvements – specifically to address aging and deteriorating infrastructure that conveys water in the Ferry Farm subdivision; Sagres Construction Company's quote of \$311,519 was accepted with fund available in the Utilities Capital Improvement Program fund.

#### **June 1, 2021 (Approved)**

Authorize the County Administrator to Execute a Contract for Concrete Repairs at the Aquia and Little Falls Run Wastewater Treatment Facilities – construction contract with Creative Maintenance Solutions in the amount of \$468,979.94, available in the Utilities Enterprise fund.

Authorize the County Administrator to Approve Expenditures for Pumps and Related Accessories – rider agreement with Thompson Pump and Manufacturing Company; \$183,972 expended and an additional \$350,000 identified for the remainder of the contract term (3/14/2022); available in the Utilities Enterprise fund.

Consider an Amendment to Stafford County Code Sec. 25-98 to Allow for Evaporation Credits – recommended for approval by the Utilities Commission; allows for non-residential sewer customers whose entire volume of water used on their premises is not discharged into the County's sanitary sewer system due to evaporation to apply for a reduction of charges imposed under Sec. 25-98(c), if that customer provides evidence of the reduction in water volume. The use of water meters for the subtraction of flows to sanitary sewers is allowed by current ordinance and is an industry standard.

#### **June 15, 2021 (Approved)**

Authorize the County Administrator to Execute Contract Renewals for Water and Wastewater Chemicals - \$2,788,400 - Utilities Operations requires various chemicals for the treatment of water and wastewater in order to remain in compliance with the facilities permits with Virginia Department of Health and the Virginia Department of Environmental Quality.

Authorize the County Administrator to Execute Contract Extensions for Repair and Maintenance Supplies - \$135,000 - Utilities Operations is requesting a 180-day (6 Month) extension of the repair and maintenance supplies contract to allow for additional time to prepare an Invitation for Bid.

### **July 6, 2021 (Approved)**

Authorize the County Administrator to Submit an Application for the VA Clean Water Revolving Loan Fund – reduces interest rates for local governments for projects that improve water quality or prevents future problems.

Authorize the County Administrator to Advertise a Public Hearing to Consider Adoption of a Fats, Oils, and Grease (FOG) Program with Associated Fees – the Utilities Commission recommended approval of the proposed FOG Program at its meeting on 5/11/21. The proposed fee (for certain commercial kitchens in the County) would be \$100 annually with a reinspection fee of \$50.00.

Authorize the County Administrator to Execute a Contract Renewal for Water Treat Chemical (Potassium Permanganate) – Chemrite, Inc., \$59,500 add to a 5-year contract totaling \$297,500.

(Note: The Board of Supervisors was on its summer hiatus until its meeting on 8/17/2021).

### **August 17, 2021 (Approved)**

Authorize the County Administrator to Execute a Contract Amendment for Additional Force Main Design, Easement Plats, and Construction Phase Services for the Claiborne Force Main Project

Authorize the County Administrator to Execute a Contract with Hitt Contracting Through the Job Order Contract, for Sluice Gate Repairs at Abel Lake

Authorize Appropriation of \$50,000 in the Utilities CIP to Fund Preliminary Engineering for the 24" 342-15 Water Transmission Main

Authorize the Appropriation of \$150,000 in the Utilities CIP to Fund the Application Development for National Park Service Permissions for the 24" Falls Run Sewage Force Main

Authorize the County Administrator to Execute a Task Order with Tri-State Utilities Company for the Cured-In-Place Pipe Lining Rehabilitation of Sanitary Sewer Infrastructure in North Stafford

Authorize the County Administrator to Execute a Task Order with Sagres Construction for the Ferry Farm Waterline Improvement Project, Phase 2



Authorize the County Administrator to Approve Expenditures with Carter Machinery Company for Generator Services, Inspection, Maintenance and Repair

Authorize the County Administrator to Execute a Contract Renewal with Best Repair Company for Pump, Gearbox, and Blower Repairs and Parts, and Approve Expenditures for Electronic Motor Testing

Authorize the County Administrator to Execute Amendments to the Deed of Water Tower Lease Agreements

Authorize the County Administrator to Approve Expenditures with Visu-Sewer East LLC for Manhole and Lateral Rehabilitation Services

Authorize the County Administrator to Execute a Contract with ICSE for Construction of the Smith Lake Train 2 MCC Replacement

Public Hearing – Consider Adoption of Fees Associated with and Establishment of a Fats, Oils, and Grease (FOG) Program for Commercial Kitchens

**September 7, 2021 (Approved)**

Budget and Appropriate Funds to Complete the Wayside Sewer and Claiborne Force Main Phase 1A Projects

(Several items were deferred to the 9/21 and 10/5 BOS agendas due to the number of items on the 9/07/2021 Board of Supervisors agenda.)

**Customer Service Update – August 2021**

Total Water Accounts	39,516
Meters Read	38,106
Total Sewer Accounts	35,973
Customer Service Calls In/Outbound	2,520
Walk-in Customers	325
E-mails	844
Live Chats	25
60-Day Extensions due to COVID-19	0
Payment Plans due to COVID-19	0
Total Delinquent Accounts (+ 31 Days)	4,611
Final Delinquent Accounts Total Owed	\$715,706.71

### 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.

First Round Count		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.

Second Round Count		Residential	Percent Residential
30+ Days Eligible	10	2	20%
60+ Days Eligible	132	119	90%
Eligibility to be Determined	1		
Not Eligible	2		
<b>TOTAL</b>	<b>145</b>		
			Fees and Penalties
Value of Eligible/COVID Eligible			
30+ Applications Received	822.43	191.25	(631,18)
60+ Applications Received	83,980.66	100,827.31	16,846.65
<b>TOTAL</b>	<b>84,803.09</b>	<b>101,018.56</b>	<b>16,215.47</b>
Grant	69,970.95		498,895.15
Round 1 Balance	16,152.18		
Applications	(84,803.09)		
Staff OT			
Expenses			
<b>Remaining Grant</b>	<b>330.04</b>	<b>0.4%</b>	

### Capital Construction Update – June/July/August/September 2021

- Claiborne Run Force Main, Phase 1B - Design is 100% complete. Easement acquisition is 95% complete. Environmental permits have been acquired. A section of force main has been added to provide bypass of existing main on Cool Springs Road. Anticipate bidding in and Fall 2021 and construction starting in early 2022.
- Falls Run Force Main - design is 20% complete. County has submitted plans to National Park Service (NPS) to address their requests for additional information. Currently waiting for response from NPS.
- Falls Run Gravity Interceptor Phase 2 - design is 100% complete; surveying and geotechnical are completed and right-of-way acquisition is 25% complete and ongoing; environmental permitting submitted.
- 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 underway. Pump station startup testing is in process. Weather issues have caused time extensions to the project on both contracts. Punchlist items are approx. 50% complete.
- Little Falls Run Wastewater Treatment Plant Facility Upgrades - the 60% final design documents have been reviewed by the County and submitted back to the Engineer. Design is advancing to a 90% submission later in the year. Grant funding through Water Quality Improvement Fund is being applied for to help supplement the project construction costs.

- 342 Pressure Zone Upgrades (342-06). Design is 100% complete. Easement acquisition is approx. 50% complete. Wetland permit and VDH construction permits have been acquired. Construction starting early 2022.
- 342 Pressure Zone Upgrades (342-15) – Starting a preliminary engineering study to determine the best alignment for the waterline. Expecting completion in November with design to follow in early 2022.
- Enon Rd Elevated Water Storage Tank - Design is 100% and the project is out to bid currently. VDH permit has been acquired. The project is scheduled to coincide with the completion of the 342-06 pressure zone upgrade.
- Lake Mooney WTP Centrifuge and Sludge Thickener - Design is at 100% and project will be bid in the early fall of 2021.

### **Operations Update – August 2021**

Finished Water Treated (MGD)	366.920
Wastewater Treated (MGD)	263.211
Water Main and Service Repairs	10
Sewer Backups	1
After Hour Calls	25
Permit Violations	0

### **3R Projects – June/July/August/September 2021**

- 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 work still underway. Anticipate October completion date.
  - Phases 2 construction started this month – Anticipate 45 days of construction.
  - Phase 3 planning phase in final steps.
  - Design of Phase 4 underway.
  - Planning steps for Phase 5 design work underway.
  - Field operations will continue to provide support and construction services throughout the project.

- Manhole rehabilitation began in various parts of the county this month. More rehab efforts will continue through the Fall.
- Aquia-at-the-Bridge PS project will begin this fall. Notice to proceed has been issued but the contractor is waiting on supplies.
- Hydrant replacements in the Thomas Jefferson Place subdivision complete. Next batch will be in Chatham heights.
- Final design is underway for the aerial crossing at the end of Peyton Drive.
- 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 to begin this fall, estimated construction value 960K.

Please insert the County logo and run on Tuesday, August 31<sup>st</sup> and Tuesday, September 7, 2021

## **PUBLIC HEARING**

The Stafford County Utilities Commission will hold a public hearing on Tuesday, September 14, 2021 beginning at 7:00 p.m., or as soon thereafter as the matter may be heard, in the Board of Supervisors Chambers, George L. Gordon, Jr., Government Center, 1300 Courthouse Road, Stafford, Virginia, on the item listed below:

Consider Amending Stafford County Code, Chapter 25, Sec. 25-1, "Definitions," Sec. 25-22, "Mandatory sewer connections, and Sec. 25-23, "Mandatory water connections," related to Mandatory Water and Sewer Connections. The Utilities Commission will consider a recommendation to the Board of Supervisors regarding proposed Ordinance O21-37, which would amend Stafford County Code requirements for mandatory water and sewer connections. The proposed amendments to County Code Sec. 25-1, "Definitions," Sec. 25-22, "Mandatory sewer connections," and Sec. 25-23, "Mandatory water connections, would require the owner of all newly constructed houses, buildings or property used for human occupancy, employment recreation, or other purposes to connect to sanitary sewer or water if public water or sewer is within 300 feet of the building drain and located within the Urban Services Area. If public water or sewer is within 300 feet of the building drain, but the house, building or property is located outside of the Urban Services Area, then the owner of the house, building or property must receive approval in accordance with Virginia Code § 15.2-2232 in order to connect to public sanitary sewer or water. If approval is not granted, the owner shall not be required nor permitted to connect the house, building or property to public sanitary water or sewer.

The public hearing may be continued or adjourned. Copies of the above item and related materials are on file in the Utility Operations Office, 71 Coal Landing Road, Stafford, VA or by contacting George Brant, Deputy Director at [gbrant@staffordcountyva.gov](mailto:gbrant@staffordcountyva.gov) and may be examined Monday through Friday between the hours of 8:00 a.m. and 4:30 p.m. All interested individuals are invited to attend and present oral or written comments. Persons in need of special accommodations in order to preview the information or to participate in the public hearing should contact the Utility Operations Office at (540) 658-5198 so that reasonable accommodations may be provided.

**BY ORDER OF THE STAFFORD COUNTY UTILITIES COMMISSION**