

Stafford County Utilities Commission  
Tuesday, May 11, 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. April 13, 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. Fats, Oils, and Grease (FOG) Program
- X. Adjournment

### Utilities Commission

#### Draft Minutes

April 13, 2021

7:00 p.m. Board of Supervisors Chambers  
1300 Courthouse Road Stafford, VA 22554

- I. Call to Order: Chairman, Mr. Kent Carson, called the meeting to order at 7:00 p.m.
- II. Roll Call: Mr. Kent Carson, Mr. Alan Glazman, Ms. Mickey Kwiatkowski, Mr. Bill Tignor and (via phone) Ms. Nancy Sullivan. Mr. Greg Cox was absent from the meeting. Staff present included Mr. Christopher Edwards, Mr. Jason Towery, Mr. George Brant, and Ms. Marcia Hollenberger.
- III. Approval of the Minutes: Mr. Tignor motioned, seconded by Ms. Kwiatkowski, and approved by a vote of 5 – 0 to adopt the minutes of the March 9, 2021 Utilities Commission meeting.
- IV. Presentations by the Public: No members of the public spoke at the meeting.
- V. Reports by Commission Members:  
Ms. Kwiatkowski congratulated Mr. Edwards and staff on the video presentation and receipt of a proclamation recognizing Little Falls Run in an educational You Tube video prepared for students during the COVID-19 pandemic and for embracing current technology.

Mr. Tignor showed a notice received in his water bill regarding odor in the water supply. Mr. Edwards explained about uni-directional flushing and a pre-chlorine burn, which killed bacteria in the water lines. This is done every three years and should be complete by the end of April at which time the odor should dissipate. He said the flushing also helped with discoloration.

Mr. Tignor asked about the County's Pump and Haul program. Mr. Edwards replied that the County's subsidized Pump and Haul program was being phased out after seven years, of which residents participating in the program were notified. There are 17 customers currently on subsidized Pump and Haul and while the services will still be available to them, it will be necessary for them to pay the full costs of the program, which is \$200-\$300 for each pump out and depending on the family size at the residence, could be necessary two or three times monthly.

Mr. Carson asked if the CARES ACT program funds could be used to aid the subsidized Pump and Haul customers. Mr. Edwards said that he did not believe that would be a permitted use. Currently, 95% of those funds have been used; applications have slowed down and with the

possibility of new money coming in (a second round is expected in May), the program would be brought back to the citizen's attention. He noted that Stafford County's 95% rate was excellent compared to Spotsylvania who had a less than 50% participation rate.

VI. Director's Report:

Mr. Edwards reported that the Board of Supervisors (BOS) held a public hearing on the proposed 3% water/sewer user fee rate increase. A decision was deferred to the BOS' meeting on April 20<sup>th</sup> where they will vote on it as well as tax rates and other County budgets. Mr. Carson asked about the number of people who spoke at the BOS' public hearing. Mr. Edwards said there were no speakers who talked on the subject of the proposed rate increase.

The BOS also voted to approved an application for a \$4.9 Million grant with the Department of Environmental Quality (DEQ), which would be used at the Little Falls Run Wastewater Treatment Plant for a nutrient removal upgrade. He said that while staff did not expect to receive the entire amount, it was hopeful that the County would being granted a portion of it for use on the Little Falls Run upgrades.

There will be future quarterly updates to the Utilities Commission on Capital Construction and 3R projects with the next update scheduled for the Commission's meeting on May 11<sup>th</sup>. A public hearing on the proposed FOG presentation is also tentatively scheduled for the May 11<sup>th</sup> meeting.

Mr. Edwards gave a brief overview of ongoing capital and 3R projects. Ms. Kwiatkowski asked for the definition of WRA, noted in the Capital Construction report. Mr. Edwards said it stood for the firm of Wittman, Requardt and Associates, one of the County's on-call contractors.

Mr. Edwards introduced Mr. George Brant, newly hired Assistant Director of Utilities, Field Operations. Mr. Brant came to Stafford County from Colorado and has several years' experience working in Charleston, SC and Charlotte, NC. He holds a Master's Degree from UNC Charlotte and a Bachelor's Degree from Clemson University.

VII. Unfinished Business:

Regarding the extension of water/sewer near to the Brooke Road Train Station, Mr. Edwards said that he met with Planning and Zoning staff; that the logical place to start was with the Planning Commission so Utilities staff was providing details including the number of customers it could support, the number of customers it would need a commitment from in order to begin the project, and approximate costs involved in the project. The Planning Commission will be asked to work it into the County's next Comprehensive Plan update. Ms. Kwiatkowski asked if Planning and Zoning

staff were amenable to the idea; Mr. Edwards said they were and Ms. Kwiatkowski said it would be a good thing.

VIII. New Business: There were no items of New Business.

IX. Public Hearing: Evaporation Credits

Mr. Carson opened the public hearing. There was one speaker in favor of Evaporation Credits, Mr. David Struminger, President of Capital Textiles. Mr. Carson closed the public hearing.

Mr. Tignor inquired as to how the program would work. Mr. Edwards replied that there would be an amendment to Stafford County Code Sec. 25-98, "Water and Sewer Disposal." The program would apply to evaporation only, and only to commercial properties not for irrigation or other uses. Users would have two separate meters; one for water only and one for water/sewer. For example, if 10,000 gallons water were used but only 7,000 gallons of sewage, the company would be billed for 3,000 gallons less sewage than water. Mr. Edwards said this this was viewed as a good opportunity for economic development in the County. Ms. Kwiatkowski asked if there would only be one water/sewer account. Mr. Edwards said it would remain one account with two meters that would be set up with the County's billing system.

Mr. Tignor asked about the rate schedule for filling swimming pools. Mr. Edwards replied that most people use bulk haulers to fill swimming pools or they pay residential rates. Ms. Kwiatkowski asked about one-time adjustments. Mr. Edwards said that did not apply to filling swimming pools. He said that bulk haulers put a master meter on hydrants to obtain their water.

Mr. Carson asked about irrigation on golf courses. Mr. Edwards said the Evaporation Credits could not be used for irrigation. He added that they were only for commercial entities, not residential. Mr. Carson noted that water used to irrigate golf courses was not going into the sewer system. Mr. Edwards replied that they may use an irrigation meter and non-potable water.

Mr. Towery spoke about sod irrigation credits since sod was a requirement with new construction. He said irrigation was billed on a tiered approach to encourage conservation and was cyclical based on the seasons whereas the hospital and other commercial businesses were year-round users.

Mr. Carson said others were going to ask why it did not apply to them and wondered what could go wrong with the program. Mr. Edwards said that schools, the hospital, and other large users would benefit and make use of this.

Ms. Kwiatkowski asked if Stafford was one of the first localities to do this. Mr. Edwards replied that Stafford was one of the later localities to consider enacting this program but would be one of the first to use sewer subtraction meters.

Mr. Tignor asked about revenue. Mr. Edwards said for the Schools, it was \$1,000 to \$2,000 per month or overall for the County, about \$150,000 to \$200,000 annually.

Ms. Kwiatkowski motioned, seconded by Mr. Glazman to recommend Evaporation Credits to the BOS. The motion passed 5 – 0.

- X. Adjournment: Ms. Kwiatkowski motioned, seconded by Mr. Tignor and passed 5 – 0 to adjourn the meeting at 7:35 p.m.

### Director's Report May 11, 2021

The following items were approved by the Board of Supervisors (BOS) at its meetings on April 20, 2021 and May 4, 2021

#### **4/20/2021 BOS Regular Meeting:**

Public Works (Utilities); Authorize the County Administrator to Execute Contract Amendments for Expenditures for Repair and Maintenance Supplies

Proposed Resolution R21-140

**BACKGROUND SUMMARY:** Approves contract amendments.

The County currently has two contracts, Ferguson Waterworks, LLC and Core and Main LP, for repair and maintenance supplies for water and waste water infrastructure maintenance, rehabilitation and repair. On June 2, 2020, the Board authorized the renewal of these contracts and expenditures of \$110,000 for Ferguson Enterprises, LLC and \$90,000 for Core and Main LP for Fiscal Year 2021. The Department has expended \$185,560 for necessary repairs and maintenance supplies and require an additional \$25,000 for each contract for the remainder of the fiscal year 2021. Funds for these supplies are available in the Utilities Operations fund. Approved 7 - 0

Public Works (Utilities); Consider a 3% Water/Sewer User Fee Rate Increase

Proposed Ordinance O21-16

**BACKGROUND SUMMARY:** Approves rate increase.

In accordance with the Board-adopted Utilities Fund Fiscal Policy, the Department of Public Works – Utilities Division evaluates the sufficiency of user rates and fees on an annual basis and recommends any adjustments. Per the policy, adjustments should at a minimum be 75% of the increase in the consumer price index. User fees support the operation and maintenance (O&M) of the system, as well as fund critical infrastructure repair, rehabilitation and replacement (3R) projects. User rates and fees also ensure that the system maintains prudent cash reserves and sufficient revenue to accommodate debt service and debt service coverage ratios. Proposed in the FY22 budget is a recommended 3.0% increase. Based on the fiscal policy and an assessment of needs, in FY 2021 staff recommended a 1.5% rate increase. However due to COVID-19, the Board suspended its fiscal policy and did not adopt an increase. The recommended 3% increase maintains a 1.5% annual increase per the Board-adopted fiscal policy, supporting critical rehabilitation projects, high quality utility service and adherences to state and federal requirements for a growing customer base. Approved 7 – 0.

**May 4, 2021 BOS Regular Meeting:**

Public Works (Utilities); Budget and Appropriate the Second Round of Funding for the COVID-19 Municipal Utility Relief Program

Proposed Resolution R21-173

**BACKGROUND SUMMARY:** Approves Acceptance of Funding.

In December 2020, the Board authorized the budget and appropriation of the first round of funds from the Municipal Utility Relief Program. The second round of funding awarded to the County by the Commonwealth of Virginia 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. Approved 7 - 0

Public Works (Utilities); Authorize the County Administrator to Execute a Contract for Aquia at the Bridge Sewer Pump Station Rehabilitation

Proposed Resolution R21-145

Aquia

**BACKGROUND SUMMARY:** Approves Contract.

The Aquia at the Bridge sewer pump station conveys residential waste water from Aquia Harbor to the Aquia WWTF. The rehabilitation services will replace failing discharge piping and control valves, as well as repair deteriorated concrete in the wet well. The procurement for these services is through a JOC contract #20-1210-SP134-5HITT with Hitt Contracting, Inc. Funds (\$350,494) are available in the Public Works, Utilities Enterprise Fund. Approved 7 – 0

**May 18, 2021 BOS Regular Meeting:**

(Utilities); Authorize the County Administrator to Execute a Contract to Furnish and Delivery Stone, Gravel, Sand, Soil, and Mulch

Proposed Resolution R21-180

**BACKGROUND SUMMARY:** Approves contract.

Public Works, Utilities requires restoration materials such as stone, gravel, soil, and sand when making repairs to the water and sewer infrastructure. Mulch, may also be required to restore the area following a repair. The County solicited competitively sealed bids pursuant to IFB 21-051-5030SB to furnish and deliver stone, gravel, sand and mulch to various County locations on an as needed basis. Vulcan Material Company was determined to be the responsive and responsible bidder to provide items. Funds in the amount of \$110,000 for these supplies will be available in the approved FY2022 Public Works, Utilities Operations Fund.

(Utilities); Authorize the County Administrator to Approve Expenditures for Ferry Farm Water Line Improvements

Proposed Resolution R21-171

George Washington

**BACKGROUND SUMMARY:** Approves expenditures.

The waterline project will specifically address aging and deteriorating infrastructure which currently conveys portable water in the Ferry Farms Subdivision. Sagres Construction Corp, currently holds a County Job Order Contract (JOC) for Utilities On-Call General Construction, contract #21-003-5030SB-R-SC. Staff found their quote for the scope of work to be responsible. Funds of \$ 311,519 for the waterline improvements are available in the Utilities CIP Funds.

### **Customer Service Update – April 2021**

Total Water Accounts	39,193
Meters Read	39,020
Total Sewer Accounts	35,703
Customer Service Calls In/Outbound	2,411
Walk-in Customers	172
E-mails	682
Live Chats	28
60-Day Extensions due to COVID-19	0
Payment Plans due to COVID-19	3
Total Delinquent Accounts (+ 31 Days)	4665
Final Delinquent Accounts Total Owed	\$698,766.39

### **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. To date, Stafford County has received 989 applications totaling \$405,569.68.

Count		Residential	Percent Residential
30+ Days Eligible	118	107	91%
60+ Days Eligible	823	779	95%
Eligibility to be Determined	1		
Not Eligible	51		
<b>TOTAL</b>	<b>993</b>		
Value of Eligible	*COVID Eligible	* Total	Fees & Penalties
30+ Applications Received	\$7,089.49	\$17,149.86	\$10,060.37
60+ Applications Received	\$403,997.74	\$518,911.57	\$114,913.83
<b>TOTAL</b>	<b>\$411,087.23</b>	<b>\$536,061.43</b>	<b>\$124,974.20</b>
Grant	\$428,924.20		
Applications	(\$411,087.23)		
Staff OT	(\$346.59)	Estimate	
Expenses	(\$4,696.25)	Stafford Printing	Invoice 33120
<b>Remaining Grant</b>	<b>\$12,794.13</b>	<b>3.0%</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. At its meeting on May 4, 2021, the Board of Supervisors unanimously approved acceptance of this award and staff is working now on alerting citizens as to this second round of relief/funding.

### Capital Construction Update – May 2021

Please see attached report/presentation initially presented to the Board of Supervisors at its meeting on May 4, 2021.

- Falls Run Force Main - design is 20% complete. National Park Service (NPS) has responded to our application to construct along River Road. NPS requested additional information for their review and we are working with our consultant to provide for the information.

- Falls Run Gravity Interceptor Phase 2 - design is 90% complete; surveying and geotechnical are completed and right-of-way acquisition identification (10 properties) has begun; environmental permitting has begun.
- Lower Accokeek Gravity Sewer, Force Main and Pump Station - construction phase is 90% 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.
- Little Falls Run Wastewater Treatment Plant Facility Upgrades - the Preliminary Engineering Report is 100% complete. Site meetings continue and authorization for the final design has been given. Preliminary engineering report (30% design) has been completed and approved. Design is advancing to the 60% phase.
- 342 Pressure Zone Upgrades (342-05) – construction is 100% complete; the pipeline is in service; restoration is complete. Awaiting final as-builts.
- 342 Pressure Zone Upgrades (342-06). Design is 100% complete. Easement acquisition is starting in May. Wetland permit and VDH construction applications have been submitted and are under review. Anticipate construction starting late 2021
- Enon Rd Elevated Water Storage Tank - Design is 95% and has been submitted to Planning for final approvals. VDH application has been submitted and is under review. The project is scheduled to coincide with the completion of the 342-06 pressure zone upgrade.
- Claiborne Run Force Main, Phase 1A - piping is complete and in service; site restoration is incomplete due to contractor default. Surety has compensated County for remainder of work needed to complete the project. County is moving forward with a contractor to finish the project.
- Claiborne Run Force Main, Phase 1B - Design is 95% complete. Easement acquisition is 80% complete. Wetland permit application has been submitted and is under review. A section of force main has been added to provide bypass of existing main on Cool Springs Road. Anticipate construction starting late 2021
- Lake Mooney WTP Centrifuge and Sludge Thickener - Design is at 90% and County has reviewed the plans and sent comments back to the consultant.

### Operations Update – May 2021

Finished Water Treated (MGD)	292.703
Wastewater Treated (MGD)	302.954
Water Main and Service Repairs	2
Sewer Backups	0
After Hour Calls	48
Permit Violations	0

### 3R Projects:

- Crews continue sewer lining work in Ferry Farm. Manhole rehabs will begin in June once lining work is complete.
- Additional manhole rehab work will start this summer in North Stafford and along Potomac Creek near Route 1.
- Argyle Height PS rehab is under way. Contractor is in the process of purchasing equipment.
- Aquia at the bridge PS project received BOS approval and NTP has been issued to the contractor.
- The water storage tank modeling and inspections maintenance study is underway. This will help the department to prioritize the schedule of tank rehabilitations.
- Optimization projects for Lake Mooney have been completed.
- Hydrant replacements have been delayed in the Thomas Jefferson Place neighborhood due to faulty valves.
- Final design underway for the aerial crossing at the end of Peyton Drive.
- Water main installation in Chatham Manor is complete. Final connections in Pratt Park are complete. Crews are in the process of pressure testing and disaffecting the new main before placing in-service.
- I&I investigations are on-going.
- Ferry Farm Water Main Replacement – Phase I has begun the BOS approval process.



# Capital Projects Summary

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Fiscal Year 2021, Third Quarter


Presented May 11 , 2021

## Claiborne Run Parallel Force Main – Phase 1A

Description	Construct parallel 24" sewer force main from the Claiborne Run Pump Station to Little Falls Run Wastewater Treatment Facility (Rumford Road to LFR WWTF)	
Project Budget	Budget and Funding Sources	\$3,250,000 (Phased Project of overall \$8,214,000 Budget) (County Utility Fund)
	Appropriated through FY21 3 <sup>rd</sup> Q	\$3,250,000 (for this phase of overall \$8,214,000 appropriated)
Completion Date	July 2, 2019 (Delayed due to weather, Contractor delays, and Contractor default) New Date TBD	
Current Status	Discussions with Contractor Surety – Surety has received bids	
Recent Activity	<ul style="list-style-type: none"><li>Phase 1A piping is complete - site restoration remains</li><li>Project is enduring the bankruptcy of the contractor, Staff is working with the former Contractor's Surety to resolve uncompleted work</li><li>Work anticipated to resume shortly and into Summer 2021</li><li>A portion of the remaining work was performed by County efforts associated with emergency repairs/upgrades at Claiborne Run Pump Station.</li></ul>	



# Claiborne Run Parallel Force Main – Phase 1B


<b>Description</b>	Construct parallel 24" sewer force main from the Claiborne Run Pump Station to Little Falls Run Wastewater Treatment Facility (Naomi Road to Rumford Road)	
<b>Project Budget</b>	<b>Budget and Funding Sources</b>	<b>\$4,964,000</b> (Phased Project of overall \$8,214,000 Budget) (County Utility Fund)
	<b>Appropriated through FY21 3<sup>rd</sup>Q</b>	<b>\$4,964,000</b> (for this phase of overall \$8,214,000 appropriated)
<b>Completion Date</b>	Spring 2022	
<b>Current Status</b>	Design Phase - 95% Complete	
<b>Recent Activity</b>	<ul style="list-style-type: none"><li>• Design alignment is complete</li><li>• Vertical alignment is complete</li><li>• Finalizing easement acquisitions.</li><li>• Finalizing responses to comments in preparation for bidding in Late Spring 2021</li></ul> 	

# Falls Run Force Main


<b>Description</b>	Design and construction of a 24" wastewater force main from the Falls Run Pump Station to connection with Claiborne Run Parallel wastewater force main (Claiborne Run Para FM Phase 1B)	
<b>Project Budget</b>	<b>Budget and Funding Sources</b>	<b>\$3,893,000</b> (County Utility Fund)
	<b>Appropriated through FY21 3<sup>rd</sup>Q</b>	<b>\$379,762</b>
<b>Completion Date</b>	Design, Fall 2021	
<b>Current Status</b>	Design Phase - 20% Complete	
<b>Recent Activity</b>	<ul style="list-style-type: none"> <li>Design alignment concept is finalized. Will be subject to regulatory and agency approvals.</li> <li><u>Reviewing challenges with alignment on National Park Service property, may have to avoid NPS at greater cost and time – Submitted Application to NPS – no response as of the writing of this report</u></li> <li>Staff continues to seek guidance/information from NPS</li> </ul>	




# Falls Run Gravity Interceptor Sewer Phase 2

Description	Design and construct a 24" gravity sewer line approximately 13,000 linear feet from I-95 westward to Berea Church Road to replace existing gravity sewer line and increase collection capacity	
Project Budget	Budget and Funding Sources	\$7,100,000 (County Utility Fund Proposed FY22 CIP)
	Appropriated through FY21 3 <sup>rd</sup> Q	\$762,000
Completion Date	Design Completion Spring 2021	
Current Status	Design Phase - 100% Complete, Land Acquisition 25% Complete	
Recent Activity	<ul style="list-style-type: none"><li>• Right-of-Way/Easement acquisition has begun</li><li>• Environmental permitting is underway</li><li>• Anticipate Fall 2021 Construction Advertisement</li></ul>	

# Lower Accokeek Gravity, Force Main & Pump Station

<b>Description</b>	Design and construction of a 3 MGD sewage pumping station and associated force main and gravity lines to serve the southern Courthouse Area	
<b>Project Budget</b>	<b>Budget and Funding Sources</b>	<b>\$15,721,000</b> (County Utility Fund)
	<b>Appropriated through FY21 3<sup>rd</sup>Q</b>	<b>\$15,721,000</b> (current projected costs well within budget)
<b>Completion Date</b>	March 3, 2021 (Construction)	
<b>Current Status</b>	Construction Phase - 90% Complete	
<b>Recent Activity</b>	<ul style="list-style-type: none"><li>• Gravity sewers complete and tested.</li><li>• Force mains complete and tested (80%).</li><li>• Pump station construction moving well.</li><li>• Restoration of land surfaces is underway</li><li>• Project commissioning impacted by local development – Significant coordination between developer/County/Dom Power to install power</li></ul>	 <p>Mechanical Infrastructure Installed @ PS</p>

# Little Falls Run Wastewater Treatment Plant – Facility and Regulatory Upgrades

<b>Description</b>	Provide significant treatment plant upgrades, repairs, rehabilitations, replacements, and adapt to new regulatory requirements	
<b>Project Budget</b>	<b>Budget and Funding Sources</b>	<b>\$26,000,000</b> (County Utility Fund)
	<b>Appropriated through FY21 3<sup>rd</sup>Q</b>	<b>\$2,016,714</b> (Preliminary Design, Final Design, Permitting)
<b>Completion Date</b>	September 2021 (Design)	
<b>Current Status</b>	Preliminary Engineering Phase – 100%, Final Design – 30% Complete	
<b>Recent Activity</b>	<ul style="list-style-type: none"><li>• Preliminary Engineering Report is complete</li><li>• Final design is underway</li><li>• Applied for Grant Funding through WQIF</li></ul> 	

## 342 Pressure Zone Upgrades (342-05)

<b>Description</b>	Pressure Zone Upgrade Project to continue the extension of approximately 6,500 linear feet of transmission pipeline from Old Forge Drive to Truslow Road as part of the overall distribution and storage system from Lake Mooney Water Treatment Facility into the 342 Pressure Zone	
<b>Project Budget</b>	<b>Budget and Funding Sources</b>	<b>\$7,800,000</b> (Part of Multi-Phase Project) (County Utility Fund)
	<b>Appropriated through FY21 3<sup>rd</sup>Q</b>	<b>\$7,800,000</b> (First of Three Phases – 2,800,000 Budgeted this Phase)
<b>Completion Date</b>	December 21, 2020	
<b>Current Status</b>	Construction Phase – 100% Complete	
<b>Recent Activity</b>	<ul style="list-style-type: none"><li>• Pipeline is in service</li><li>• Punchlist work completed.</li><li>• Finished some slope stabilization and restoration work on one property, needed to wait until warmer weather to complete.</li></ul>	

## 342 Pressure Zone Upgrades (342-06)

<b>Description</b>	Pressure Zone Upgrade Project to continue the extension of approximately 8,500 linear feet of transmission pipeline from Truslow Road to Enon Road Elevated Storage Tank (342-101) as part of the overall distribution and storage system from Lake Mooney Water into the 342 Pressure Zone	
<b>Project Budget</b>	<b>Budget and Funding Sources</b>	<b>\$4,194,527</b> (County Utility Fund)
	<b>Appropriated through FY21 3<sup>rd</sup>Q</b>	<b>\$600,049</b> (Second of three phases)
<b>Completion Date</b>	Design, Early 2021   Construction, Late 2022	
<b>Current Status</b>	Design, 100% Complete	
<b>Recent Activity</b>	<ul style="list-style-type: none"><li>• Easement acquisition began in April</li><li>• Awaiting reviews/permits from regulatory agencies (VDH, ACOE)</li><li>• Construction to be coordinated with the Enon Road Elevated Water Storage Tank (342-101)</li></ul>	




## 342 Pressure Zone Upgrades-Enon Road Elevated Water Storage Tank (342-101)

<b>Description</b>	Design and construction of new 2MG elevated water storage tank in the northern part of the 342 Pressure Zone as part of the overall distribution and storage system from Lake Mooney Water Treatment Facility into the 342 Pressure Zone	
<b>Project Budget</b>	<b>Budget and Funding Sources</b>	<b>\$6,168,000</b> (County Utility Fund)
	<b>Appropriated through FY21 3<sup>rd</sup>Q</b>	<b>\$6,168,000</b>
<b>Completion Date</b>	Construction	
<b>Current Status</b>	Design, 99% complete	
<b>Recent Activity</b>	<ul style="list-style-type: none"><li>• Site Plan in review by Stafford County Dept. Planning</li><li>• Permit application submitted to VDH</li><li>• Project to be scheduled to coincide with the completion of 342-06</li><li>• Bidding scheduled for Spring 2021</li></ul>	




Graphic of Proposed Tank

# Lake Carroll Dam Improvements (Service District)

<b>Description</b>	Design and construct dam safety improvements to the existing Kennedy Dam (Lake Carroll). Safety improvements required by Dept. of Conservation and Recreation.	
<b>Project Budget</b>	<b>Budget and Funding Sources</b>	<b>\$789,417</b> (Service District Tax Revenue)
	<b>Appropriated through FY21 3<sup>rd</sup>Q</b>	<b>\$95,904</b>
<b>Completion Date</b>	TBD, Anticipate Late 2021	
<b>Current Status</b>	Construction Bid Package Preparation	
<b>Recent Activity</b>	<ul style="list-style-type: none"><li>• Design Phase Completed</li><li>• DCR Construction Permit acquired</li><li>• Easement Acquisition completed</li><li>• Submitted to VDOT for review, response expected Apr 2021 (road closure required during construction)</li><li>• Construction Bid opening early May 2021</li></ul>	

## Lake Arrowhead Dam (Upper Dam) Improvements (Service District)

<b>Description</b>	Design and construct dam safety improvements to the existing Lake Arrowhead Dam (Upper Dam). Safety improvements required by Dept. of Conservation and Recreation.	
<b>Project Budget</b>	<b>Budget and Funding Sources</b>	<b>\$796,884</b> (Service District Tax Revenue)
	<b>Appropriated through FY21 3<sup>rd</sup> Q</b>	<b>\$290,620</b>
<b>Completion Date</b>	TBD, Anticipate Late 2021 (dependent on property acquisition)	
<b>Current Status</b>	Property Acquisition Phase – 50% Complete	
<b>Recent Activity</b>	<ul style="list-style-type: none"><li>• Design Complete</li><li>• DCR Construction Permit acquired</li><li>• Significant issues with property acquisition regarding ownership and acquisition process</li><li>• County legal staff and project staff continue to work on property acquisition</li><li>• Bid advertisement TBD (dependent on property acquisition)</li></ul>	



# 3R - Project Summary Reports

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Fiscal Year 2021, Third Quarter

## 3R – Water Distribution/Transmission Projects


<b>Description</b>	The 3R – Water Distribution/Transmission Projects Category includes but not limited to water main replacements/extensions, service line replacements, hydrant and valve replacements, control and pressure reducing valve replacement and annual storage tank rehab. The category also covers design, permitting and land acquisition.	
<b>Project Budget</b>	<b>Budget and Funding Sources</b>	<b>\$3,486,405 (User Fees)</b>
	<b>Appropriated through FY21</b>	<b>\$3,486,405</b>
<b>Completion Date</b>	On-going	
<b>Current Status</b>	On-going	
<b>Recent Activity</b>	<ul style="list-style-type: none"><li>• Ferry Farm Water Main Replacement – Phase I submitted for board approval on May 18<sup>th</sup>.</li><li>• Chatham Manor Water Main Project completion anticipated this month and planning for the next phase is underway.</li><li>• Thomas Jefferson Place hydrant replacements on hold until field crews can schedule new valve install for water shut downs.</li><li>• Reviewing scope for phased design effort for the remainder of the Ferry Farm Subdivision.</li></ul>	




## 3R – Wastewater Collection, I&I, Rehabilitation Projects

<b>Description</b>	The 3R – Wastewater Collection, I&I, Rehabilitation Projects Category includes but not limited to gravity sewer and force main replacements, sewer lining, manhole rehabs, I & I investigations. The category also covers design, permitting and land acquisition.	
<b>Project Budget</b>	<b>Budget and Funding Sources</b>	<b>\$750,000</b> (User Fees)
	<b>Appropriated through FY21</b>	<b>\$750,000</b>
<b>Completion Date</b>	On- going	
<b>Current Status</b>	On- going	
<b>Recent Activity</b>	<ul style="list-style-type: none"><li>• Sewer lining work continues in Ferry Farms – June completion anticipated</li><li>• Manhole rehab in Ferry Farm planned to begin in July</li><li>• I &amp; I investigations are on-going</li></ul> 	

## 3R- Pump Station Projects

Description	The 3R – Pump Station Projects Category includes but not limited to the rehabilitation of existing water/wastewater pumping stations. The category also covers design, permitting and land acquisition.	
Project Budget	Budget and Funding Sources	\$500,000 (User Fees)
	Appropriated through FY21	\$500,000
Completion Date	On-going	
Current Status	On-going	
Recent Activity	<ul style="list-style-type: none"><li>• Recently completed Aquia Creek</li><li>• Argyle Heights underway</li><li>• Aquia at the Bridge TO approved and NTP issued to the contractor</li><li>• Day Inn underway</li></ul> 	

## 3R Wastewater/Water Plant Projects

<b>Description</b>	The 3R – Wastewater/Water Plant Projects Category includes but not limited to the rehabilitation of miscellaneous treatment plant infrastructure. The category also covers design, permitting and land acquisition.	
<b>Project Budget</b>	<b>Budget and Funding Sources</b>	<b>Operational</b>
	<b>Appropriated through FY21</b>	<b>Various</b>
<b>Completion Date</b>	On-going	
<b>Current Status</b>	On-going	
<b>Recent Activity</b>	<ul style="list-style-type: none"><li>• Lake Mooney ammonia feed sampling station install complete.</li><li>• Filter Membrane Rack #4 repair complete.</li><li>• Magnesium Hydroxide tank replacement in the planning stages.</li></ul> 	

# Questions



# FOG Program

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Utility Commission

May 11, 2021

# Why We Need A FOG Program

- 50 percent of sewage overflows and backups are caused by fats, oils, and grease (FOG)
- The County spends over \$1.5M annually to remove FOG from the collection system.
- Implementing the FOG program will significantly reduce the amount of FOG entering the system, further protecting infrastructure and the environment.

# Stafford Sewer 04/07/2021



# Stafford Sewer 4/15/2021



# FOG Program

- Program only implemented in kitchens that generate large quantities of FOG
- \$100 Annual Permit Fee
- Three Sections
  1. Grease Control Device Maintenance
  2. Liquid Oil Recycling
  3. Industry Standard Best Management Practices
- Annual Inspections required
  - Inspector Position Approved FY22

# Questions?

Jon Brindle

Environmental Compliance Manager

[JBrindle@staffordcountyva.gov](mailto:JBrindle@staffordcountyva.gov)

(540)658-5123

# Stafford County Department of Public Works



## Commercial Kitchen FOG Discharge General Permit

Permit Number: STFRDFOG

Effective Date: January 1<sup>st</sup>, 2022

Expiration Date: December 31<sup>st</sup>, 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 1<sup>st</sup> 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**

<b>Violation</b>	<b>Response</b>
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.

Please insert the County seal and run the ad on Tuesday, April 27<sup>th</sup> and Tuesday, May 4<sup>th</sup>

## **PUBLIC HEARING**

The Stafford County Utilities Commission will hold a public hearing on Tuesday, May 11, 2021 beginning at 7:00 p.m. or as soon thereafter as the matter may be heard, in the Board Chambers, George L. Gordon, Jr. Government Center, 1300 Courthouse Road, Stafford, VA on the item listed below:

Proposed Adoption of a Fats, Oils, and Grease (FOG) Program: In accordance with Stafford County Code Sec. 25-206(c), Grease Control Devices (GCD) shall be required when necessary for the pretreatment of kitchen waste from select commercial kitchens. The Fats, Oils, and Grease (FOG) Program will enforce GCD maintenance, oil recycling, Best Management Practices (BMP), and all additional requirements of Chapter 25 Article X "Sewer Use Standards". All facilities required to have a GCD will be administered by the FOG General Permit, and will be inspected annually. In accordance with Sec. 25-260(5), the Utilities Commission will consider an annual permit fee.

The public hearing may be continued or adjourned. Copies of the full text of the above item and related materials are available in the Department of Public Works, Utilities Division, 1300 Courthouse Road, Stafford, VA, and may be examined Monday through Friday between the hours of 8:00 a.m. and 4:30 p.m., by contacting Jon Brindle, Environmental Compliance Manager, at (540) 658-5123 or via e-mail at [jbrindle@staffordcountyva.gov](mailto:jbrindle@staffordcountyva.gov). All interested individuals are invited to attend and present oral or written comments. Persons in need of special accommodations in order to participate in the public hearing should contact Public Works at (540) 658-4208 so that reasonable accommodation may be provided.

**BY ORDER OF STAFFORD COUNTY UTILITIES COMMISSION**