

**January 12, 2010**

**UTILITIES COMMISSION**

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**7:00 p.m.**

The Stafford County Utilities Commission met for its regular meeting on January 12, 2010, in the A, B, C Conference Room in the Stafford County Administration Center. Commission members present were Steven Apicella, Rick Carroll, Lloyd Chittum, Bob Gibbons, Danny Kim and Bill Tignor. Harry Critzer, Dale Allen, Susan Fitzgibbon and Cheryl Giles were present for the Utilities Department.

1. **Election of Officers** – Nominations were opened for the office of Chairman. Bill Tignor nominated Lloyd Chittum. Steven Apicella seconded the nomination. There being no further nominations, the commission voted on the office. Mr. Chittum was elected by a 5-0 vote.

Nominations were opened for the office of Vice Chairman. Lloyd Chittum nominated Bob Gibbons. Rick Carroll seconded the nomination. There being no further nominations, the commission voted on the office. Mr. Gibbons was elected by a 5-0 vote.

Nominations were opened for the office of Recording Secretary. Steven Apicella nominated Bill Tignor. Bob Gibbons seconded the nomination. There being no further nominations, the commission voted on the office. Mr. Tignor was elected by a 5-0 vote.

2. **Public Presentations** – Mr. Paul Waldowski commented about his concerns regarding payment of water and maintenance fees charged by the management company for his Stafford Meadows residence. He expressed that he would like for the county to take over billing and maintenance of the subdivision's water and sewer system.

3. **Approval of Minutes** – Minutes for the November 10, 2009 meeting were approved as written.

4. **Utilities Overview** – Director of Utilities, Harry Critzer distributed handouts of the following: a breakdown of the water and sewer infrastructure in Stafford County, an organizational chart for the department of utilities, and a November 2009 monthly report. Mr. Critzer commented the monthly report included useful information regarding various utilities projects and financial data.

5. **Director's Report**

1. Mr. Critzer reported that last year the Golden Tap Award Banquet was cancelled due to the economic crisis. Mr. Critzer commented he was seeking direction from the Commission on how they would like to proceed with the Golden Tap Award Banquet this year. Mr. Chittum suggested the banquet not be held due to lack of funding. Mr. Carroll suggested we present the Golden Tap Award but not have the banquet.

Mr. Gibbons made a motion that the Director presents the Golden Tap Award at a Board of Supervisors meeting instead of at a banquet. The motion was seconded by Mr. Apicella and passed unanimously.

The following members volunteered to serve on the Golden Tap Award Committee: Rick Carroll, Bob Gibbons, and Danny Kim.

1. Mr. Critzer provided updated information regarding the proposed Terminal Reservoir Ordinance. At the November 10, 2009 meeting, it was reported the County Attorney had advised that the commission could not regulate the use of fertilizers or pesticides unless there had been extensive testing and the testing had shown some deterioration of the quality of the water in the reservoir. Mr. Critzer explained he would follow up with Jeff Harvey in the Planning Department and find out how they were planning to proceed with the Reservoir Protection Overlay Ordinance. Mr. Critzer recommended the proposed Terminal Reservoir and the proposed Reservoir Protection Overlay ordinances be presented to the Board of Supervisors simultaneously.
1. Mr. Critzer reported he had followed up with Patricia Kurpiel's recommendation of having the Chesapeake Bay Local Assistance Authority (CBLAA) present a workshop for residents who would have waterfront property as a result of the Rocky Pen Run Reservoir project. Mr. Critzer was advised by the CBLAA that the Planning Department is considering adoption of the new reservoir protection overlay district and it would probably be stricter than the current ordinance. The CBLAA suggested we work with the Planning Department to develop our own workshop.
1. Mr. Critzer reported he recommended a change to our billing procedures to the County Administrator. Currently, we bill a quarter of our accounts each week. After the meters are read, they are processed and sent to DataProse. DataProse is the billing company that generates our water and sewer bills. The readings are sent to DataProse once a week. Staff proposed the readings be sent to DataProse four times a week (Tuesday-Friday), which would result in customers receiving their bills sooner. Meters would be read Monday through Friday and a quarter of the readings would be processed each day by DataProse. Two weeks later the customers would receive their bill and would have 25 days to make a payment. Because customers would receive their bills sooner, it would help to detect leaks earlier. Staff requested the new billing procedures become effective February 1<sup>st</sup> with no additional costs to the customers.

Mr. Tignor inquired if an online payment system is available. Mr. Critzer responded we do have where payments can be made online but there is a nominal fee. We also have automatic bank draft deductions as an alternate way to make payments. However, customers are unable to view their bill or usage information. We are currently researching the cost for an online payment system.

1. Mr. Critzer provided the following comments regarding the staff's working relationship with the commission:

- Staff welcomes advice from the Commission.
- Staff doors are always open to answer any questions or concerns from the Commission.
- Staff welcomes commission members' request to add topics of interest to the agenda.

6. **Proposed Six-Year CIP** – Assistant Director of Utilities, Dale Allen highlighted the following proposed CIP water, wastewater and general projects for FY2011-2016:

<b>Water</b>	<b>Sewer</b>
Rocky Pen Run Dam, Reservoir and WTF	Aquia WWTF-Nutrient Removal Upgrade
370N Water Pressure Zone Booster Pump Station	Little Falls Run WWTF-Nutrient Removal Upgrade (Phase 1)
342 Water Pressure Zone System Improvements	Little Falls Run WWTF-Nutrient Removal Upgrade (Phase 2)
Celebrate VA Water Storage Tank	Hickory Ridge Pump Station Replacement
Courthouse Area Water Storage Tank	Oaks of Stafford Pump Station Replacement
480 Water Pressure Zone System Improvements	Old Route 3 Pump Station Replacement
370 Water Pressure Zone System Improvements	N. Stafford Industrial Park Pump Station and Force Main Replacement
Courthouse Road Waterline	Ebenezer Church Pump Station Replacement
Ramoth Church Road Waterline	Claiborne Run Sewer Interceptor Replacement
310 Water Pressure Zone Improvements	Claiborne Run Gravity Sewer Replacement
370N/310 Water Pressure Zone – Pressure Reducing Valves	Falls Run Sewer Interceptor Replacement (Phase 1)
Water Distribution System Rehabilitation Program	Falls Run Sewer Interceptor Replacement (Phase 2)
Water Storage Tank Maintenance Program	Wayside Sewer Interceptor
	Austin Run Pump Station and Force Main Replacement
	Potomac Creek Pump Station and Force Main Upgrades
	Gravity Sewer Replacement along Austin Run
	Wastewater Pump Station Rehabilitation
	Wastewater System Rehabilitation Program
	Equipment Replacement-Aquia WWTF
	Equipment Replacement-Little Falls Run
	Route 1 North Sewer Line
	Vehicles & Equipment Replacement
	Utilities Operations Complex (design only)

**7. Financial Update** – Utilities Financial Manager, Susan Fitzgibbon, reviewed the specifics of the Utilities Fiscal Policy (R05-46), the Utilities Fee Categories (Availability Fees, ProRata Fees and User Fees) and the Utilities Financial Exhibits (Exhibits VII, VIII and IX) within the FY09 Comprehensive Annual Financial Report (CAFR). Lastly, Susan listed some of the financial challenges that the Utilities Department will be managing over the next three years, which include the construction and operation of Rocky Pen Run Reservoir, the state mandated environmental upgrades to both wastewater treatment facilities, the need for critical reinvestment in an aging system and the importance of maintaining the Utilities Bond Rating.

**8. Commission Members Comments** – Mr. Gibbons inquired about the status of the Roseville Plantation Water Extension project. Dale Allen responded we are awaiting return of the construction contract from Collins Contracting.

The meeting was adjourned at 9:30 p.m.

Respectfully submitted,

William C. Tignor,  
Recording Secretary