

UTILITIES COMMISSION

January 11, 2011

7:00 p.m.

The Stafford County Utilities Commission met for its regular meeting on January 11, 2011 in the Board Chambers in the Stafford County Administration Center. Commission members present were Steven Apicella, Rick Carroll, Lloyd Chittum, Danny Kim, Bill Tignor and Clarence Young. Harry Critzer and Dale Allen were present for the Utilities Department.

1. **Election of Officers** – Nominations were opened for the office of Chairman. Lloyd Chittum nominated Bill Tignor. Steven Apicella seconded the nomination. Rick Carroll nominated Steven Apicella. Danny Kim seconded the nomination. There being no further nominations, the commission voted on the office. Mr. Tignor was elected by a 4-2 vote.

Nominations were opened for the office of Vice Chairman. Danny Kim nominated Steven Apicella. Lloyd Chittum seconded the nomination. There being no further nominations, the commission voted on the office. Mr. Apicella was elected by a 6-0 vote.

Nominations were opened for the office of Recording Secretary. Steven Apicella nominated Danny Kim. Bill Tignor seconded the nomination. There being no further nominations, the commission voted on the office. Mr. Kim was elected by a 6-0 vote.

2. **Public Presentations** – There were no public presentations

3. **Approval of Minutes** – Minutes for the October 12, 2010 meeting were approved as written.

4. **Commission Members Comments** – Mr. Chittum expressed that 2010 had been a good year for the Utilities Commission, but there is still much to do. Mr. Carroll asked if weather had slowed progress on the Rocky Pen Run Reservoir Project. Dale Allen responded that the current contract work on the dam preparation is behind and is unlikely to be completed on time. However, it should not impact the overall schedule.

5. **Director's Report** – Harry Critzer reported the following items:

- The Comp Plan has been approved. Once the Board determines where to put the 4,000 new residences that were in the Stafford Station and Brooke Urban Development Areas (UDA), Utilities will proceed with updates to the Water and Sewer Master Plan. This entails hiring a consultant to determine infrastructure needs based on the new Comp Plan. Staff will be looking to the Utilities Commission and the Board for input on how to proceed with infrastructure improvements considering:
 - Timeframe and scheduling for UDA development,
 - Limited funding availability based on current infrastructure improvements and additions needs.

- The new Utilities Financial Analyst is expected to begin by January 24th.
- Staff will meet with Jonas Beals of the Free-Lance Star January 12th to answer some questions regarding pump and haul. The information requested is very similar to the information requested by the Commission. An article may be featured in the newspaper shortly thereafter.
- The following topics are recommended for discussion at upcoming meetings:
 - Terminal Reservoir Ordinance
 - Pro Rata Fees
 - Possible revisions to Chapter 25 of the Stafford County Code, Water, Sewers and Sewage Disposal

7. **Pump and Haul Update** – Mr. Allen distributed a pump and haul question and answer document to Commission members and provided an explanation for each item. Discussion ensued and members agreed to continue discussion at the next meeting.

6. **Proposed FY2012-2017 CIP** – Mr. Critzer reported that the proposed FY2012-2017 CIP was presented at the December 14th Board of Supervisors meeting and that the Board referred it to the Commission for their recommendation.

Mr. Critzer presented an overview of the following proposed CIP water, wastewater and general projects for FY2012-2017:

Water	Sewer
Regional Water Interconnection	Claiborne Run PS Replacement & Parallel Force Main
370N Water Pressure Zone Booster Pump Station	Falls Run PS & FM Replacement
342 Water Pressure Zone System Improvements	Falls Run Sewer Interceptor (Phase 2)
Moncure Water Booster Pump Station	Potomac Creek PS & FM Upgrade
Smith Lake Water Dist. Pump Station Upgrade	Wastewater PS Rehabilitation
480 Water Pressure Zone System Improvements	Wastewater Collection System Rehabilitation
Centreport Water Tank	Equipment Replacement-Aquia WWTF
Abel Lake WTF Rehab. & Upgrade	Equipment Replacement-Little Falls Run WWTF
Additional 5 MGD of Membranes for Rocky Pen Run WTF	
Rocky Pen Run Storage Reservoir	General
Water Distribution System Rehabilitation Program	Equipment Replacement
	Consolidated Logistics Facility Study

Mr. Apicella made a motion to recommend approval of the projects for FY12 to the Board. The motion was seconded by Mr. Carroll and passed unanimously. Commission members recommended that staff consider moving some of the lesser value projects to later years with a goal of spreading out costs further and possibly reducing future rate increases.

The meeting was adjourned at 9:00 p.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'DK', with a long horizontal flourish extending to the right.

Danny Kim,
Recording Secretary