

**Stafford County Utilities Commission**  
**Meeting Minutes**  
August 6, 2013

**I. Call to order**

Chairman Bill Tignor called to order the regular meeting of the Utilities Commission at the Stafford County Government Center on August 6, 2013 in the A, B, C Conference Room.

**II. Roll call**

Cheryl Giles conducted a roll call. The following persons were present: Joyce Arndt, David Bohmke, Paul Gohmann, and Bill Tignor. Harry Critzer, Dale Allen, Janet Spencer, Deidre Jett, Bryon Counsell and Cheryl Giles were present for the Utilities Department.

**III. Public Presentations**

No public presentations.

**IV. Approval of minutes from last meeting**

The June 25, 2013 minutes were approved as written.

**V. Commission Members' Comments**

Mr. Bohmke inquired if staff had received questions from the Board about the water main break in Washington, D.C. Mr. Critzer responded that staff had not received any questions from the Board about the water main break in D.C.

Mr. Tignor thanked Ms. Arndt and staff for attending the pump and haul meeting held on July 17th. Mr. Tignor congratulated Mr. Critzer for attaining his 35<sup>th</sup> anniversary of working for the County.

**VI. Director's Report**

Mr. Critzer reported the following:

- ❖ A website for Utilities customers went live on August 5<sup>th</sup> for setting up accounts to view bills, usage, payment history, and to receive e-bill notifications. Currently 59 customers have signed up to receive e-bills and 148 customers have set up accounts.
- ❖ Last week, while working on the Falls Run Sewer Interceptor Replacement project, an existing tunnel liner under I95 was found to have collapsed because it was badly corroded. Staff is reviewing options of how to repair the tunnel liner which will cause costs for the project to increase significantly.
- ❖ Staff met with Medicorp and a developer to discuss the site for the Courthouse Water Storage Tank.

**VII. Unfinished Business**

**1. Pump and Haul Discussion**

Mr. Tignor provided an overview of what was discussed at the pump and haul committee meeting held July 17, 2013. (See pump and haul memo dated July 30, 2013)

Mr. Gohmann asked what the next steps for moving forward are. Mr. Tignor responded that we could continue to discuss the issue or make a recommendation to the Board.

Mr. Bohmke commented that shifting approval authority from the Board for non-subsidized residential pump and haul is a good idea, but has concerns about placing liens on property for long-term customers.

Discussion ensued about the pump and haul committee's recommendations.

Ms. Arndt suggested a memo be sent to the Board about the Commission's recommendations.

Mr. Gohmann commented that he would prefer getting the other commission members input before making a recommendation to the Board. Mr. Gohmann suggested that a draft of the pump and haul committee's recommendations be sent to commission members for discussion at next month's meeting.

Commission members agreed to defer the discussion until next month's meeting.

**2. Rocky Pen Run Financial Update**

Ms. Jett reported that \$9M was spent in June through July. There is \$21M left to spend. Close to 90% of the dam construction contracts and a little over 50% of the water treatment facility contracts have been spent.

Based upon how the Board votes on the proposed water and sewer rate increase, an adjustment would have to be done to meet budget projections because projections were done for a 12-month rate increase, which now would be for a 9-month rate increase. Staff plans to provide information at next month's meeting about the decision the Board makes at its August 13<sup>th</sup> meeting and what impact it would have on Utilities' finances.

Mr. Tignor inquired about an update on the dam construction project. Mr. Critzer responded that the dam construction is ahead of schedule, but the water treatment plant remains behind schedule.

**VIII. New Business**

**1a. Contract Renewals for Water & Wastewater Treatment Chemicals and Water Meters**

Ms. Spencer reported that renewals of the annual contracts are due. The expenditures for the wastewater chemicals remain the same as last year. The expenditures for water chemicals have increased. The expenditures for the water meters and meter reading equipment had a substantial increase because of the replacement schedule of existing meters with new Sensus iPERL meters and accessories. The meters and equipment are manufactured by a sole source supplier.

Mr. Gohmann made a motion to recommend approval of R13-239, R13-240 and R13-241, which would authorize contract renewals for the purchase of water and wastewater treatment chemicals, and water meters and accessories. The motion was seconded by Mr. Tignor and passed with a 4-0 vote.

**1b. Contract Renewals for Waste Solids Management Services**

Ms. Spencer reported that renewal contracts for disposal of biosolids and for transporting services of the biosolids are due. There were slight increases in the price per wet ton for transporting the biosolids.

Mr. Gohmann made a motion to recommend approval of R13-242, which would authorize contract renewal for waste solids management services. The motion was seconded by Mr. Bohmke and passed with a 4-0 vote.

**1c. Contract Renewals for Water and Sewer Maintenance and Construction Services for FY14**

Ms. Spencer reported that Utilities retains private contractors for water and sewer maintenance and constructions services on projects that are beyond County crew capabilities.

In 2012, bids were received for these types of services and updated pricing was completed for this year's budget. \$403,000 has been budgeted for contracted maintenance and construction services. The CIP budget also includes an additional \$100,000 for capital projects that may be performed by these contractors.

Staff recommends renewal of contracts to three (3) private firms. The Primary Responder's contract renewal amount would be for \$300,500. The two (2) Secondary Responders' contract renewal amounts would be for \$100,000 each.

Mr. Gohmann asked if there is flexibility to change the Primary Responder's contract renewal limit amounts. Ms. Spencer responded that the amounts are for not-to-exceed amounts, unless approval of a contract amendment is completed.

Mr. Bohmke made a motion to recommend approval of R13-243, which would authorize contract renewals for water and sewer maintenance and construction services for FY14. The motion was seconded by Ms. Arndt and passed with a 4-0 vote.

**2. Execute an Agreement with VDOT Governing the Relocation of Water & Sewer Utilities at the Falmouth Intersection**

Mr. Allen reported that VDOT is designing improvements to the Falmouth intersection and the County's water and sewer utilities need to be relocated for the proposed construction. VDOT requires the County enter into an agreement for the work to be performed. In addition, the County has asked VDOT to perform water and sewer betterments as part of the project. The estimated cost of the improvements total \$346,808.

Mr. Tignor asked if staff has any input on whom the contractor for the project would be or on who would oversee the project. Mr. Allen responded staff does not have any input on which contractor would be selected, but would furnish inspectors to oversee the project.

Mr. Gohmann made a motion to recommend approval of R13-24, which would authorize the County Administrator to execute an agreement with VDOT governing the relocation of water and sewer utilities at the Falmouth intersection. The motion was seconded by Mr. Bohmke and passed with a 4-0 vote.

**3. Authorize Second Year Lease Payments for Office Space for the Department of Utilities**

Mr. Critzer reported that in February 2012, the Board authorized the County Administrator to execute a 5-year lease agreement for office space at 2128 Jefferson Davis Highway for the Department of Utilities. Staff was advised by the Finance Department that because the second year lease payments totaled more than \$100,000, the second year payments would need Board approval. Finance is working on a way to handle multi-year contracts so they won't have to go through Board approval in the future.

Mr. Bohmke made a motion to recommend approval of R13-263, which would authorize payment of the second year lease payments for the Department of Utilities. The motion was seconded by Mr. Gohmann and passed with a 4-0 vote.

**4. Authorize a Public Hearing to Consider Abandonments of Brookview Lane and Berea Woods Drive**

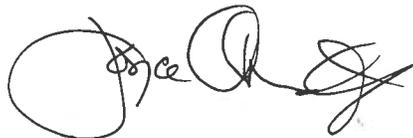
Mr. Counsell reported that two additional roads, Brookview Lane and Berea Woods Drive, need to be included with the abandonment of a section of Rocky Run Road. Proposed resolution R13-252 would include the two additional roads and would replace proposed resolution R13-171.

Mr. Gohmann made a motion to recommend approval of R13-252, which would authorize the County Administrator to advertise a public hearing to consider abandonment of Brookview Lane and Berea Woods Drive as part of the Rocky Pen Run Reservoir Project. The motion was seconded by Mr. Bohmke and passed with a 4-0 vote.

**IX. Adjournment**

There being no further business, Mr. Tignor adjourned the meeting at 8:05PM.

Minutes submitted by:



Joyce Arndt,  
Recording Secretary