

Stafford County Utilities Commission
Meeting Minutes
May 13, 2014

I. Call to order

Chairman Bill Tignor called to order the regular meeting of the Utilities Commission at the George L. Gordon, Jr. Government Center on May 13, 2014 in the ABC Conference Room.

II. Roll call

The following persons were present: Joyce Arndt, Alan Glazman, John Harris, DaBora Lovitt, and Bill Tignor. Harry Critzer, Janet Spencer, and Dale Allen were present for the Utilities Department.

III. Public Presentations

There were no public presentations.

IV. Approval of Minutes

The April 8, 2014 minutes were approved as written.

V. Commission Members' Comments

Mr. Tignor commented that he enjoyed the video about Rocky Pen Run Reservoir that was forwarded to each commission member and thought it was very impressive.

VI. Director's Report

Mr. Critzer reported the following items:

- The Rocky Pen Reservoir water elevation is currently at about 180 feet. When it is full, the elevation will be 226 feet. The reservoir has just over 1 billion gallons in it and when full will have 5.5 billion gallons in it.
- The water treatment facility contractor has begun testing the membrane feed equipment. The project is still behind schedule and the projected completion date is October/November, 2014.
- Staff budgeted for 500 water and sewer EDUs and budgeted for \$5.2M in availability revenue. At the end of April, we had 690 water availabilities and 650 sewer availabilities. Since May 1st, we have received an additional 63 water availabilities and 53 sewer availabilities. We are on track for \$8.4M in availability revenue.
- Water sales year-to-date totals are down about 3% compared to April 30, 2013 water sales.

VII. Unfinished Business

Rocky Pen Run Financial Overview

Ms. Spencer reported that the balance remaining to be spent is \$6M. In April, \$727,000 was spent. Of that amount, \$297,000 was to Haymes for the pump station, \$314,000 was to MEB for the water treatment facility, \$114,000 was to CH2MHill and Parsons for construction management services, and \$295 was spent on miscellaneous items.

Pro Rata Credit Agreement Extension

Mr. Critzer reported that this item was tabled at the April 11th meeting. An overview of the pro rata credit agreement with SALP was distributed. Mr. Critzer stated that the Deputy County Attorney recommended against extending the reimbursement agreement. Mr. Critzer explained his view on extending the reimbursement agreement.

Ms. Lovitt made a motion to recommend extending the pro rata credit agreement an additional nine years. Ms. Arndt seconded the motion.

Discussion ensued about the reason for the reimbursement clause and about the precedent it could set.

Following the discussion, Ms. Lovitt rescinded her motion and Mr. Harris made a motion based upon the Deputy County Attorney's advice, to forward the matter to the Board to recommend against extending the agreement. Mr. Glazman seconded the motion and it passed with a 5 – 0 vote.

Pump and Haul Program

Mr. Allen reported that the changes to the pump and haul program relate to the degree of subsidy the county would provide for people on pump and haul, the approval authority for the pump and haul program, and the criteria under which people could be placed on pump and haul.

Discussion ensued about the poverty guidelines for the amount of subsidy provided.

The Commission recommended adding the requirement that a property be owner-occupied to qualify for subsidy.

Mr. Harris made a motion to bring to the June meeting a proposed resolution, to include the recommended changes, to authorize advertisement of a public hearing of the pump and haul policy. The motion was seconded by Mr. Glazman and passed with a 5 – 0 vote.

VIII. New Business

Authorize Contract Renewals

Mr. Critzer reported that the contract for utilities billing and mailing services is up for renewal. It is for a one-year renewal through June 30, 2015 in an amount not to exceed \$221,000. There is a slight increase over last year's amount due to the postage increase.

Ms. Spencer reported that several contracts are up for renewal. Ms. Spencer provided the following contract renewal information:

Vendor	Description	Amount
Univar USA, Inc.	Water Treatment Chemicals	\$605,576
Chemtrade Chemicals	Liquid Aluminum Sulfate	\$247,320
Univar USA, Inc.	Odor Control Chemicals	\$434,500
Sensus Metering Systems	Water Meters & Accessories	\$555,932

Recyc Systems, Inc.	Waste Solids Management Svcs	\$418,767
Kruckenbergs Services Co.	Water & Sewer Maintenance Svcs	\$300,000
Rising Sun, Inc.	Water & Sewer Maintenance Svcs	\$100,000

Mr. Harris made a motion to recommend approval of proposed resolution R14-123 which would authorize contract renewals of utilities billing and mailing services, water treatment chemicals, liquid aluminum sulfate and odor control chemicals, water meters and accessories, waste solids management services, and water and sewer maintenance and construction services. The motion was seconded by Mr. Glazman and passed with a 5 – 0 vote.

Authorize Purchase of Diffusers

Ms. Spencer reported that 1,230 diffusers are needed at the Aquia Wastewater Treatment Facility to complete the end-of-life replacement for existing equipment. Diffusers distribute air in tiny bubbles to facilitate the uptake of oxygen during the biological treatment process. The diffusers are a sole source item only available by Schreiber, LLC The amount for the equipment and installation totals \$148,946.

Ms. Lovitt asked about the life span of the equipment. Ms. Spencer responded that the equipment's life span is approximately 10 years.

Mr. Harris made a motion to recommend approval of the purchase of diffusers. The motion was seconded by Mr. Glazman and passed with a 5 – 0 vote.

IX. Adjournment

There being no further business, Mr. Tignor adjourned the meeting at 8:00PM.

Minutes submitted by:

DaBora Lovitt

DaBora Lovitt,
Recording Secretary