

Stafford County Utilities Commission
Meeting Minutes
September 9, 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 September 9, 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. Mike Smith, Janet Spencer, Dale Allen, Hope Bullard, and Cheryl Giles were present for the Utilities Department.

III. Public Presentations

There were no public presentations.

IV. Approval of Minutes

The August 12, 2014 minutes were approved as written.

V. Commission Members' Comments

Mr. Tignor expressed concern about continuous absenteeism at meetings and how it should be addressed. Mr. Harris suggested a sub-committee be formed to discuss the issue and ask the County Attorney to provide his recommendations. Joyce Arndt and Bill Tignor agreed to serve on the sub-committee to discuss amending the by-laws regarding the attendance of Commission members at meetings. The sub-committee will report the recommendations at the next meeting.

Mr. Tignor welcomed new director, Mike Smith.

VI. Director's Report

Mr. Smith introduced himself and reported the Board approved a resolution naming the Rocky Pen Run Reservoir and Water Treatment Facility "Lake Mooney Reservoir and Lake Mooney Water Treatment Facility (WTF)," in memory of Deputy Jason Mooney, killed in the line of duty in 2007.

VII. Unfinished Business

Lake Mooney Reservoir Financial Overview

Ms. Bullard reported the amounts of the overall expenditures were decreased due to a correction in the amount of \$457,000. Due to the extension of the engineering contract, additional expenditures will need to be allowed for CH2MHill. Board approval is required because the amount is over \$500,000. Staff will report this to the Commission prior to presenting it to the Board.

Mr. Tignor inquired about the status of the reservoir and the WTF. Mr. Allen responded the reservoir is currently not being filled pending a permit from DCR. There is enough water in the reservoir to operate the plant. Membranes have been delivered and the projected completion date is before the end of the year. The plant is still behind schedule.

VIII. New Business

Contract for Enon Road Valve Vault Project

Mr. Allen reported that because of budgetary constraints, not all of the transmission mains leading from the Lake Mooney WTF were completed. The Enon Road Valve Vault project will use water from a transmission main from Lake Mooney WTF to the vicinity of Banks Ford Road. The project is an interim measure that would use a valve vault to take water out of the 503 Zone and put it into the ground storage tank that the Abel Lake WTF currently pumps to. It would allow us to continue to use the 342 zone pumps and feed the 342 pressure zone the way we currently do. A request for proposal for this project was advertised and W.C. Spratt was the lowest, responsive and responsible bidder. Staff recommends approval of the contract.

Mr. Glazman asked how the project benefits the county. Mr. Allen responded the project allows for the county to provide water to the 342 Zone without the plant's 342 zone transmission main, which would cost millions of dollars. The benefit to the county is it would allow us to delay that project.

Mr. Harris asked for clarification regarding the budgetary constraints. Mr. Allen explained that staff proposed a 9.5% rate increase for FY13 – FY15. The Board approved an 8% rate increase for FY13, 7% for FY14, and 6% for FY15, which resulted in some CIP projects being delayed.

Mr. Harris made a motion to recommend approval of proposed Resolution R14-224, which would award a contract to W.C. Spratt for construction of the project. The motion was seconded by Ms. Arndt and passed with a 5-0 vote.

Contract for Smith Lake Water Booster Pump Station

Ms. Spencer reported the water booster pump station at Smith Lake WTF distributes water from the plant to water tanks in the northern part of the county. The generator at the site is over 30 years old and has suffered engine failure. Parts are no longer available for the engine; therefore, a replacement of the unit is necessary. Staff was provided with a quote of \$265,598 from Carter Machinery, which is a member of the National Joint Power Alliance (NJPA) to provide replacement of the generator and equipment. Staff recommends approval of the contract.

Ms. Tignor asked if it was a planned CIP Improvement. Ms. Spencer responded that it was not a planned CIP Improvement.

Ms. Lovitt asked if the project was put out for bid or is it a sole-source vendor. Ms. Spencer responded NJPA is similar to a cooperative purchase agreement. They provide the lowest prices for several member localities throughout the nation and the contract pricing meets the County's procurement standards.

Ms. Lovitt made a motion to recommend approval of proposed resolution R14-228, which would award a contract to Carter Machinery for the Smith Lake Booster Pump Station Generator. The motion was seconded by Mr. Harris and passed with a 5-0 vote.

Proposals for Engineering Services for CIP

Mr. Allen reported the Department of Utilities authorizes several qualified firms to provide engineering services on an on-call basis. The last solicitation expired and a Request for Proposals was advertised in May 2014. The following engineering services were solicited: Water and Sewer Rehabilitation Projects, Sewage Pump Station Replacement Projects, Water and Sewer Extensions, Water System Upgrades, Material Testing, Soils Investigation in support of the Pump and Haul Program to re-evaluate potential on-site systems, Geo-Technical Services, Surveying, and Water Tank Inspection. Forty-one proposals were received. Staff evaluated the qualifications of the firms, the experiences of the firms, the experience of the individuals that would propose staffing of the different projects, and their reasonable chances of success for completing the projects. Staff selected 16 firms to provide engineering services in support of the CIP for the Utilities department.

Following discussion about how firms are selected for each project, Mr. Harris made a motion to recommend approval of R14-233, which would designate engineering firms to provide services in support of the Department of Utilities Capital Improvement Program. The motion was seconded by Ms. Lovitt and passed with a 5-0 vote.

IX. Adjournment

There being no further business, Mr. Tignor adjourned the meeting at 7:30PM.

Minutes submitted by:

DaBora Lovitt

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Recording Secretary