

**Stafford County Utilities Commission**  
**Meeting Minutes**  
December 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 December 9, 2014 in the ABC Conference Room.

**II. Roll call**

Members Present: Joyce Arndt, Jeffrey Dunn, Alan Glazman, DaBora Lovitt, and Bill Tignor  
Members Absent: John Harris and Gordon Howard  
Staff Present: Mike Smith, Janet Spencer, Dale Allen, Hope Bullard, and Cheryl Giles

**III. Public Presentations**

There were no public presentations.

**IV. Approval of Minutes**

The November 18, 2014 minutes were approved as written.

**V. Commission Members' Comments**

Mr. Tignor thanked staff for the holiday treat bags. Ms. Lovitt commented she enjoyed the Stafford County Boards, Authorities, Committees and Commissions Holiday Celebration. Mr. Dunn commented about FOIA regulations when corresponding by e-mail.

**VI. Director's Report**

Mr. Smith reported the following:

- Conflict of Interest forms are due to County Administration by December 15, 2014.
- VDOT has requested payment for water and sewer betterment projects. One project is in the Falmouth area and was approved by the Commission in August, 2013 for \$346,808. The other project is in the Aquia bridge area and was approved by the Commission in June 2012 for \$74,589.
- A partial substantially complete letter has been provided to the contractor for the Lake Mooney WTF. The Department of Health will inspect the facility on December 11, 2014.
- The reservoir is being filled and its current elevation level is 189 feet, which is equivalent to 1.5 billion gallons of water. The full level of the reservoir is 226 feet and is expected to be reached by the spring of 2015.
- Action Item #2 has been pulled from the agenda because the bid for the contract was less than \$100,000 and is not required to go to the Board.

**VII. Unfinished Business**

**Lake Mooney Financial Overview**

Ms. Bullard reported that the current expenditures total \$138,480,307, which is an increase of \$172,141 from last month. It is below our projected total of \$139,815,824.

Mr. Tignor asked if there were any other projected expenditures. Ms. Bullard responded there is one previously approved amount for approximately \$500,000 to CH2M Hill, which is still within the projected total.

**Pump and Haul Policy**

Mr. Smith reported that staff updated the pump and haul policy to reflect the pump and haul subcommittee's recommendations. A synopsis of the recommendations was distributed.

Mr. Tignor asked if approved pump and haul is for the property or for the property owner. Mr. Smith responded pump and haul is approved for the property. If the owner moves, it is transferred to the next property owner.

Mr. Tignor expressed concern about the impact of the property value if an owner does not meet subsidy guidelines.

Discussion ensued about the poverty guideline scale in the proposed pump and haul policy. Following the discussion, the Commission agreed to recommend the proposed poverty guideline scale, but felt pump and haul customers would be burdened by the 200% poverty guideline scale.

Mr. Glazman made a motion to recommend approval of R14-243, which would amend the pump and haul policy. The motion was seconded by Ms. Lovitt and passed with a 5-0 vote.

**New Business**

**Award a Contract for Construction of the Old Route 3 Pump Station Replacement**

Mr. Allen reported there is significant deterioration of the pump station equipment and with the wet well. Much of the equipment is not serviceable and replacement parts are no longer available. The replacement project was advertised and four bids were received. Southwood Building Systems, Inc. was the lowest, responsible and responsive bidder in the amount of \$1,173,000. Funds are available in the FY2015 CIP budget and staff recommends approval of proposed resolution R14-273.

Ms. Lovitt made a motion to recommend approval of proposed resolution R14-273, which awards a contract for construction of the Old Route 3 Pump Station Replacement to Southwood Building Systems, Inc. The motion was seconded by Mr. Glazman and passed with a 5-0 vote.

**Execute an Agreement with VDOT Governing the Relocation of Water and Sewer Utilities at Onville Road/Garrisonville Road Intersection**

Mr. Allen reported this project was previously advertised, but because bid prices exceeded both VDOT's budget and the estimated costs of betterments requested by the county, it will be re-advertised by VDOT. VDOT requires that the County enter into an agreement to perform the work. Doing the betterments as part of the VDOT project is more cost effective, since VDOT would be responsible for the design, construction, and traffic control. Constructing the betterments now, would eliminate the need to disturb the roadways to complete betterments as a separate project. The cost to the county would be about \$400,000. The project will be funded using FY2015 operating funds. Staff recommends approval of proposed resolution R15-09.

Mr. Dunn made a motion to recommend approval of R15-09, which authorizes the County Administrator to execute an agreement with VDOT governing the relocation of water and sewer utilities at the Onville Road/Garrisonville Road intersection. The motion was seconded by Mr. Glazman and passed with a 5-0 vote.

**VIII. Adjournment**

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

Minutes submitted by:

***DaBora Lovitt***

DaBora Lovitt

Recording Secretary