

**Stafford County Utilities Commission**  
**Meeting Minutes**  
April 14, 2015

**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 April 14, 2015 in the ABC Conference Room.

**II. Roll call**

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

**III. Public Presentations**

There were no public presentations

**IV. Approval of Minutes**

The March 10, 2015 minutes were approved as written.

**V. Commission Members' Comments**

Ms. Lovitt requested adding an item to the agenda under New Business for discussion.

**VI. Director's Report**

There was nothing to report.

**VII. Unfinished Business**

**Consider a Public Hearing to Amend the Multi-Family Availability Fees Rate Structure**

Mr. Smith reported this item was deferred at the March 10<sup>th</sup> Utilities Commission meeting. A brief synopsis was provided explaining how multi-family availability rates are calculated.

Mr. Tignor asked why the rate structure has become an issue now. Mr. Smith responded there are more apartments coming into the area and a couple of developers have requested a change in how fees are calculated for multi-family dwelling units. Most other localities do not charge a full equivalent dwelling unit (EDU) for apartments because their usage amount is less. The Economic Development Committee and the Board reviewed this matter and referred it to the Utilities Commission for a recommendation.

Mr. Tignor asked how the decrease in revenue would be made up. Mr. Smith responded the revenue for the availabilities is based upon capacity at the treatment facilities. Currently, multi-family dwelling units pay the same fees as single-family dwelling units; even though they do not use the same amount of capacity as a single-family dwelling unit. The Board requested the Utilities Commission hold a public hearing to consider amending the multi-family availability fees rate structure. The Commission does not have to recommend amending or reducing the rates.

Ms. Lovitt made a motion to hold a public hearing at the May 12<sup>th</sup> Utilities Commission meeting to consider amending the multi-family availability fees rate structure. The motion was seconded by Mr. Tignor.

Mr. Harris expressed concern that there are several services, (i.e. schools, fire department, water distribution, water collection, wastewater management) that could have long term impacts due to the rates reduction. Additional information about the purpose of the proposed rate reduction needs to be provided prior to holding a public hearing.

Mr. Glazman asked what information would be advertised in the public hearing notice. Mr. Smith responded a draft of the ordinance of the proposed changes would be advertised in the notice.

Discussion ensued about the expenditures covered by availability fees.

Mr. Tignor expressed concern about the origin of the request and stated it was not requested by staff but was requested by developers who would benefit from the reduction.

Ms. Giles administered a roll call vote of the motion to hold a public hearing at the May 12<sup>th</sup> Utilities Commission meeting. Mr. Glazman and Mr. Harris opposed the motion. Ms. Lovitt and Mr. Tignor were in favor of the motion. The motion failed.

### **VIII. New Business**

#### **Authorize Execution of Consent Order with VADEQ**

Mr. Smith reported that due to two sewage overflows, Virginia Department of Environmental Quality (VADEQ) issued a Consent Order Notice of Violation to Stafford County. The first overflow was a force main break at the Claiborne Run Pump Station on August 2014. The second overflow was due to a blockage in the sewage interceptor along Woodstream Boulevard in November 2014. The Consent Order requires a \$36,400 payment to VADEQ. Staff has requested DEQ consider a 30% reduction of the amount and be allowed to contribute 90% of the amount to the Crow's Nest nature preserve. If VADEQ approves the 30% reduction to \$25,480, \$22,932 of it would go to the Crow's Nest nature preserve.

Mr. Harris asked how a specific project is earmarked. Mr. Smith responded staff selects the project and the project has to be one that will improve water quality or that preserves the environment. All the funds could go to VADEQ, but they would be used for programs throughout the state of Virginia; whereas, the funds that are earmarked for a specific project remain in Stafford County.

Mr. Harris made a motion to recommend approval of proposed resolution R15-125, which authorizes execution of a Consent Order with the Virginia Department of Environmental Quality. The motion was seconded by Mr. Glazman and passed with a 4-0 vote.

#### **Consider the Use of a Low Pressure Sewer System for Courthouse Manor**

Mr. Allen provided background information about the use of a Low Pressure Sewer System (LPSS) on Tax Map Parcels #30-78 and 30-136.

Ms. Lovitt asked what the difference in cost is for a LPSS and a sewer pump station. Mr. Allen explained that the sewer pump station would be more expensive for the developer than a LPSS because a LPSS typically uses 2" to 2½" diameter plastic pipes. Each house would need a grinder pump at an estimated cost of \$5,000 each and the homeowner would be responsible for operating and repairing the grinder pump. A sewer pump station would cost an estimated \$500,000.

Ms. Lovitt asked how large a development would justify a sewer pump station. Mr. Allen responded a sewer pump station could be used above approximately 100 homes.

Mr. Harris made a motion to approve proposed resolution R15-141, which would consider the use of a LPSS for Tax Map Parcels 30-78 and 30-136. The motion was seconded by Mr. Glazman and passed with a 4-0 vote.

**Award a Contract for the Design of the Courthouse Road Water Storage Tank**

Mr. Allen reported the goal is to build the Courthouse Road Water Storage Tank at a higher elevation to increase pressure in the Courthouse area, and to increase stored water available for fire flow requirements. A Request for Proposals for the design of the water tank was issued. Ten responses were received. Staff interviewed five of the firms to determine who was the most qualified. The top ranking firm was The Engineering Groupe (TEG). The initial proposal for the design services was \$300,000. Staff has worked with TEG to clearly define the scope of services and expects to receive a proposal price of \$150,000 or less. Staff would like the Commission to authorize a contract with TEG or with a second or third ranked firm for the design of the Courthouse Road Water Storage Tank.

Mr. Glazman asked what the cost would be for the installation and construction of the water storage tank. Mr. Smith responded the projected cost is \$2M.

Mr. Harris made a motion to recommend approval of proposed resolution R15-128 to award a contract for the design of the Courthouse Road Water Storage Tank. Ms. Lovitt seconded the motion and it passed with a 4-0 vote.

**Stafford Meadows Meter (Add-On)**

Ms. Lovitt informed the Commission that she received an e-mail (attached) requesting financial assistance for upgrades to the Stafford Meadows water system and for assistance with burying underground cable lines.

Mr. Tignor responded the issue about the underground cable lines is outside of the Utilities Commission jurisdiction and should be referred to the Communications Commission. Mr. Smith stated staff has forwarded the request to the County's communication liaison.

Mr. Smith commented staff has received e-mails in reference to the meters at Stafford Meadows and could provide information to Mr. Carthon Davis, III, from the May 5, 2011 memo by Harry Critzer, about the results of the study done by Utilities to take over ownership, operation and maintenance of the water and sewer system at Stafford Meadows.

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**Adjournment**

There being no further business, Mr. Tignor adjourned the meeting at 8:04PM.

Minutes submitted by,

***DaBora Lovitt***

DaBora Lovitt,

Recording Secretary