

**Stafford County Utilities Commission**  
**Meeting Minutes**  
June 30, 2015

**I. Call to order**

Chairman Bill Tignor called to order the special meeting of the Utilities Commission at the George L. Gordon, Jr. Government Center on June 30, 2015 in the Board Chambers.

**II. Roll call**

Members Present: Joyce Arndt, Alan Glazman, Jeffrey Dunn, DaBora Lovitt, and Bill Tignor

Members Absent: John Harris and Gordon Howard

Staff Present: Mike Smith, Janet Spencer and Hope Bullard

**III. Public Presentations**

There were no public presentations

**IV. Public Hearing**

Mr. Smith reported that availability fees are one-time payments made by homeowners, builders, and developers, when a new connection is made to the County's utilities system. These fees are used to fund infrastructure improvements capital costs for water and wastewater treatment facilities.

The Utilities Department received requests by developers to consider a change in the fees for multi-family dwelling units. Developers contend that the multi-family unit usage would be less due to fewer residents occupying the dwelling-unit. Staff reviewed usage records and found that on average, multi-family units use less. Staff also checked nearby localities and found that Stafford County is the only county that charges one Equivalent Dwelling Unit (EDU) for a multi-family dwelling.

The Board referred this matter to the Utilities Commission for a recommendation. This matter was brought to the Commission at its March and April meetings. The Commission asked several questions and requested additional information regarding data on availabilities collected and possible reductions in future revenue. Staff provided information of what was collected over the last 13 years.

Following the presentation, Mr. Tignor opened the public hearing for statements from the public. There were no public presentations. Mr. Tignor closed the public hearing.

Mr. Tignor expressed concern about the origin of the request; the precedent that a reduction in fees could set for developers to request reimbursement of full fees paid in the past; the reduction in revenue; and the conflict of a reduction in revenue while increasing water and sewer rates.

Ms. Arndt commented that because a representative was not present to speak about the request to amend the fees it reflects that the issue was not a priority.

Ms. Lovitt commented she also agrees that the information could be a conflicting message to citizens regarding the reduction in revenue while increasing rates for water and sewer services.

Mr. Dunn asked if the request of the reduction in fees was tied to an increase to build multi-family dwellings in the County. Mr. Smith responded the request originated from the Aquia Town Center Apartment Complex developer. They received an availability fee quote in 2012 that was misquoted by a customer service employee. The developer stated the misquoted amount would jeopardize their project moving forward. The Board then requested the multi-family availability rate structure be reviewed. In the meantime, the developer has continued to move forward with the Aquia Town Center project.

Mr. Glazman commented he is also concerned about the origin of the request and is unclear if the Board wants to encourage the development of multi-family dwellings.

Mr. Glazman made a motion to deny amending the multi-family availability fees rate structure. The motion was seconded by Ms. Lovitt and passed with a 4-1 vote. Mr. Dunn was the opposing vote (Mr. Howard and Mr. Harris were not present).

**V. Approval of Minutes**

The April 14, 2015 minutes were approved as written.

**VI. Commission Members' Comments**

Mr. Tignor commented about the deferment at previous meetings to hold a public hearing to consider amending the multi-family fees and rate structure.

**VII. Director's Report**

Mr. Smith thanked the Commission for attending the special meeting and recommended cancelling the July Utilities Commission meeting because the Board of Supervisors will be on summer recess until August 18, 2015.

**VIII. New Business**

**Award Contract for Sludge Hauling Services From Aquia WWTF**

Ms. Spencer reported that an annual contract to transport sludge produced at the Aquia Wastewater Treatment Facility is maintained by the Utilities Department. The renewal contract was declined by the current vendor, and thus the service was advertised for bid. One response was received and was three times more than the recent contract price. Due to the sharp increase in the cost and because there was only one bidder, the contract was re-advertised with a service option of land application removed.

The second bid also received only one bid response from the same vendor, Agri-Services Corporation, with a slightly lower price. The current contract expires on June 30, 2015. The removal of sludge from the treatment facility is essential to maintain treatment levels required to meet permit limits.

Mr. Tignor asked if Agri-Services provide services from the Little Falls Run Wastewater Treatment Facility (WWTF). Ms. Spencer responded that a different vendor provides sludge hauling services from the Little Falls Run WWTF.

Mr. Dunn asked why the timeline of the contract renewal is so close to the contract's expiration date. Ms. Spencer responded staff was notified in March that the current vendor was not interested in pursuing a contract renewal. At that time, the service was advertised for

bid and only one bid was received for three times more than the current contract price. The contract was re-advertised and only one bid was received from the same vendor.

Mr. Tignor inquired why the same vendor that's used for the Little Falls Run WWTF could not be used for the Aquia WWTF. Mr. Smith responded it is based on the treatment capacity that Aquia WWTF uses. When the Aquia WWTF was expanded, Utilities chose not to expand the digesters because the sludge could be taken to the landfill. Without the digester, we can't get the pathogen reduction; therefore, it is not eligible for the land application option.

Mr. Dunn made a motion to recommend approval of proposed resolution R15-247, which would award a contract for sludge hauling services from the Aquia WWTF. The motion was seconded by Ms. Lovitt and passed with a 5-0 vote.

### **Adjournment**

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

Minutes submitted by,

***DaBora Lovitt***

DaBora Lovitt,  
Recording Secretary