



STAFFORD COUNTY UTILITIES COMMISSION

Meeting Minutes

Tuesday, January 8, 2019 at 7:02 pm
ABC Conference Room of the George L. Gordon, Jr. Government Center

A. Call to Order

B. Roll Call

Members Present: Joyce Arndt, Kenton Carson, Mickey Kwiatkowski, Michael Makee

Members Absent: Moses Boulden, Sr., Alan Glazman, William Tignor

Staff Present: Jason Towery, Sylvia Dyson

C. Election of Officers

Ms. Kwiatkowski made a motion to nominate Mr. Makee as Chairman, which was seconded by Mr. Carson. The motion passed 3-0, Mr. Makee abstained.

Ms. Kwiatkowski made a motion to nominate Mr. Tignor as Vice-Chair, which was seconded by Mr. Carson. Mr. Makee offered an alternative motion, nominating Mr. Carson as Vice-Chair. The motion was seconded by Ms. Kwiatkowski. The motion passed 3-0, Mr. Carson abstained.

D. Approval of Minutes

Ms. Kwiatkowski made a motion to approve the minutes, which was seconded by Mr. Carson. The motion passed 4-0.

E. Presentations by the Public

There were no presentations by the public.

F. Public Hearing

Mr. Towery reiterated that the Commission was to consider recommending imposing a water and sewer extension fee. He added that last September the Utilities Commission (UC) had voted to recommend changes to the extension policy, including the implementation of a \$15,000 water and/or sewer extension fee, which had consequently been presented to the Board of Supervisors

(BOS). Mr. Towery stated that the BOS has since made various revisions to the policy, including simplifying the policy by removing the distinction between different types of extension projects. Mr. Towery explained that the extension fee would pay for 300 linear feet of the water and/or sewer line to the property.

Mr. Makee asked for clarification on the levels of approval. Mr. Towery explained that for projects up to \$50,000 the Director of Public Works was able to administratively approve, projects over \$50,000 and up to \$100,000 would be approved by the Utilities Commission and that there were currently two different options before the Board to determine the cutoff for projects that needed to go to a Service Districts (\$100,000 vs. \$250,000).

Mr. Kwiatkowski was curious if homeowners who required more than 300 feet of pipe would have to pay for any extension beyond the 300 feet. Mr. Towery affirmed.

Mr. Makee inquired about the 51% required participation in order to get approval for the project. Mr. Towery stated that the 51% was currently not a requirement, but staff was considering giving the County the ability to request a minimum participation percentage in certain instances. Mr. Makee wanted to make sure that the participation threshold would not be a problem for residents who required the extensions due to failing drainfields and such. Mr. Towery ensured the Commission that the 51% requirement had been removed.

Mr. Carson asked if each lot within the vicinity would be considered as a separate project. Mr. Towery affirmed.

Mr. Carson made a motion to recommend to the BOS the imposition of a water/sewer extension fee, which was seconded by Ms. Arndt. The motion passed 4-0.

G. Reports by Commission Members

Ms. Kwiatkowski asked what the plan was for the Rt. 610 retention pond since the property was being redeveloped. Mr. Towery stated that he believed that the Pence Group would be taking over the maintenance of the pond and be relocating it at some point during the construction phase.

Mr. Makee inquired whether the recent heavy rains had caused any issues for the County. Mr. Towery stated that it was the colder weather earlier in the month that had caused a small spike in main breaks and that staff would continue to be on high alert due to the saturated ground and temperature drop.

H. Director's Report

Mr. Towery stated that currently there was only one item on the BOS agenda which was for the purchase of a replacement F450 Truck for Field Operations.

Regarding the Operations and Customer Service Updates, Mr. Towery stated that staff continued to see similar trends as far as account growth and consumption. He also stated that staff was currently still working through how to best capture and report delinquencies, since staff had recently noticed some discrepancies in the previously reported numbers.

Mr. Towery reiterated that the filters at Smith Lake plant were significantly aged and that the rebuild work was currently underway, one filter at a time. According to Mr. Towery, staff was expecting to have the first filter done mid-February and the second one mid-May. Mr. Towery confirmed that there would be no restrictions on the surrounding areas during the work.

According to Mr. Towery staff was currently working on 3,600 feet of pipe relining as part of the 3R projects.

Staff was also, said Mr. Towery, working towards replacing approximately 5 miles of very old pipes within the Ferry Farm subdivision. He added that there were a few more similar projects and that one of which was in collaboration with VDOT, replacing a portion of water line along Route 1 at Potomac Creek Industrial Park as part of a relocation project, resulting in significant cost savings of about \$200,000 - \$300,000.

Courthouse water tank;

Mr. Towery stated that the tank was not going to be online until after the work at the Smith Lake plant was completed.

I-95 Crossing;

Mr. Towery stated that staff had received good information about a month ago and was hopeful to get the final bid documents out shortly.

Claiborne Run Interceptor;

Mr. Towery stated that the project was moving along nicely and was about 70% done.

Wayside Interceptor;

Mr. Towery stated that construction had been suspended due to severe weather impacts.

Stafford Oaks Pump Station;

Mr. Towery stated that completion was scheduled for April 2019 and staff was confident the completion date would be met.

Claiborne Run Parallel Force Main;

Mr. Towery stated that significant progress had been made and the projected should be completed summer of 2019 and would likely fix the issues that had caused the consent order.

Lower Accokeek Force Main/gravity;

Mr. Towery stated that staff was currently still working with Purchasing on the bid schedule.

Administrative Items;

Mr. Towery informed the Commission that future UC meetings would be held in the Board Chambers to provide a better forum for attendees.

Mr. Towery reminded the UC to fill out and submit the original COIA forms by February 1st. He further reminded the UC that a training and education session on the religious land use and institutionalized person act would be held on January 15th at 6:30pm in the Board Chambers and was open to all Boards, Commission and staff. Mr. Kwiatkowski added that on January ?? there would be a town hall meeting at Moncure Elementary School regarding the transportation study staff had been working on.

I. Adjournment

With no further business to discuss, the meeting was adjourned at 7:40 pm.

Minutes submitted by,

A handwritten signature in black ink, appearing to be 'J. Towery', written over a horizontal line.

Jason D. Towery, P.E.
Director of Public Works