



Stafford County Utilities Commission
October 11, 2022

- I. Call to Order– Mr. Edwards, Utilities Director, called the meeting to order at 7:01am.
- II. Roll Call – Those present at the meeting were Mr. Greg Cox, Vice-Chair; Ms. Tiffany Epple; Mr. Alan Glazman, Chair; and Ms. Nancy Sullivan. Mr. Floyd Bundrant; Mr. Ben Litchfield; and Mr. Bill Tignor were absent. Staff members present were Mr. Chris Edwards, Utilities Director; Mr. Nate Huber, Assistant Director; Mr. Mark Gunderson, Assistant Director; Ms. Tyler Girsham, Administrative Specialist; and Ms. Tyra Fisher, Procurement & Finance Specialist.
- III. Approval of Meeting Minutes – M. Epple motioned, seconded by Mr. Cox, to approve the minutes from the June 14, 2022 meeting as presented. The motion passed 4 – 0.
- IV. Presentations by the Public – there were no members of the public present.
- V. Reports by Commission Members – no Commission members indicated a desire to speak.
- VI. Director’s Report – Mr. Edwards began his report by detailing Utilities items that were approved by the Board of Supervisors at its meetings on August 16, 2022; September 6, 2022; September 20; and October 4, 2022 with a Power Point presentation. He spoke about the approved nutrient credit sales with the City of Fredericksburg and it roughly bringing in about \$25,000 in revenue annually. Mr. Edwards noted that all the water tanks are available for lease for cell phone antennas, which is an additional way to bring in revenue outside of water and sewer services. AT&T is currently looking for a location to place a wireless antenna on the Embrey Mill water tank and currently with the Board of Supervisors for approval. Mr. Edwards moved onto the next item, Sagres Construction getting approval for the task order for waterline improvements for the Ferry Farms project in the George Washington District. The next item was approval for authorize to execute contract for professional on-call consulting services for utilities system planning. Mr. Edwards touched on what the five-year plan is and the last one was done in 2018 and currently preparing to do the 2023 update. Mr. Edwards quickly touch on the items that were to the board for additional expenditures such as chemicals and pumps.

An update about the Low-Income Water Assistance Program (LIHWAP) was given by Mr. Edwards. He noted that is it a Department of Social Services program and a contracted third party will receive the grant and administrator the program to assist our low-income customers who are behind on their water bills.

Mr. Edwards mentioned that Mr. Gundersen, Mr. Huber, and himself had just come from National Night Out for Stafford County. He said that we have about ten to twelve people at the event representing the Utilities Department and went over the items we have at event for the residents to see.



Mr. Edwards turned it over to Mr. Gundersen, Assistant Director of Operations to present a short Utilities Operation Report. Mr. Gundersen touched on some operational key indicators such as billion gallons of treated water and wastewater with 100% compliance rate. The 100% compliance rate has led to utilities receiving some national recognized peak performance awards. The state and our peers with AWWA have also recognized us for our department's efforts. Mr. Gundersen noted that we have been able to completed some major projects and currently have projects that will keep us moving forward. Mr. Edwards chimed in and highlighted Matt Sauter, Plant Manager of Lake Mooney and Rob Turner, Plant Manager of Smith Lake for their years of service and receival of these awards.

Mr. Gundersen went on to present current updates for field, facility, and plant operations. Mr. Gundersen talked about the finishing up the five-year flushing program. This program has brought complaints down from 400 complaints a year to 40 complaints a year. He noted that asset management is a big item that is going to be focused on in the upcoming year. Mr. Gundersen mentioned that rags and baby wipes are some of the issues that we are seeing currently. He said the public education is a big way to help reduces these issues.

Mr. Edwards added to the plant operation's piece of Mr. Gundersen report. He highlighted the staffing needs currently for the department, key employees that have been brought in this past year, and the internship program that the department is continuing to grow. Mr. Glazman asked how the department was doing on staffing. Mr. Edwards responded that out of 160 positions in the department, 3 positions are currently open. He went on to note that staffing is an item that he wants to have in the five-year plan. He gave details on the different ways that the department is using to help fill these positions and keeping staffing levels up with our HR specialist, advertising, and education.

Mr. Huber spoke about 3R projects (rehabilitation, repair, rebuild) including the Ferry Farm water main replacement project. The project is about a third of the way through the subdivision; final design was wrapping up this fall. The next section on Blair Street is underway; service reconnects are on-going with the help of hired contractors and our construction crews. Mr. Huber noted that additional time is being added to this project due as additional pipe is being discovered on more streets that we not in the department's records. The Butler Road Main replacement has been added to list of projects and scoping of work is currently in progress. The Butler Road project will be in the design phases for about a year and a half. Mr. Edwards added on that the Butler Road line was labeled as the number one critical section after the department completed a study of the most critical sections. Mr. Glazman asked what was his expectation of when this project would start? Mr. Edwards said probably the end of the next calendar year. Mr. Huber chimed in and noted that there are a lot of items that the department will need to look at and also getting with VDOT assistance is going to play a big factor as to the timeline of getting this project going.

Mr. Huber updated the Commission on the Aquia Harbor lining, which is finishing up final segments; Manhole rehabilitation, task order planned for Fall/Winter FY23. The Austin Run Interceptor replacement construction started in September. The easements are being finalized and materials being ordered on the Payton Road elevated sewer replacement project.



Mr. Huber gave updates on current pump station projects. Smith Lake, Vista Wood, Stafford Lake and Falls Run pump stations are all waiting on materials. Mr. Huber noted that they are seeing six to twelve months of material backlogs and delays with project materials. The roof replacement for Abel Lake pump station is complete. Hoof and Claw pump station's scoping is complete and currently waiting on schedule from designer. Mr. Edwards emphasized that he believes that our teams are doing their best of getting projects out and getting contractors lined up to do the work, however our biggest hold up right now are these six to twelve-month lead times on materials.

The next set of updates given by Mr. Huber were the plant projects. The magnesium hydroxide tank replacement is in design phase; Smith Lake Caustic Tanks, construction is ninety five percent complete and new tanks in service. Smith Lake flow control valves are in the planning phases; Smith Lake electrical and chemical upgrades are under design.

Mr. Huber went over the water and sewer system planning projects that him and his team of civil engineers are working on. They are kicking off things with the new master plan update. They are also working on a mini master plan update for the Potomac Creek Sewer Shed near Centreport area. Mr. Edwards chimed in and mentioned that we have many warehouses going into that area and we are making sure that we will be able to keep up water demands for these large warehouses. Mr. Cox asked about the status of the Amazon warehouse. Mr. Edwards replied that it is there and open, but noted that the building is very automated with few employees, so we are not seeing lot of water and sewage usage. Ms. Epple asked about the other new warehouse going in. Mr. Edwards said that the biggest one going in right now is DHL and that it would be using about three hundred thousand gallons a day. Mr. Edwards did note that it is a lot, but most of them are probably not even using three hundred thousand gallons a month and there isn't a lot of sewer flow compared to what we were expecting from that area.

Mr. Huber said that they are working on pro-rata updates and system analysis of tank inspections. The engineering team have gone through the entire design and construction manual and currently giving in over to operations go through and work together to have a current updated version of the water and sewer design standards manual for the development community to review sometime next spring. After they review and provide feedback, we will hopefully adopt a new water and sewer manual by the end of calendar year 2023. Mr. Huber briefly talked about the asset management plan for the utilities department and it will be a big investment in time and resources to get this plan together over the next three to five years. Mr. Edwards highlighted three items that will be coming to the Utilities Commission approval; Water and Sewer Master Plan update, Design Construction Manual, and Pro- Rata update.

The next presentation was for Capital Projects updates; those representatives were not present, so Mr. Huber gave the presentation. Before Mr. Huber started giving updates, Mr. Edwards praised Mr. Huber for his hard work on getting these projects going and help growing this area in the Utilities Department over the last few years. Mr. Edwards noted that one of Mr. Huber's setbacks with getting these projects rolling is inadequate funding and we are looking to increase the budget for these in the next budget update.



Ms. Eppler asked if the Butler Rd project is anticipated to take a year, could we educate her on how that works? Ms. Eppler clarified her question a little more to ask how does the replacement work while it is still operating? Mr. Huber explained how if we are replacing in the same trenches or location as what is currently in place, we would use isolation valves that way customers would not be out of service for a year. Mr. Edwards added that we are looking at parallel roads with Butler Rd like Forbes Street that also need replacing so we can plan out the replacement order and alternative ways to feed them while replacement and reconnections is happening so hopefully customers would be out of service for four to six hours. Ms. Eppler thanked them for their explanation.

Mr. Huber started the capital project updates with the Claiborne Run Force Main project. Construction started in September and planned to be complete next year. Mr. Huber did touch on some of the issues they are running into on this project, such as other utilities in the way like fiber optic communication lines. Falls Run Force Main project is still in early design phase; we have received approvals and guidance from VDOT on alignment in pavement and guidance from National Park Service on next steps and preparing application for their review. Mr. Edwards highlighted that this project will not only upgrade the size of the line but help remove one of the biggest points of failure in our system as the line is 55-60 years old. Mr. Huber noted that this line will help with flexibility in future maintenance in that area. Mr. Huber went on to explain that Falls Run Gravity Interceptor Sewer project and noted that it will be probably phased out due to bids coming in high with the market right now, but they would like to at least get the bore completed across 95. Mr. Edwards started the update for the Little Falls Treatment plant upgrades. He mentioned that there is potential for this project to come in higher than the 40 million anticipated cost, but we did secure a grant through the DEQ for about seven million dollars to go towards this project. In addition to the grant, we have been working with the VRLA to secure a low interest loan for the first twenty million dollars. Mr. Edwards said that if things come in with a reasonable budget that we are hopeful to start this project March- April of next year.

Mr. Huber continued to the last set of updates for capital projects; highlighting the pressure zone upgrades for 342-06, 342-15, and 342-101. Pressure Zone 342-06 is ready to go to construction once we finish working out easements with property owners. Mr. Huber noted that this project needs to start construction soon as it will fill the brand-new tank that is going in. Pressure Zone 342-15 is in preliminary engineering, finishing up alignment studies and working with final design. Pressure Zone 342-101 or Enon Road Water Tank is under construction; we have a year and half of items scheduled to be done and completed by Fall 2023 to coincide with the pipeline (342-06 project). Mr. Edwards mentioned that we have cameras set up with the help of our community engagement department at the project site and hopefully be able to have a time lapse of the entire construction process. Mr. Cox inquired about where the current tank is getting filled from. Mr. Huber replied that the tank current gets filled from our 480 zone; water bleeds off through a valve that fills the tank. Mr. Cox then asked if the tank gets finished first, will we have the capability to pull the water from the ground level tank into the new tank? Mr. Huber said with the way it is designed, no it would not be capable. Mr. Edwards mentioned that the line should be completed somewhat around the same time and if not, we would fill the tank, let it drop, and



pump it back up so it will still maintain pressure in the system. He also noted that this new tank will help us be able to take down other tanks, like Grafton water tank, for maintenance so we can wash them out, disinfect them and do inspections to make sure they are in good operating conditions.

VII. Unfinished Business – there was no Unfinished Business discussed

VIII. New Business – there was no New Business discussed

IX. Mr. Edwards brought up next two meeting in November and December. Due to the November meeting being on Election day and not having a lot of new items, the next meeting would be cancelled. Mr. Edwards would like to hold the December meeting as currently he is on schedule to give the five-year plan to the Board and he would like to present an overview of items for the upcoming year. However, the Boards of Supervisors will be holding their meeting that same night and the room would be unavailable. Mr. Edwards said that he will look into holding the meeting the Tuesday before on December 6th. Mr. Cox mentioned that he will be out of town on the 6th and asked if the Commission could hold it another day. Mr. Edwards said he would look into additional dates like December 20th. Mr. Edwards asked Ms. Fisher and Ms. Girsham if they could send an email to everyone looking at their availability. Ms. Fisher mentioned that another option would be having it the same day, but different room. Mr. Edwards said that would not work as he might need to be available for the Board of Supervisors Meeting. Mr. Glazman asked about having it another day on the week of the 13th. Mr. Edwards asked Ms. Girsham and Ms. Fisher to look into that and get with the Commission members. Ms. Sullivan mentioned that her schedule is open. Mr. Edwards mentioned that the email will come from Ms. Girsham, the new Administrative Specialist.

X. Adjournment – Mr. Cox motioned, seconded by Ms. Epple and approved unanimously to adjourn the meeting at 8:04 p.m.