



**Catlett – Calverton Sewer Project
Project Management Team
Golden Rule Builders, 3409 Catlett Road
January 10, 2018
11:00 AM
Meeting Notes**

Welcome & Introductions – Gary asked everyone to introduce themselves. Sign in sheet attached.

Update on Project Activities:

Tax Exemption – Jimmy Desai said DEQ and VDH are in discussions of who will issue the certificate required by the Tax Department. VDH is the lead regulatory agency and DEQ is the funding agent. Doug Canody of VDH says that per Virginia Code the authority rests with DEQ even though VDH is the lead regulator on this project. He will continue to work with DEQ to resolve including contacting Sheila Wallace of the Tax Department if necessary.

Design-Build Contract – Gary said that by the end of December all of the contract legalities were completed. He hopes to present to the Board information of the additional costs including 10% contingency on the contract, land acquisition, tap fees for county buildings and some other incidentals. Also, likely included in that discussion would be the possibility of increasing the loan amount if it is determined advantageous by the County Finance Department.

Gary further commented that we were not able to get everything ready for the January Board meeting but should be on the February 8 agenda.

Land Acquisition – As previously reported the letter of intent between the two parties has been signed. The actual acquisition will not occur until the loan closing with DEQ/VRA. Gary noted the county will

coordinate all the details to close on the property at the time of or shortly after loan closing

Loan Closing – Gary said the target is to close in the April or May, DEQ is pushing for April. The date is dependent upon the Income Surveys which will impact the interest amount.

Income Surveys – Eldon James reported that door hangers will be distributed next week. The hangers will indicate a survey will follow shortly. Once the survey is mailed then we will have to work hard to get the response rate required to validate the accuracy of the survey. Guy Hinckley said that several of the area businesses have extended an offer to assist in any way they can to support the effort.

Update on Potential Changes to the Comprehensive Plan and Service District Boundaries – Andrew Hopewell reported that the 2nd public hearing before the Planning Commission is coming up on the Catlett/Calverton/Midland Service Districts Boundaries Plan. The hope is to move that action to the Board next month. Another public hearing is scheduled for the Special Exception required on the C-Bay property for the sewer treatment facilities. The third task is to clean up some text in the Sewer Use Ordinance which will also require a public hearing. The plan is for all hearings to occur in February. A lengthy discussion ensued on the screening and security required by VDH, requirements within the Special Exception at the treatment site, as well as related issues that will need to be addressed in the design process.

A question was raised about status the Environmental Assessment. The public hearing was held in December. The minutes of that meeting have to be finalized, accepted by the Board and sent to DEQ. Any final agency comments will have to be sent to DEQ. One additional advertisement will have to be posted but no further hearings. The need for a wetlands delineation is still in discussion between the County, DEQ and USACOE.

Next Steps – Gary said we have talked about the various upcoming public hearings and the door hangers and income survey. He also said the continued work on the tax exemption and contract execution.

Schedule of Future PMT Meeting

- February 14
- March 14
- April 11

ADDENDUM TO THE MINUTES: The February 14 meeting was subsequently canceled.