



Catlett – Calverton Sewer Project
Project Management Team
Golden Rule Builders, 3409 Catlett Road
December 9, 2015
MEETING NOTES

Welcome & Introductions – Sue Rowland welcomed everyone and asked for self introductions. (Sign in list attached)

Sue asked that since everyone was not yet at the meeting, the first item on the agenda be temporarily delayed.

Discussion of the list of project tasks ahead – the work is just beginning. Sue began by explaining there are a large number of tasks ahead over the next many months. She reminded everyone that the role of the community members on the PMT is critically important in both providing accurate information to the affected community members while also bring questions and concerns to the Management Team for resolution early. Eldon James wrote the following list on the flip chart, and Sue and Eldon reviewed each item and in particular, the role of the PMT in each:

- Meeting with VDH on December 17th
- Communicate how to Sign up/seek a waiver
- Final determination of treatment sites/dispersal fields
- Complete request to DEQ for 0% interest
- Completion of Environmental Assessment/submission to DEQ
- Loan closing
- Easements for sewer lines
- Lien documents completed and to customers
- System Design including locating of individual tanks and connections
- Procurement of plumbing and electrical contractors to make the building connections
- Ground breaking ceremony(?)
- Construction including sequencing of construction activities, what gets built first, etc.
- Communication with the community during construction including complaint response and problem solving
- Education of customers on use of the system
- System start up (sequencing)
- Establishment of billing system and education of customers



- Dedication ceremony
- Other?

There will likely be other tasks that emerge as we move forward. The project team will be working on the details of each item in order. The PMT will be kept informed and will provide input and feedback.

During the ensuing discussion it was agreed that we need to determine when payments of tap fees and completed lien documents will be due. There was agreement that we will want to answer this question by the next PMT meeting.

Thank You

The group then returned to the earlier agenda item. Sue gave out Thank You cards to each community member, William Russell, Jim Craun, Virginia Copeland, Sara Lee Armstrong and Charles Padgett, from Gary Schwartz, Eldon James and Sue Rowland. Sue then gave a thank you card signed by all PMT members to Joel Barkman for hosting the PMT meetings. Eldon James recognized Lee Sherbeyn for his dedication and hard work to get the support of other Board members. To commemorate his work, Eldon gave Lee a Christmas tree ornament and a card signed by all PMT members.

Incentive Extension and EDU Update –

Sue reminded the PMT that the Board had set a new period to end on February 1st. The Board will consider ordinance amendments at tomorrow Board meeting, and Gary reviewed each draft:

1. Extend incentive period.
2. Allow anyone with a structure that is immediately adjacent to the boundary but not in the service district if they have a failed system to connect.
3. Allow anyone on the outer edge and within the service district to apply to change the boundary to exclude that property.
4. Reduce the non-user fee by some percentage (possibly 20%).

There was a discussion of the above issues before the Board for public hearing.

EDU update – Sue talked about the 2nd incentive period and communicating the opportunity to sign papers before the end of February. She asked if we should have an assertive outreach program, or merely communicate the deadlines and things that need to be done. It was agreed that letters would be sent explaining the second incentive period and the status of the project. The letters to those who have not signed up will explain what they need to do to sign up or seek a sign up waiver,



using assertive language. Sue noted that small posters would be produced to alert residents to watch for the letters, and to remind that the incentive period ends on February 1st.

A question was raised about how to handle someone who has signed up but wants to withdraw. It was agreed that we will determine the answer to that question and bring it back to the PMT.

There was then a discussion of the waiver process. It was pointed out that it would be prudent for anyone who has not signed to decide before February 1 whether to connect or seek a waiver.

Scheduling the Next PMT Meeting

- January 6
- February 3
- March 2