



**Catlett – Calverton Sewer Project  
Project Management Team  
Golden Rule Builders, 3409 Catlett Road  
June 26, 2014  
Meeting Notes**

Sue Rowland welcomed everyone and asked each person to introduce themselves and identify their affiliation (see sign in sheet).

#### Purpose of the Project Management Team

Sue reviewed the purpose of the Project Management Team. She explained that it is purposefully a mix of the project experts and the residents/users. She added that there will be a core group at every meeting, and that others will come and go depending on expertise needed. She reminded everyone of the County's website for this project as a source of documents related to the project's work, including notes from the PMT meetings.

She reviewed the work done in 2011 to develop the project, and Preliminary Engineering Report (PER) that showed that a decentralized system could work and be affordable. She explained the most recent development that Northwest Cascade (NWC) submitted an unsolicited proposal under the State's Public Private Educational Facilities and Infrastructure Act of 2002 (PPEA).

#### Recent Project Progress

Sue introduced Sue Monaco, the county's Procurement Manager, to explain PPEA projects, the status of this PPEA project and the next steps. Sue Monaco talked about the history of the law that allows private sector creativity in meeting public sector facility needs. She explained the difference between PPEA and traditional procurements. NWC partnered with a local engineering firm (Carson-Ashley) in their proposal. When the unsolicited proposal arrived it was reviewed under the County's rules for assessing the conceptual proposal, and then was recommended to the Board to accept it. The Board did that on February 13 with the direction to county staff to prepare an advertisement for competing proposals. That advertisement then initiated an open period of 45 days where others could submit competing proposals. At the end of the 45 days, although several firms showed some interest, no competing proposals were submitted.

After the end of the 45 days the Board authorized (May 8) inviting NWC to submit a detailed proposal in accordance with the ordinance. That submittal is due on Friday, June 27<sup>th</sup>. Once received the county will conduct a thorough review in order to recommend to

the Board whether or not to begin negotiating the Comprehensive Agreement that would govern the designing, building and operating the system. The operating period under the contract after completion of construction is anticipated to be about 20 years. Therefore the Comprehensive Agreement is going to be a thorough and complex document. Sue M. noted that the ordinance requires that NWC is responsible for paying the cost of the county's review.

There was some discussion of how the detail proposal will be received and reviewed. John Schofield of VDH made it clear that he is available to conduct a technical review.

Sue R. moved the discussion to the Community Survey. One of the tasks that needs to be completed is the community survey. She explained that the consultants are in the process of converting the data to answer DEQ's MHI question. That number is important as the interest rate to be charged the county in exchange for the cash capital project loan will be determined by the Median Household Income (MHI) of the service areas.

On June 11 Supervisor Sherbeyn held his monthly community meeting and this project was the main topic. Those in attendance received an update on the status of the project, and were invited to review maps of the service areas.

#### Project Next Steps Following Board Approval

- a. Notifying community: Sue R. discussed various methods that will be used to inform the community about the project's developments: email, county website, newsletters, whatever strategies work in these 2 communities.

There was some discussion of the specifics of the service area. The intent has always been to use the boundaries as defined years ago. Mr. Craun noted that the maps he looked at showed some properties that he thought were outside the service area. County consultants and staff will research this.

- b. Collecting User Agreements / Deeds of Easement: Sue R. explained the two documents, and that each user will be asked to sign both documents. User Agreements represent the contract between the county and the homeowner in which the homeowner confirms intent to sign-up for the system and to make monthly utility payments that support operation in exchange for the County owning and maintaining the system. The Deed of Easement provides the county with permission to enter the homeowner's property for the purpose of construction and then maintenance of the system. The Deed is recorded with the Clerk in order to assure that the permission is transferred to persons who may purchase the property in the future.
- c. How much? Sue explained what is known and what is unknown about the costs to users of the system and why. She highlighted the role of the PMT in working through the decision making process that will both inform the community and the Board as it considers the NWS proposal for the system.

PMT meeting schedule

Following discussion among the group, the meetings are set for the 2<sup>nd</sup> Wednesday each month at 11 a.m. beginning July 9.

CATLETT - CALVERTON PROJECT MANAGEMENT TEAM  
 PROGRESS MEETING  
 June 26, 2014

Attendees:

NAME	Email or Phone
STEVE THOMAS VA TECH	steve.thomas@vdh.virginia.gov
Jim Craun	540-788-4126
Lee Sherbeyn	LEE.Sherbeyn@FauquierCounty.com Choicelonghorn@msn.com
Sara Lee Armstrong	540 788 4832
GARY SCHWARTZ	540-422-8489 GARY.SCHWARTZ@FAUQUIERCOUNTY.GOV
Virginia M Copeland	540-788-4609 AVANORVA@Earthlink.net
May Z. Sligh	may.sligh@deq.virginia.gov
Cee Ann Davis	cee.davis@vdh.virginia.gov 540-316-6273
Arthur Anderson	ARTHUR.ANDERSON@VDH.VIRGINIA.GOV 540 316-6276
DON DELROSSO	540-422-8210 don.delrosso@FauquierCounty.gov
Eidan James	e.james@earthlink.net
Charles A. Padgett	Land Owner
William E. Russell Sr.	540-788-9023 work
Susan Monaco	susan.monaco@FauquierCounty.gov 540-422-8348
Sue Rowland	Sue@SueRowlandConsulting.ca 703-626-7392
John Schofield (VDH) by phone	
Jeannette Puricelli (DEQ) by phone	

