

Catlett / Calverton Sewer Project
Kickoff Project Management Team Meeting
August 18, 2010

I. Introductions

Introductions were made all around. Attending were:

Tony Hooper	Fauquier County, Deputy Administrator
Kristen Slawter	Fauquier County Planning Office
Ted Bullard	Health Department
Don Jeanrenaud	Health Department
Jim Sawyer	Fauquier County Soil Scientist
Wayne Stephens	FCWSA
Butch Farley	FCWSA
Charlie Riedlinger	Resources International
Sue Rowland	Project Consultant
Eldon James	Project Consultant

II. County's Desired Outcomes of the Project - Tony

Tony provided the group an overall review of the history of the Board's efforts to provide public sewer to the villages of Catlett and Calverton, and the Board's intent at this time. For these two villages, the Board is looking to:

- Examine the systems options available, particularly in light of new rules;
- Support a project that is cost effective;
- Serve first existing homes and business; and
- Develop a system(s) that is consistent with the County's current plan for limited growth in and around these villages.

In addition, Tony provided an overview of the current developer's proposal that is being offered for a new housing community outside of Catlett.

He introduced the involvement of the contractors to facilitate community communications and grants-writing (Eldon James and Sue Rowland), and the engineering firm contracted to complete a PER for the two villages (Resources International, LLC).

In response to Tony's comments, discussions took many directions. A history of the number of studies was reviewed (13 studies known completed), including the types of options that were covered previously v. the current technologies that are available and being installed in other parts of Virginia. Operating expenses in smaller, decentralized systems were discussed, along with the WSA's community wastewater standards that will be considered as system options are explored.

Kristen reviewed the current comprehensive plans' provisions for growth in these two areas. She will provide the group with maps of the Catlett and Calverton service districts and study areas along with the last survey report.

III. Project Elements & Roles – Eldon, Sue & Charles

- a. Project Management and the Project Management Team
- b. Community Communications
- c. PER
- d. Funding Identification and Solicitation

Eldon, Sue and Charlie described their role in supporting the County's interest in exploring the sewer options available. Eldon began with an overview describing the role of the contractors and that communications will be directed through Tony. In this project, a process will be used that involves a "Project Management Team" or PMT. That group will meet regularly throughout the PER process, and if the project moves into construction, even during that period. The PMT will include not only the usual players (county leadership, county staff, engineers), but also representatives of the Catlett and Calverton communities, local health department representatives, WSA representatives, and others. The purpose of the PMT is to provide for early and upfront discussions about the project, in order to facilitate open communications on the status of the project to the community, and to hear feedback from the community throughout.

Sue described the techniques that are used by she and Eldon, starting with community leader interviews (already begun) prior to the initiation of any household surveys. Following those discussions, strategies to get the surveys completed are developed and implemented by the PMT community members. Sue reiterated that the goal of the PMT is to develop community ownership of the project, thereby improving the understanding about the project's goal and to learn early any issues that may arise throughout the project (presuming that the project does go forward).

Charlie described the purpose of the Preliminary Engineering Report (PER) being to provide documentation that a sufficient range of collection, treatment, and dispersal options for this project are considered. The PER will meet the USDA Rural Development PER and Environment Review requirements (strictest of any funding agency), and how he intends to collect the information needed for the PER. In this case, the Need Area (or Study Area) is defined (the same Study Areas as used in the past will be used this time); defining the flows; defining collection, treatment, and discharge options; then defining costs (all capital, and operating & maintenance costs).

Eldon reviewed funding options that will be reviewed for this project, including funding in support of environmental improvement (taking failing onsite septic systems offline) such as federal EPA, Virginia's Department of Conservation and Recreation, Virginia Department of Environmental Quality; and other sources that may become apparent following the household surveys.

In preparation for these applications (grant and loan), the PER will be written to the highest funding agency standard (RD's), the PER will include the need to meet the WSA's community wastewater standards, and will prepare for the planned growth for these communities.

IV. Board Communications/Checkpoints – Tony

Tony noted that the first report of the PMT will be made to the Board at its October 14th Work session. A preliminary report will be made, and that will include at least a description of the system options to be included in the PER.

V. Establishing Timeline and PMT meeting schedule – Tony, Eldon & Sue

To meet the task of a report to the Board, a schedule was established for 3 PMT meetings to occur between this meeting and the Board's presentation – Thursday mornings at 10 on September 9th, September 23rd, and October 7th. WSA offered their facility – 7172 Kennedy Road in Warrenton. Sue and Eldon will be recruiting community members to participate in the PMT prior to the next meeting.