

**REGULAR MONTHLY MEETING  
OF THE STEPHENS CITY TOWN COUNCIL  
TUESDAY, JUNE 5, 2018  
7:00 PM**

Mayor Grim called the meeting to order at 7:00 pm and led the Pledge of Allegiance.

Councilman Hollis, offered the invocation.

Roll was called with the following members present:

Mayor Mike Grim, Vice Mayor Ronald Bowers, Councilman Joseph Hollis, Councilman Jason Nauman, Councilwoman Regina Swygert- Smith, Councilwoman Kelly Thatcher

Absent: Councilman Linden A. Fravel Jr.

Staff present: J. David Griffin, Town Attorney; Michael Majher, Town Manager; Charles Bockey Jr., Chief of Police; Steve Rickards, Town Treasurer; Michele Stone, Town Clerk

Absent: None

Guests: Josh Janney; Winchester Star Chrissy Tinsman; Sherando Warrior Club, Employees of Capon Valley Bank

**PUBLIC COMMENT**

Mayor Grim asked if anyone in the public had any comments. Ms. Chrissy Tinsman with the Sherando Warrior Club addressed Council asking for permission to use the Town of Stephens City' Main Street to hold their Homecoming Parade on September 20, 2018. They are also asking a representative of the Town be present to read the Proclamation at the Homecoming football game on August 31, 2018.

Councilman Hollis made a Motion to approve and the Motion carried with the following recorded VOTE:

Aye - Bowers, Hollis Nauman, Swygert-Smith, Thatcher

Nay - None

Abstain - None

Absent - Fravel

**MINUTES - REGULAR MEETING OF MAY 1, 2018**

Councilman Nauman moved for approval of the minutes of the regular Town Council meeting of May 1, 2018, the Motion carried with the following Recorded VOTE:

Aye - Bowers, Hollis, Nauman, Swygert-Smith, Thatcher

Nay - None

Abstain - None

Absent - Fravel

**TREASURER'S REPORT**

Treasurer Steve Rickards reported that tax bills have been printed and will be mailed out this week.

**POLICE REPORT – Charles Bockey, Jr., Chief of Police**

Police Chief Charles Bockey reported that May was very busy with the the Heritage Festival and that there had been one incident during the Festival where a pedestrian was struck by a vehicle mirror and left unharmed. The Police Department had plenty of help for the Festival. Officer Tyler Payne just completed school and is now a Glock Armorer.

**SCVFD REPORT- John Jones, Fire Chief**

Fire Chief John Jones reported the chicken BBQ dinner was down as far as dinners sold. The Department has been busy with all the flooding and had been dispatched to Paw Paw West Virginia for a rescue and diverted three times. There were 9 total water related incidents.

**ACTION AGENDA**

**1. Resolution of Appreciation for Capon Valley Bank**

Mayor Grim asked those from Capon Valley Bank to come forward and be presented with a Resolution of Appreciation for one hundred years of service. Councilman Hollis made a Motion to approve the Resolution and the Motion passed with the following recorded VOTE:

Aye - Bowers, Hollis, Nauman, Swygert-Smith, Thatcher  
Nay - None  
Abstain - None  
Absent- Fravel

**2. Reappointment to the HPC**

Mayor Grim asked for a Motion to reappoint to the HPC the expiring terms for June 30, 2018 of Carol Horne, Byron Smith, and Dee Williams. The new terms to expire on June 30, 2022.

Councilwoman Swygert-Smith made a Motion and the Motion carried with the following recorded VOTE:

Aye - Bowers, Hollis, Nauman  
Nay - None  
Abstain - None  
Absent - Fravel

**3. Public Hearing for Ordinance to Vacate Unbuilt Road Stub at the Corner or Walnut Lane and Massie St Consisting of 0.20 Acres**

Mayor Grim opened the Public Hearing for anyone in the public to speak on the matter, no one was present to speak and therefore Mayor Grim closed the Public Hearing. Councilwoman Swygert-Smith made the Motion from the Public Works Committee that the Town Vacate and Quitclaim Title to an unbuilt road stub at the corner of Walnut Lane and Massie Street extending eastward towards interstate 81 consisting of approximately 0.20 acres within the Town of Stephens City Virginia. The Mayor asked the Clerk to read the Ordinance by title only for the first reading. The Clerk read "An Ordinance to vacate and quitclaim title to an unbuilt road stub beginning at the corner of Walnut Lane and Massie Street, extending eastward towards Interstate 81 consisting of approximately 0.20 acres within the Town of Stephens City, Virginia".

The Motion carried with the following recorded VOTE:

Aye - Bowers, Hollis, Nauman, Swygert-Smith, Thatcher  
Nay - None  
Abstain - None  
Absent - Fravel

Mayor Grim asked the Clerk to read the Ordinance by title only for the second reading. The Clerk read “An Ordinance to vacate and quitclaim title to an unbuilt road stub beginning at the corner of Walnut Lane and Massie Street, extending eastward towards interstate 81 consisting of approximately 0.20 acres within the Town of Stephens City, Virginia”. Councilwoman Swygert-Smith made the Motion from the recommendation of the Public Works Committee that the Town Vacate and Quitclaim Title to an unbuilt road stub at the corner of Walnut Lane and Massie Street extending eastward towards Interstate 81 consisting of approximately 0.20 acres within the Town of Stephens City, Virginia. The Motion carried with the following recorded **VOTE**:

Aye - Bowers, Hollis, Nauman, Swygert-Smith, Thatcher  
Nay - None  
Abstain - None  
Absent - Fravel

4. **Ordinance to Adopt the Budget for Fiscal Year 2018-2019 Final Reading.** Mayor Grim asked the Clerk to read the Ordinance by title only for the final reading. The Clerk read “An Ordinance to adopt the 2018- 2019 Budget and appropriate funds for fiscal year 2018- 2019”. Councilman Hollis made a Motion to adopt the first reading for the Ordinance and the Motion carried with the following recorded **VOTE**:

Aye - Bowers, Hollis, Nauman, Swygert-Smith, Thatcher  
Nay - None  
Abstain - None  
Absent - Fravel

5. **Ordinance to Amend Chapter 2. For Planning Commission**

Mayor Grim asked the Clerk to read the Ordinance by title only for the first reading and the Clerk read “An Ordinance to amend chapter 2, Stephens City administration to provide in article IV updated requirements for Planning Commission. Councilwoman Thatcher made a Motion to Amend Chapter 2 and the Motion carried with the following recorded **VOTE**:

Aye - Bowers, Hollis, Nauman, Swygert-Smith, Thatcher  
Nay - None  
Abstain - None  
Absent - Fravel

Mayor Grim asked the Clerk to read the Ordinance by title only for the second reading and the Clerk read “An Ordinance to amend chapter 2, Stephens City administration to provide in article IV updated requirements for Planning Commission. Councilman Nauman made the Motion to approve and the Motion carried with the following recorded **VOTE**:

Aye - Bowers, Hollis, Nauman, Swygert-Smith, Thatcher  
Nay - None  
Abstain - None  
Absent - Fravel

6. **Public Hearing for Proposed Utility Rate Increase**

Mayor Grim opened the Public Hearing for anyone in the public to address Council on the matter. No one from the public was present to comment and therefore Mayor Grim closed the Public Hearing. Mayor Grim stated that this will be referred to the Water/ Sewer Committee for review and then brought to the July 3, 2018 Council Meeting.

7. **Public Hearing for Amendment to Fiscal Year 2018- 2019 Budget**

Mayor Grim explained that this Action Agenda would be moved to the July Council Meeting.

## **COMMITTEE REPORTS**

### **A. Finance Committee – Joseph Hollis, Chair**

No Meeting: No Comment

### **B. Personnel Committee –Kelly Thatcher, Chair**

No Meeting: No Comment

### **C. Public Safety Committee – Ronald Bowers, Chair**

No Meeting – No Comment

### **D. Public Works Committee – Regina Swygert-Smith Chair**

Meeting- Minutes- No Comment

### **E. Water /Sewer Committee - Jason Nauman, Chair**

Meeting- Minutes- Chairman Nauman commented that the Town sent a letter to the State Commissioner of Health in regards to Frederick Water's threats to discontinue water service to the Town's citizens, business's and Fire Department, and considering there has been no response, Chairperson Nauman made a Motion that Mayor Grim personally contact the Virginia Governor by letter and ask him to intervene in this matter. The Motion carried with the following recorded

#### **VOTE:**

Aye - Bowers, Hollis, Nauman, Swygert-Smith, Thatcher

Nay - None

Abstain - None

Absent - Fravel

Chairperson Nauman will have the amended Minutes available at the July Council Meeting for the May 22, 2018 Public Works Meeting and asked that it be recorded that the Committee did recess at 6:33 pm to travel to Middletown for a joint meeting between the Middletown Public Works Committee and the Stephens City Water/ Sewer Committee.

Items discussed were the rapidly aging utility infrastructure within Stephens City. The overcharges to the Stephens City residents by Frederick Water was discussed as well as the new discovery of Frederick Water tremendously over pumping by twice the amount from the Town's Quarries. Chairperson Nauman stated that Frederick Water has been keeping two sets of books on the water pumping, one that it provided to the State and another that was solely kept for their own operations. The Sanitation Authority owes the Town more than the Town owes to the Sanitation Authority and the Town will allow the Courts to make the final decision on the dispute. The Town has asked the State Department to intervene on the matter of Frederick Water threatening to cut the Town's water supply.

The Town of Middletown Public Works Committee voted unanimously to further explore new options for options for future utilities and both Towns Committees have three options which are being considered. Option one is to contract out the entire utility system operation to an outside private state regulated nationwide utility company. Option two is to create either a joint utility venture or a new public service corporation in cooperation with the treatment plant at the quarries to provide water to Middletown and expansion of the sewer plant at Middletown to receive and treat Stephens City wastewater. Option three is to continue to explore stand-alone development of independent

Town water and sewer options. With the recommendation from the Water/Sewer Committee, Councilman Nauman Made a Motion for the Town to explore these options in the order in which they were presented. The Motion carried with the following recorded **VOTE**:

Aye - Bowers, Hollis, Nauman, Swygert-Smith, Thatcher  
Nay - None  
Abstain - None  
Absent - Fravel

**F. Parks and Recreation Commission- Ronald Bowers, Chair**

Meeting- Chairman Bowers commented that the Veterans ceremony attendance was good and that the Committee was grateful to everyone who helped to orchestrate the event. The benches at the Memorial have been installed.

**G. Newtown Heritage Festival**

Meeting: Steve Rickards reported that the Festival had a great number of people who attended the event. The scavenger hunt and rock stacking generated quite a bit of interest.

**APPROVAL OF COMMITTEE MINUTES AND REPORTS**

Councilman Hollis made a Motion to approve the committee minutes and all were in favor.

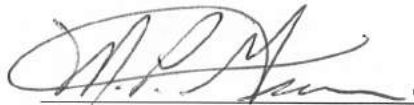
**TOWN MANAGERS REPORT**

1. The Heritage Festival was a success and was well received
2. Thank you to the Public Works Department which invested many hours preparing for the Festival
3. The Town Manager thanked the Stephens City Police Depart as well as all other Police Departments who volunteered their time to the Heritage Festival and helped to keep the public safe
4. The Veterans Memorial event went well and we look forward to having our Veterans Day event
5. The Town has received the tax information into our software and taxes will be mailed out this week
6. Water bills are due Monday June 4, and the Public Works Department will be reading meters at the end of the month for water billing due on August 6th
7. Public Works has been working on drainage within Town by installing new culverts and improving ditches in an effort to improve storm water management

**COUNCIL COMMENTS/CALENDAR**

Mayor Grim asked if there were any adjustments to the calendar or Council Comments. Public Works Water/ Sewer has been moved to Wednesday June 20, at 4:00 pm and Finance Committee Meeting will follow at 5:00 pm.

There being no further business, Councilman Hollis Made a Motion to adjourn at 7:40 pm and the Motion carried unanimously.



Michael P. Grim, Mayor



Michele Stone, Town Clerk



5/01/2018 - 5/31/2018

#### **REVENUE DESCRIPTION**

	<b>AMOUNT</b>
Cigarette Tax	\$ 7,125.00
Connection Fees	\$ 550.00
Restaurant Meals Tax	\$ 9,500.62
Lease Property Payments	\$ 100.00
Zoning Permit Fees	\$ 50.00
Fines, Forfeitures & Finger Prints	\$ 3,155.65
Newtown Heritage Commemoratives	\$ 361.00
Newtown Commons Fee	\$ 150.00
Consumption Tax	\$ 336.74
State Sales Tax	\$ 12,748.96
Sale of Miscellaneous	\$ 70.20
Utility - Electric	\$ 2,393.09
Utility - Natural Gas	\$ 801.96
<b>Total</b>	<b>\$ 37,343.22</b>

#### **UTILITIES**

Water	\$ 16,595.81
Sewer	\$ 34,633.88
Penalty	\$ 146.15
PrePay	\$ 950.11
Reconnect Fee	\$ 900.00
<b>Total</b>	<b>\$ 53,225.95</b>

#### **UTILITY DEPOSITS AND AVAILABILITY FEES (DEPOSITED IN ESCROW)**

Deposits	\$ 2,400.00
<b>Total</b>	<b>\$ 2,400.00</b>

#### **TAXES**

##### **Real Estate Tax**

Principal Real	\$ 51,132.75
<b>Total</b>	<b>\$ 51,132.75</b>

##### **Personal Property Tax**

Principal Personal	\$ 19,704.64
Penalty Personal	\$ 304.67

Interest Personal	\$ 4.93
Fire Rescue	\$ 131.36
Machine/Tools	\$ 2,337.29
Business Equipment	\$ 4,945.60
Decal Fee 1	\$ 8,349.53
Decal Fee 2	\$ 1,253.35
<b>Total</b>	<b>\$ 37,031.37</b>

#### **Business Licenses**

10004 -- PERSONAL SERVICES	\$ 15.00
<b>Total</b>	<b>\$ 15.00</b>

#### **Vehicle Decals**

2nd QTR DISC	\$ 112.50
3rd QTR DISC	\$ 87.50
TRANSFER	\$ 13.00
<b>Total</b>	<b>\$ 213.00</b>

#### **Commonwealth of VA**

Local Law	\$ 1,278.00
Law Enforcement Grant	\$ 8,559.00
Communications Tax	\$ 1,990.22
<b>Total</b>	<b>\$ 11,827.22</b>

#### **EXPENDITURES**

Accounts Payable	\$ 58,064.83
Wages	\$ 26,419.27
VRS /ICMA	\$ 9,109.09
<b>Total</b>	<b>\$ 93,593.19</b>

<b>Total Revenue</b>	<b>\$ 193,188.51</b>
<b>Total Expenditures</b>	<b>\$ 93,593.19</b>
<b>Total Net Position</b>	<b>\$ 99,595.32</b>



REVENUE	PFME		CMTD	
	06/01/2017 - 6/30/2017		06/01/2018 - 06/30/2018	
Miscellaneous Receipts	\$ 44.00		\$ 70.20	60%
Connection Fees	\$ 450.00		\$ 550.00	22%
Restaurant Meals Tax	\$ 7,022.34		\$ 9,500.62	35%
Lease Property Payments	\$ -		\$ 100.00	
Veterans Memorial	\$ 100.00		\$ -	-100%
Fines, Forfeitures and Finger Prints	\$ 586.20		\$ 3,155.65	438%
Zoning Permit Fees	\$ -		\$ 50.00	
SCC - REAL ESTATE CURRENT	\$ 472.66		\$ -	-100%
Cigarette Tax	\$ 3,562.50		\$ 7,125.00	100%
Sales Tax	\$ 12,658.08		\$ 12,748.96	1%
Newtown Commons	\$ 200.00		\$ 150.00	-25%
Consumption Tax	\$ 371.28		\$ 336.74	-9%
Newtown Heritage Festival	\$ 836.00		\$ 361.00	-57%
Utility - Natural Gas	\$ 1,061.26		\$ 801.96	-24%
Utility - Electric	\$ 2,354.07		\$ 2,393.09	2%
<b>Total</b>	<b>\$ 29,718.39</b>		<b>\$ 37,343.22</b>	<b>26%</b>

UTILITIES				
Water	\$ 11,931.05	\$	\$ 16,595.81	39%
Sewer	\$ 30,008.21	\$	\$ 34,633.88	15%
Penalty	\$ 865.29	\$	\$ 146.15	-83%
PrePay	\$ 683.97	\$	\$ 950.11	39%
Reconnect Fee	\$ 300.00	\$	\$ 900.00	200%
Miscellaneous	\$ 166.46	\$	\$ -	-100%
<b>Total</b>	<b>\$ 43,954.98</b>	<b>\$</b>	<b>\$ 53,225.95</b>	<b>21%</b>

#### UTILITY DEPOSITS AND AVAILABILITY FEES (DEPOSITED IN ESCROW)

Deposits	\$ 3,600.00	\$	\$ 2,400.00	-33%
<b>Total</b>	<b>\$ 3,600.00</b>	<b>\$</b>	<b>\$ 2,400.00</b>	<b>-33%</b>
<b>Real Estate Tax</b>	<b>\$ 33,821.01</b>	<b>\$</b>	<b>\$ 51,132.75</b>	<b>51%</b>

Personal Property Tax	\$	30,135.12	\$	37,031.37	
Business Licenses	\$	518.73	\$	15.00	-97%
Vehicle Decals	\$	43.50	\$	213.00	390%
Commonwealth of VA					
Law Enforcement Grant	\$	8,559.00	\$	8,559.00	0%
Local Law	\$	-	\$	1,278.00	
Communications Tax	\$	2,109.16	\$	1,990.22	-6%
Fire Department Flow Thru	\$	1,000.00	\$	-	-100%
<b>Total</b>	<b>\$</b>	<b>11,668.16</b>	<b>\$</b>	<b>11,827.22</b>	<b>1%</b>
EXPENDITURES					
Accounts Payable	\$	91,888.60	\$	58,064.83	-37%
Wages	\$	23,093.37	\$	26,419.27	14%
VRS	\$	6,192.18	\$	9,109.09	47%
<b>Total</b>	<b>\$</b>	<b>121,174.15</b>	<b>\$</b>	<b>93,593.19</b>	<b>-23%</b>
<b>Total Revenue</b>	<b>\$</b>	<b>153,459.89</b>	<b>\$</b>	<b>193,188.51</b>	<b>26%</b>
<b>Total Expenditures</b>	<b>\$</b>	<b>121,174.15</b>	<b>\$</b>	<b>93,593.19</b>	<b>-23%</b>
<b>Total Net Position</b>	<b>\$</b>	<b>32,285.74</b>	<b>\$</b>	<b>99,595.32</b>	<b>208%</b>

#### Bank Balances as of 7/2/2018

Bank of Clarke County	3,237.97
Capon Valley Bank General Fund	320,211.51
Capon Valley Bank CIP	146,287.32
Capon Valley Utility Fund	132,515.00
Capon Valley Utility Fund CIP	123,257.32
Capon Valley Bank Mulberry Account	2,165.64
BB&T General Reserve Fund	21,984.31
BB&T Utility Reserve Funds	10,744.83
BB&T Savings Account	9,520.28
BB&T CD (Peter B. Stickley)	11,477.45

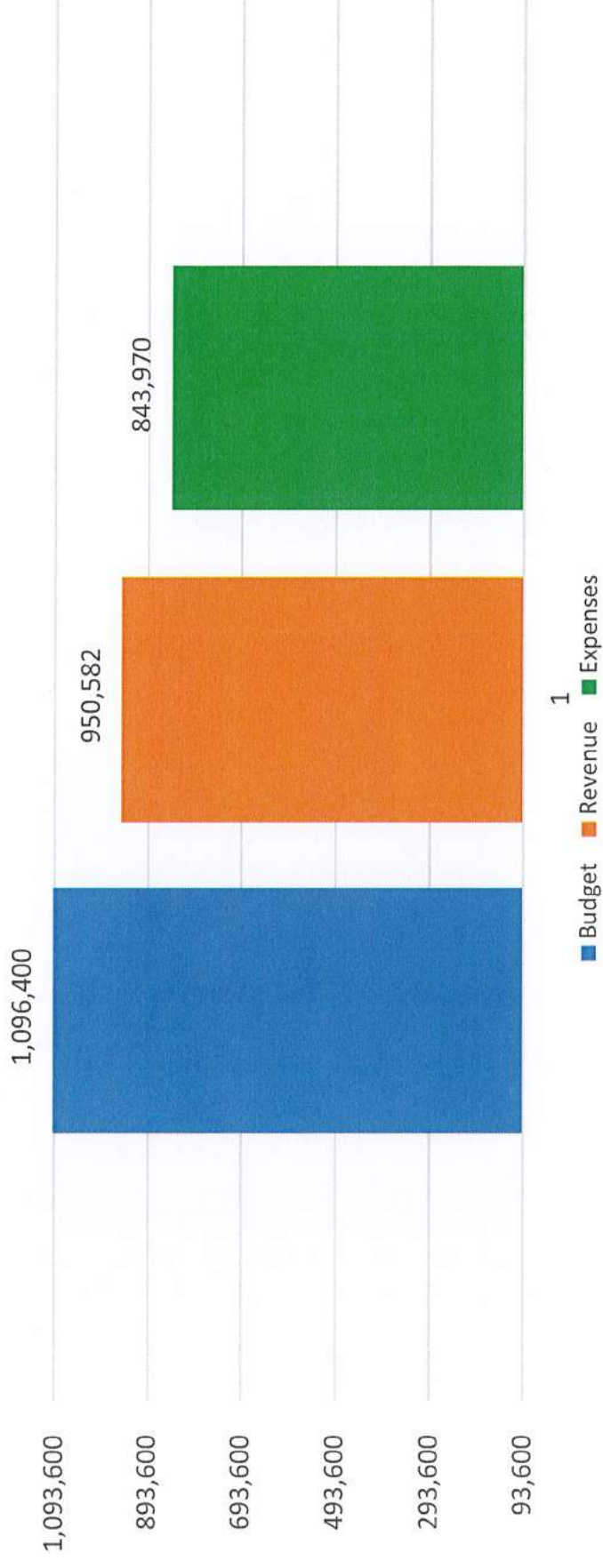
#### Total Bank Fund Balances - Cash On Hand

**781,401.63**

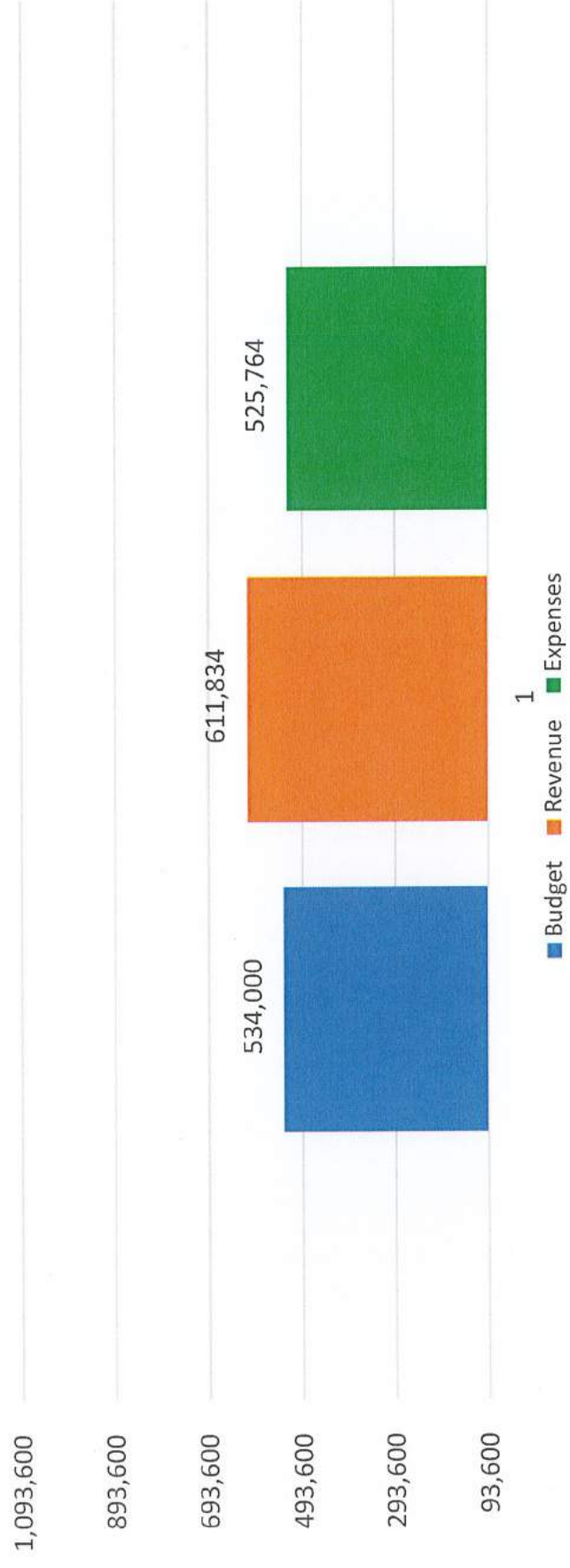
**RE Collections: 2017 - 94.85%**

**PP Collections: 2017 - 89.15%**

## 4th Quarter General Fund



## 4th Quarter Utility Fund



To: Mayor Mike Grim  
Members of Town Council

From: Chief Charles E. Bockey, Jr.

Date: July 1, 2018

Subject: Police Report for June 2018

The Stephens City Police Department responded to 793 calls for services during the month of June. We assisted the Frederick County Sheriff's Office with 64 calls, the Middletown Police Department with 10 calls and the Virginia State Police with 3 calls.

We wrote a total of 52 citations for the month and 1 parking notice for No Town Decal and Park in the Wrong Direction. A breakdown of citations follows.

- 41 – Speeding
- 8 – Fail to Obey Signs
- 1 – Expired State Tags
- 1 – No State License for Virginia
- 1 – No Operator's License

We spent approximately 18 hours in court for the month.

We wrote 11 incident reports for the month and had 2 arrests. A breakdown follows.

- 2 – Accidents
- 1 – Threats in Writing
- 2 – Lost Property
- 1 – Fraud by Phone
- 2 – Shoplifting
- 1 – Found Property
- 1 – Mental Case
- 1 – Vehicle Vandalism



## **WATER & SEWER COMMITTEE MINUTES**

Wednesday, June 20, 2018  
4:00 pm

### **I. Call to Order**

Mr. Nauman called the meeting to order at 4:13 pm.

#### Meeting Minutes

The meeting minutes from the prior meeting(s) are approved.

### **II. Statement of Quorum**

#### In Attendance

Messrs. Nauman, Fravel, Ms. Swygert-Smith

Messrs. Majher, Swain

### **III. Matters from the Public**

None

### **IV. Public Works Staff Report**

A. The manholes were unable to be raised to address inflow and infiltration due to the rain. The project has been rescheduled until the second week of July.

### **V. Town Manager's Report**

A. No report.

### **VI. Frederick County Sanitation Authority (FCSA)**

#### A. Updated FCSA Statement of Account

1. Mr. Majher will prepare an updated FCSA Statement of Account for the next Council meeting reflecting the actual pump flows by the FCSA based on the second set of flow records the FCSA recently disclosed after being ordered by the court to do so.
2. Mr. Nauman commented on the fact the second set of flow records were marked "Confidential" by the FCSA.
3. Discussion followed.

B. Letter to State Health Commissioner

1. The Town has received a response from the State Health Commissioner (attached).

C. Trial Date

2. A possible trial date of March 11, 2019 has been discussed by legal counsel.

**VII. FY 2018-19 Water and Sewer Rates**

- A. Staff presented three (3) scenarios concerning FY 2018-19 water and sewer rates (attached).
- B. Discussion followed.
- C. Ms. Swygert-Smith moved to adopt Scenario #1 (attached). The motion passed unanimously.

**VIII. Letter to Citizens**

- A. Mr. Nauman and Mr. Majher presented to latest revision of the open letter to citizens concerning the FCSA with comments and edits from counsel.
- B. Discussion followed.
- C. Mr. Nauman stated he would revise the letter and provide a final version to staff for distribution.

**IX. Closed Session (if required)**

None

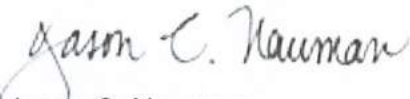
**X. Matters Not Listed on the Agenda**

None

**XI. Adjournment**

Mr. Nauman adjourned the meeting at 4:55 pm.

Respectfully submitted:



Jason C. Nauman  
Committee Chairman

**ACTION LETTER**

- **Town Manager:** Provide updated FCSA statement of account for July Council meeting.
- **Town Manager:** Discuss next steps regarding the correspondence with the State Health Commissioner with legal counsel.
- **Finance Committee:** Consider FY 2018-19 water and sewer rates as recommended.
- **Committee Chairman:** Prepare final version of open letter to citizens for distribution.



# COMMONWEALTH of VIRGINIA

*Department of Health*

P O BOX 2448  
RICHMOND, VA 23218

TTY 7-1-1 OR  
1-800-828-1120

May 25, 2018

Mr. Mike Majher  
Town Manager  
Town of Stephens City  
1033 Locust Street  
Stephens City, Virginia 22655

RE: Town of Stephens City v. Fredrick County Sanitation Authority

Dear Mr. Majher:

This is in response to your recent letter to Dr. Oliver asking that the Acting State Health Commissioner find and certify that shutting off the water supply will endanger the health of persons in the Town of Stephens City. You are basing your request on your interpretation of Virginia Code § 15.2-5138. The Virginia Department of Health (VDH) appreciates your concern about the possibility that the Frederick County Sanitation Authority (Frederick Water) may stop providing drinking water to the Town of Stephens City, but, as explained below, the certification you request is not an appropriate response at this time.

VDH records indicate the Town operates a consecutive waterworks (PWSID 2069634) that consists of the distribution system and four connections to other waterworks: two to Frederick Water (PWSID 2069250) at the Fairview Drive and Squirrel Lane meter vaults; and two to the City of Winchester (PWSID 2840500) at the Belaire Street and Green Street meter vaults. Your letter indicates that the Town's waterworks currently receives all of its water from Frederick Water.

In order to protect public health and ensure the consumers served by the Town's waterworks have a safe, adequate supply of water, the Waterworks Regulations, at 12VAC5-590-360 A, require that:

The water utility owner . . . provide and maintain conditions through the entirety of the water supply system in a manner which will assure a high degree of capability and reliability to effect compliance with these standards. This requirement shall pertain to the source of supply, treatment, transmission, storage, and distribution facilities and the operation thereof.

Mr. Mike Majher  
May 25, 2018  
Page Two

The Town, as the owner and operator of the waterworks, is required to ensure a source of water supply. Although your letter states that the Town has no other source of water, my understanding is that the City of Winchester has adequate capacity to meet the Town's average water demand, but that the functionality of the connection(s) between the two waterworks has not been checked recently.

Because the ongoing litigation between the Town and Frederick Water over the terms of the contract and the use of water from the quarries makes the supply of water uncertain, VDH encourages the Town to make alternative arrangements to ensure the Town's water supply. Specifically, the Town and the City of Winchester could enter into an agreement by which the City could also serve as a wholesaler for the Town. Alternatively, the Town could make or enter into an agreement with Frederick Water to ensure, regardless of the court's decision on the merits of the pending case, that neither party will stop providing water to the Town's consumers. These are but two suggestions the Town should consider to pursue initially as a potential path forward that guarantees a water supply for the Town's residents.

VDH's Office of Drinking Water (ODW) can provide technical advice on the operation of the distribution system and requirements to verify the functionality of the connection(s) to the City of Winchester and Frederick Water. Please contact Jim Moore, PE, Director of ODW's Lexington Field Office, at (540) 463-7136 or [jim.moore@vdh.virginia.gov](mailto:jim.moore@vdh.virginia.gov) if the situation with the water supply changes or you require technical assistance. Thank you again for contacting me with your concerns. I hope this information is helpful to you.

Sincerely,

Handwritten signature of Kimberly A. J. Allan in cursive script.

Kimberly A. J. Allan, MPA  
Acting Deputy Commissioner  
for Public Health and Preparedness

cc: James W. Moore, III, PE, Field Director, Lexington Field Office  
Colin M. Greene, MD, MPH, District Director, Lord Fairfax Health District

Stephens City Utility Bills					Frederick Utility Bills				
USAGE	WATER	SEWER	TOTAL	Difference	USAGE	WATER	SEWER	TOTAL	
2	19.97	46.61	66.58	5.04	2	26.09	35.45	61.54	
3	19.97	46.61	66.58	(4.45)	3	30.41	40.62	71.03	
4	24.31	56.63	80.94	0.42	4	34.73	45.79	80.52	
5	28.65	66.65	95.30	5.29	5	39.05	50.96	90.01	
6	32.99	76.67	109.66	10.16	6	43.37	56.13	99.50	
7	37.33	86.69	124.02	15.03	7	47.69	61.30	108.99	
8	41.67	96.71	138.38	19.90	8	52.01	66.47	118.48	
9	46.01	106.73	152.74	24.77	9	56.33	71.64	127.97	
10	50.35	116.75	167.10	29.64	10	60.65	76.81	137.46	
11	54.69	126.77	181.46	34.51	11	64.97	81.98	146.95	
12	59.03	136.79	195.82	39.38	12	69.29	87.15	156.44	
13	63.37	146.81	210.18	44.25	13	73.61	92.32	165.93	
14	67.71	156.83	224.54	49.12	14	77.93	97.49	175.42	
15	72.05	166.85	238.90	53.99	15	82.25	102.66	184.91	
16	76.39	176.87	253.26	58.86	16	86.57	107.83	194.40	
17	80.73	186.89	267.62	63.73	17	90.89	113.00	203.89	
18	85.07	196.91	281.98	68.60	18	95.21	118.17	213.38	
19	89.41	206.93	296.34	73.47	19	99.53	123.34	222.87	
20	93.75	216.95	310.70	78.34	20	103.85	128.51	232.36	
21	98.09	226.97	325.06	83.21	21	108.17	133.68	241.85	
22	102.43	236.99	339.42	88.08	22	112.49	138.85	251.34	
23	106.77	247.01	353.78	92.95	23	116.81	144.02	260.83	
24	111.11	257.03	368.14	97.82	24	121.13	149.19	270.32	
25	115.45	267.05	382.50	102.69	25	125.45	154.36	279.81	

Scenario 1

Water			
Current Rate		New Rate	
3.34 (1+30%)		4.342	
Sewer			
Current Rate		New Rate	
7.71 (1+30%)		10.023	
3.34	3,000	10.02	
7.71	3,000	23.13	
		33.15	Portion based on regular wtr/swr
Base		56.65	
		(23.50)	Admin Rate
4.34	3,000	13.02	
10.02	3,000	30.06	
		43.08	
Base		56.65	
CURRENT min. use		43.08	
\$ 56.65		23.50	
		66.58	Minimum Usage
		19.97	46.61
Base Water		Base Sewer	

Stephens City Utility Bills					Frederick Utility Bills				
USAGE	WATER	SEWER	TOTAL	Difference	USAGE	WATER	SEWER	TOTAL	
2	15.75	39.90	56.65	(4.89)	2	26.09	35.45	61.54	
3	16.75	39.90	56.65	(14.38)	3	30.41	40.62	71.03	
4	21.09	49.92	71.01	(9.51)	4	34.73	45.79	80.52	
5	25.43	59.94	85.37	(4.64)	5	39.05	50.96	90.01	
6	29.77	69.96	99.73	0.23	6	43.37	56.13	99.50	
7	34.11	79.98	114.09	5.10	7	47.69	61.30	108.99	
8	38.45	90.00	128.45	9.97	8	52.01	66.47	118.48	
9	42.79	100.02	142.81	14.84	9	56.33	71.64	127.97	
10	47.13	110.04	157.17	19.71	10	60.65	76.81	137.46	
11	51.47	120.06	171.53	24.58	11	64.97	81.98	146.95	
12	55.81	130.08	185.89	29.45	12	69.29	87.15	156.44	
13	60.15	140.10	200.25	34.32	13	73.61	92.32	165.93	
14	64.49	150.12	214.61	39.19	14	77.93	97.49	175.42	
15	68.83	160.14	228.97	44.06	15	82.25	102.66	184.91	
16	73.17	170.16	243.33	48.93	16	86.57	107.83	194.40	
17	77.51	180.18	257.69	53.80	17	90.89	113.00	203.89	
18	81.85	190.20	272.05	58.67	18	95.21	118.17	213.38	
19	86.19	200.22	286.41	63.54	19	99.53	123.34	222.87	
20	90.53	210.24	300.77	68.41	20	103.85	128.51	232.36	
21	94.87	220.26	315.13	73.28	21	108.42	133.98	242.40	
22	99.21	230.28	329.49	78.15	22	112.99	139.45	252.44	
23	103.55	240.30	343.85	83.02	23	117.56	144.92	262.48	
24	107.89	250.32	358.21	87.89	24	122.13	150.39	272.52	
25	112.23	260.34	372.57	92.76	25	126.70	155.86	282.56	

Scenario 2

Water	
Current Rate	New Rate
3.34 (1+30%)	4.342
Sewer	
Current Rate	New Rate
7.71 (1+30%)	10.023

Stephens City Utility Bills					Frederick Utility Bills				
USAGE	WATER	SEWER	TOTAL	Difference	USAGE	WATER	SEWER	TOTAL	
2	21.78	51.87	73.65	12.11	2	26.09	35.45	61.54	
3	21.78	51.87	73.65	2.62	3	30.41	40.62	71.03	
4	26.12	61.89	88.01	7.49	4	34.73	45.79	80.52	
5	30.46	71.91	102.37	12.36	5	39.05	50.96	90.01	
6	34.80	81.93	116.73	17.23	6	43.37	56.13	99.50	
7	39.14	91.95	131.09	22.10	7	47.69	61.30	108.99	
8	43.48	101.97	145.45	26.97	8	52.01	66.47	118.48	
9	47.82	111.99	159.81	31.84	9	56.33	71.64	127.97	
10	52.16	122.01	174.17	36.71	10	60.65	76.81	137.46	
11	56.50	132.03	188.53	41.58	11	64.97	81.98	146.95	
12	60.84	142.05	202.89	46.45	12	69.29	87.15	156.44	
13	65.18	152.07	217.25	51.32	13	73.61	92.32	165.93	
14	69.52	162.09	231.61	56.19	14	77.93	97.49	175.42	
15	73.86	172.11	245.97	61.06	15	82.25	102.66	184.91	
16	78.20	182.13	260.33	65.93	16	86.57	107.83	194.40	
17	82.54	192.15	274.69	70.80	17	90.89	113.00	203.89	
18	86.88	202.17	289.05	75.67	18	95.21	118.17	213.38	
19	91.22	212.19	303.41	80.54	19	99.53	123.34	222.87	
20	95.56	222.21	317.77	85.41	20	103.85	128.51	232.36	
21	99.90	232.23	332.13	89.73	21	108.42	133.98	242.40	
22	104.24	242.25	346.49	94.05	22	112.99	139.45	252.44	
23	108.58	252.27	360.85	98.37	23	117.56	144.92	262.48	
24	112.92	262.29	375.21	102.69	24	122.13	150.39	272.52	
25	117.26	272.31	389.57	107.01	25	126.70	155.86	282.56	

Scenario 3

Water		
Current Rate	New Rate	
3.34 (1+30%)	4.342	
Sewer		
Current Rate	New Rate	
7.71 (1+30%)	10.023	
Base Water		
16.75 (1+30%)	21.78	
Base Sewer		
39.90 (1+30%)	51.87	

**TOWN OF STEPHENS CITY**  
**COMMITTEE MEETING MINUTES**

Committee: FINANCE

Date: 6/20/18

Time:

Attendance: HOLLIS, FRANEL  
NAUMAD, MASHER

Approval of Minutes from prior meeting:

✓

Purposes/Subjects to be reviewed:

WATER / SEWER RATES

RECOMMENDATION FROM WATER AND SEWER COMMITTEE

TO ADOPT NEW RATES AS FOLLOWS

WATER 4.34

SEWER 10.00

NEW minimum = \$66.58 PER 2 mos vs. current \$66.65<sup>#</sup>

Brief of Committee Actions and Recommendations:

ACCEPT RECOMMENDATION OF WATER + SEWER, AND WILL

RECOMMEND TO COUNCIL @ ITS JULY MEETING

Joseph W. Hollis  
Signature of Chairman

# July 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 Town Council 7:00 pm	4 Fourth of July Office Closed	5	6	7
8	9	10 Personnel 4:30 pm	11	12	13	14
15	16	17 HPC Meeting 5:00 pm	18 Public Works Water/Sewer 4:30 pm	19 NHF Committee 7:15 pm	20	21
22	23 Parks & Recreation 5:30pm	24	25 Finance 4:00 pm	26 Public Safety 5:00 pm	27	28
29	30	31 Planning Commission 7:30 pm				

## August 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7 TOWN COUNCIL 7:00 PM	8	9	10	11
12	13	14 Personnel 4:30 pm	15 Public Works Water/Sewer 4:30 pm	16 NHF Committee 7:15 pm	17	18
19	20	21 HPC Meeting 5:00 pm	22 Finance 4:00 pm	23 Public Safety 5:00 pm	24	25
26	27 Parks & Rec 5:30 pm	28 Planning Commission 7:30 pm	29	30	31	