



# Service Authority

Paul E. Ruecker, Chairman  
Eric A. Young, Vice Chairman  
Janice R. Carr, Secretary-Treasurer  
Joyce P. Eagles, Member  
Ernie Gonzales, Member  
Dr. K. Jack Kooyoomjian, Member  
David A. Rutherford, Member  
L. Ben Thompson, Member

Dean E. Dickey, General Manager  
Leslie A. Griffith, Deputy General Manager/CFO

## MINUTES OF BOARD OF DIRECTORS MEETING OF JANUARY 9, 2014

Board Members Present: Joyce Eagles, Ernie Gonzales, K. Jack Kooyoomjian, Ph.D., Paul E. Ruecker, David A. Rutherford, L. Ben Thompson, and Eric A. Young

Staff : Dean E. Dickey, Leslie A. Griffith, Lyle Beefelt, Samer Beidas, Keenan Howell, Evelyn Mahieu, Ph.D., Astrid Nelson, Theresa O'Quinn, Don Pannell, James Pflugshaupt, George DiCarlo, Howard Kartel, Andrew Higginbotham, and Kimberly Murray

Legal Counsel : Mark Viani

Absent : Janice R. Carr

Guests : Marion Wall, Alex Vanegas, Bobby Cornell, Cheryl Leiby, and Larry Leiby

---

### 1. GENERAL MATTERS

Chairman Ruecker called the meeting to order at 7:30 p.m.

a) Consideration of Approval of Minutes of November 14, 2013

Chairman Ruecker called for approval of the Minutes of the November 14, 2013 Board meeting.

Motion : Dr. Kooyoomjian moved to approve the Minutes of the November 14, 2013 Board meeting.  
Second : Mrs. Eagles  
Ayes : Kooyoomjian, Eagles, Gonzales, Ruecker, Rutherford, Thompson, Young  
Absent : Carr

b) Consideration of Announcements by Staff

Mr. Dickey wished a happy birthday to Mr. Ruecker, whose birthday is January 30.

Mr. Dickey reminded Board members that their Statement of Economic Interests Form is due Wednesday, January 15. They may send their form directly to the Prince William County (PWC) offices or give it to us to send for them.

Mr. Dickey noted that there were several items at Board Members' places: The amended Resolution for Action Item #3.c); articles from the **Prince William Times, Potomac Local, Bristow Beat** and **InsideNova** advising residents how to protect their water pipes from freezing; and an article from **InsideNova** publicizing the Service Authority's Food Drive to benefit ACTS and SERVE. Mr. Dickey further advised that it will be necessary to convene a closed meeting.

c) Citizens' Time

No citizens were in attendance who wished to speak.

2. COMMENDATIONS

a) Bobby Cornell

Mr. Dickey called Mr. Bobby Cornell forward and read the resolution commending him on his retirement after twenty-six years and eleven months of service to the customers of the Prince William County Service Authority and the citizens of Prince William County.

Motion : Mrs. Eagles moved that the Prince William County Service Authority Board of Directors does hereby commend Mr. Bobby Cornell for his dedicated service to the customers of the Prince William County Service Authority and the citizens of Prince William County, and expresses best wishes for happiness in his retirement.

Second : Dr. Kooyoomjian

Mr. Cornell expressed how much he has enjoyed working at the Service Authority.

Ayes : Eagles, Kooyoomjian, Gonzales, Ruecker, Rutherford, Thompson, Young  
Absent : Carr

b) Cheryl Leiby

Mr. Dickey called Mrs. Cheryl Leiby forward and read the resolution commending her on her retirement after thirty-two years and one month of service to the customers of the Prince William County Service Authority and the citizens of Prince William County.

Motion : Mr. Rutherford moved that the Prince William County Service Authority Board of Directors does hereby commend Mrs. Cheryl Leiby for her dedicated service to the customers of the Prince William County Service Authority and the citizens of Prince William County, and expresses best wishes for happiness in her retirement.

Second : Mrs. Eagles

Board members shared their comments and appreciation for Mrs. Leiby and her dedication to the Service Authority.

Ayes : Rutherford, Eagles, Gonzales, Kooyoomjian, Ruecker, Thompson, Young  
Absent : Carr

Mrs. Leiby thanked everyone for their support during her career at the Service Authority. Mr. Dickey introduced former Board Chairmen Mr. Marion Wall and Mr. Alex Vanegas, who attended the meeting to support Mrs. Leiby's commendation.

3. ACTION MATTERS

a) Acceptance and Authorization to Release FY 2013 Comprehensive Annual Financial Report (CAFR)

Mrs. Eagles, Chair of the Audit Committee, on behalf of the Audit Committee consisting of Mr. Thompson, Dr. Kooyoomjian and herself, presented the FY 2013 CAFR to the Board of Directors. Mrs. Eagles conveyed her appreciation to the staff and the Audit Committee Members. She reported that a new auditor, PBMares LLP, was chosen for the next five years. The audit was clean and no management comments were made.

Motion : Mrs. Eagles moved that the Prince William County Service Authority Board of Directors hereby accept and authorize release of the Comprehensive Annual Financial Report for the fiscal year which ended June 30, 2013.

Ayes : Eagles, Gonzales, Kooyoomjian, Ruecker, Rutherford, Thompson, Young  
Absent : Carr

b) Approval of Utility Agreement between Prince William County Service Authority and Prince William County for Loop Closures at Russell Road and Prince William Parkway

Mr. Dickey advised the Board that the Authority would like to take advantage of the work in progress by the County on Prince William County Parkway, and he would like to recommend the Board of Directors authorize the General Manager to execute a standard utility agreement for the Prince William County project to reimburse the County \$654,724.00 for 2,700 linear feet of 12-inch water line and \$26,188.96 for administration, and authorize \$680,912.96 for the construction of the project plus a ten percent (10%) contingency fee of \$68,091.30, for a total authorization not to exceed \$749,004.26. Mr. Dickey asked that the Board approve this request.

Motion : Mr. Young moved that the Prince William County Service Authority Board of Directors hereby authorizes the General Manager to execute the Utility Agreement for Prince William County Project 294-076-071 to reimburse the County \$654,724.00 for 2,700 linear feet of 12-inch water line plus a four percent (4%) administrative fee of \$26,188.96, totaling \$680,912.96 for the construction of the project, plus a ten percent (10%) contingency fee of \$68,091.30, for a total authorization not to exceed \$749,004.26.

Second : Mrs. Eagles

Discussion was held regarding the location of the loop, whether it will connect to Virginia-American Water Company (VAWC), tank renovation, water pressures, etc.

Ayes : Young, Eagles, Gonzales, Kooyoomjian, Ruecker, Rutherford, Thompson  
Absent : Carr

c) Issuance of Task Order to Whitman, Requardt and Associates, LLP, to Provide Engineering Services for Sudley Road Water Main Project Easement Acquisition and Easement Plat Preparation

Mr. Dickey asked that the Board of Directors authorize the General Manager to issue a Task Order to Whitman, Requardt and Associates to provide engineering services for the Sudley Road Water Main Project Easement Acquisition and Easement Plat Preparation for an amount not to exceed \$161,120.30. Mr. Dickey reminded the Board that design of the Sudley Road project was recently approved by the Board; this project is to acquire the easements so we can move the lines out of the middle of Sudley Road to a more accessible location, create more loops in the area, and affect fewer customers if and when we have a water main break.

Motion : Dr. Kooyoomjian moved that the Prince William County Service Authority Board of Directors hereby authorizes the General Manager to issue a Task Order to Whitman, Requardt and Associates, LLP to provide engineering services for the Sudley Road Water Main Project Easement Acquisition and Easement Plat Preparation project in the amount of \$146,473.00, plus a ten percent contingency of \$14,647.30, for a total authorization not to exceed \$161,120.30.

Second : Mr. Gonzales

Dr. Kooyoomjian commented on the favorability of the re-alignment of the lines. Clarification was provided on the minor correction in the wording of the resolution, as presented at Board members' places.

Ayes : Kooyoomjian, Gonzales, Eagles, Ruecker, Rutherford, Thompson, Young

Absent : Carr

#### 4. GENERAL MANAGER'S REPORT

a) Mr. Dickey reviewed a list of current Authority projects and provided the status of each.

b) Comprehensive Plan Discussion: Mr. Dickey referred to the email he sent to Board members on January 6, 2014 suggesting changes to the PWC (County) Comprehensive Plan language. As stated in the email, the suggested language is not intended to be an official request, but rather a starting point for discussion with the County (for reasonable water line extensions [by developers] to improve reliability and water quality). Mr. Ruecker said he feels the existing plan language has served us reasonably well. There was general discussion about whether the Authority should provide these suggestions to the County if they have not asked us to review the language, as well as the reasoning behind the Authority asking to make these suggestions to the County. Board members decided to table this discussion for now.

c) Mr. Dickey advised the Board of a request the Authority received from PWC Executive Melissa Peacor to determine the feasibility of having public water service installed in coordination with the improvement of Route 28 out to Nokesville (from Vint Hill Road to Fleetwater Drive). Two documents were provided to Board members: (1) A list of advantages and disadvantages of building this line, and (2) A copy of the PWC 2008 Comprehensive Plan Thoroughfare Plan Map, showing the line's proposed location. General discussion followed. With respect to our response to the County, the sense of the Board is that the Service Authority has reservations (to be provided in the response). However, if the Board of County Supervisors wishes to hold further discussion, the Authority is willing to enter into same. Mr. Dickey will send a draft reply letter to Board members for review and comment before sending to the County.

d) Copies of Draft FY15 Budget Guidance were distributed to the Board members. This subject will be discussed at the February Board meeting.

e) Mr. Dickey advised that it will be necessary to have a closed meeting regarding potential litigation, according to Code of Virginia §2.2-3711A7.

#### 5. ATTORNEY'S TIME

Mr. Viani will present his report in a closed meeting.

#### 6. CONSIDERATION OF MATTERS PRESENTED BY MEMBERS

Dr. Kooyoomjian thanked Authority staff for their excellent work on tonight's Board package. He also thanked Mr. Beidas for the improvements to the CIP status sheet. He also provided editorial comments in the Potable Water and Sanitary Sewer sections of the County's Comprehensive Plan.

Mr. Thompson congratulated staff for the good job they did in writing the points about extending the water line on Route 28.

Mrs. Eagles agreed with Mr. Thompson's remarks and also said she's looking forward to the Water Art Invitational.

Mr. Young announced he is participating in a "Polar Bear Plunge" on February 22 to benefit Special Olympics.

Mr. Gonzales added his thanks to the staff for providing requested information and answering his questions on various issues to help him learn about Service Authority operations.

Mr. Ruecker commended the Operations & Maintenance staff for their excellent service in handling water main breaks. While on the subject, a graph depicting the number of Water Main Breaks per Year was distributed to Board members. The number of breaks has decreased from 160 in 2005 to approximately 125 in 2013. Mr. Pannell expressed his appreciation to the Board for their commitment to maintaining the Authority's infrastructure, renewing assets, etc. to help reduce the number of breaks.

Mr. Dickey introduced Mr. George DiCarlo, Project Engineer III, who will be responsible for managing the Service Authority's capital projects.

7. ADMINISTRATIVE REPORTS

Chairman Ruecker asked the Board Members to please provide any questions they may have on the Administrative Reports to Mr. Dickey for dissemination to the appropriate staff member.

8. CLOSED MEETING

Chairman Ruecker announced a closed meeting at 9:30 p.m. for the purpose of discussing potential litigation.

Motion : Dr. Kooyoomjian  
Second : Mrs. Eagles  
Ayes : Kooyoomjian, Eagles, Gonzales, Ruecker, Rutherford, Thompson, Young  
Absent : Carr

Upon conclusion of the closed meeting at 10:16 p.m. and in compliance with the Freedom of Information Act, a motion was made by Mrs. Eagles and seconded by Mr. Thompson to return to an open meeting certifying that to the best of the members' knowledge, the only matters considered were those that were appropriate to be discussed under Code of Virginia §2.2-3711A7, Litigation.

CERTIFICATION FOR CLOSED MEETING

**WHEREAS**, the Prince William County Service Authority Board of Directors has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and,

**WHEREAS**, §2.2-3711A7 of the Code of Virginia requires a certification by the Prince William County Service Authority Board of Directors that such closed meeting was conducted in conformity with Virginia law;


**NOW, THEREFORE, BE IT RESOLVED** that the Prince William County Service Authority Board of Directors hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered in the closed meeting.

Motion: Mrs. Eagles  
Second: Mr. Rutherford  
Ayes : Eagles, Rutherford, Carr, Gonzales, Kooyoomjian, Ruecker, Thompson, Young

9. ADJOURNMENT

Motion: Dr. Kooyoomjian  
Second: Mr. Gonzales

The meeting adjourned at 10:17 p.m.

  
\_\_\_\_\_  
Janice R. Carr  
Secretary-Treasurer