



# 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 APRIL 10, 2014

Board Members Present : Janice R. Carr, Joyce P. Eagles, Ernie Gonzales, K. Jack Kooyoomjian, Ph.D., 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, Andrew Cockram, Kipp Hanley, Damion Lampley, Kimberly Murray, and Marlo Thomas Watson.

Legal Counsel : Mark Viani

Absent : Paul Ruecker, Chairman

Guests : Science Fair Winners and their families

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### 1. GENERAL MATTERS

Vice Chairman Young called the meeting to order at 7:32 PM.

a) Science Fair Winners

The winners of the 2014 Prince William-Manassas Regional Science Fair were recognized in the Board Room.

b) Consideration of Approval of Minutes of March 13, 2014

*Vice Chairman Young*

~~Chairman Ruecker~~ called for approval of the Minutes of the March 13, 2014 Board meeting.

Motion : Mrs. Carr moved to approve the Minutes of the March 13, 2014 Board meeting.  
Second : Mr. Gonzales  
Ayes : Carr, Gonzales, Eagles, Thompson, Young  
Abstain: Kooyoomjian and Rutherford  
Absent : Ruecker

c) Consideration of Announcements by Staff

Mr. Dickey wished a belated happy birthday to Dr. Kooyoomjian, whose birthday was April 5. He also wished a happy birthday to Mrs. Eagles, whose birthday is April 12.

Mr. Dickey noted the following items at Board Members' places: (1) PWCSA Stickers and Flyers for Kidz@Work Day (Thursday, April 24); and (2) A Draft version of the Board of Directors' Responsibilities and Accomplishments, prepared by Mr. Dickey.

d) Citizens' Time

No citizens were in attendance who wished to speak.

2. PRESENTATIONS

a) Effective Utility Management Criteria

Mr. Beefelt gave a briefing on the 2013 Performance Measurement Report, which is based on the Effective Utility Management (EUM) criteria, the Qualserve Performance Indicators Survey (Qualserve) and the Authority's own performance measures. Consistent with last year's results, the Authority's performance, compared to Qualserve standards, was excellent. Discussion followed.

3. ACTION MATTERS

a) Approval of First Amendment to Agreement for Completion of Contract Work by Tendered Replacement Contractor for Construction Completion of the H. L. Mooney Laboratory, Administration and Public Education Facility

Mr. Dickey noted that this amendment was precipitated by the first contractor on this project going bankrupt. The Authority negotiated with the bonding company to have them pay for the costs associated with acquiring a new contractor, and has completed this reconciliation for the Board's approval. Mr. Dickey requested the Board approve this First Amendment to the Agreement and also increase the originally endorsed amount of \$11,584,650 by \$356,980 to cover the additional work, performed by Keller Brothers and funded by Zurich, for a total authorization not to exceed \$11,941,630.

Motion : Mrs. Eagles moved that the Prince William County Service Authority Board of Directors hereby approves the First Amendment to Agreement for Completion of Contract Work by Tendered Replacement Contractor for Construction Completion of the H. L. Mooney Laboratory, Administration and Public Education Facility for a total not to exceed \$11,941,630.

Second : Dr. Kooyoomjian

Discussion followed.

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

Mr. Dickey commended Mr. Beefelt and Mr. Beidas (and their staff) for their work on this project.

b) Approval of Basic Ordering Agreements for Project Engineering and Architectural Services

Mr. Dickey requested that the Board approve Basic Ordering Agreements to provide project engineering and architectural services for the Service Authority.

Motion : Dr. Kooyoomjian moved that the Prince William County Service Authority Board of Directors hereby approves the Basic Ordering Agreements for Project Engineering and Architectural Services.

Second : Mr. Gonzales

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

4. GENERAL MANAGER'S REPORT

a) Mr. Dickey announced that the Annual Comprehensive Customer Satisfaction Survey results showed the Service Authority received a rating of 9.0 out of a possible 10.0. (Copies of the report were distributed to Members.) Mrs. Nelson provided information about how the survey was conducted and the types of questions asked. The Authority's score has increased each year during the four years it has been conducted. A rating of 8 or above is considered excellent.

b) Mr. Dickey reported on the construction of water and sewer lines and a pump station in Occoquan Forest. Staff will request approval of this project soon. A cost estimate was provided previously; the actual cost will be known after the project is bid, and has likely increased. However, this project is still less expensive than replacing the plant in that area. The unanticipated double-walling of the line contributed significantly to the price increase. Discussion followed. Dr. Kooyoomjian praised staff for their excellent work and public outreach efforts.

c) Mr. Dickey advised the Budget Workshop will be held Monday, April 21, 2014 at 6:30 PM.

d) Mr. Dickey met with Ms. Susan Roltsch, Deputy County Executive, and Chris Price, the County's Director of Planning, about the Authority's concerns regarding proffers and how, in the case of a recent proffer, the appropriate language requested by the Authority was not provided. As a result of the meeting, County staff will work with the Service Authority to include the Authority's language in the proffers for future development projects.

e) Mr. Dickey encouraged Board Members to check the Authority's website often for updates on the News Rotator page. The Authority also has a number of followers on its social media accounts on Facebook, Twitter and LinkedIn. The Communications Division continues to find ways to increase communication about what the Service Authority does and keeps our customers and stakeholders informed about the value the Authority provides.

f) Mr. Dickey announced the Authority's annual Picnic is scheduled for Wednesday, May 14, 2014 (11:30 AM – 1:30 PM).

5. ATTORNEY'S TIME

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

6. CONSIDERATION OF MATTERS PRESENTED BY MEMBERS

Mr. Rutherford referred to the CIP document and stated how impressed he is with all the work the Authority staff does.

Mr. Gonzales noted that the Authority's social media efforts are helpful for friends, etc., especially regarding timely announcements of water main breaks, etc. He also appreciates all the reports staff prepares and the detail provided.

Mrs. Carr mentioned the Science Fair winners and how impressive their projects were. She suggested the Authority consider providing some kind of scholarship to students who want to work in this field.

Mrs. Eagles agreed with Mrs. Carr about the Science Fair winners. She also commented on the Service Awards Luncheon and how impressed she was with the number of years of service represented by the employees who were recognized. Lastly, she advised the Audit Committee will meet before the next Board meeting.

Mr. Thompson thanked Mr. Dickey and Authority staff for their analysis of his community's swimming pool water. He also commended the staff's good work.

Dr. Kooyoomjian thanked staff for the Service Awards Luncheon. He acknowledged Operations and Maintenance staff for resolving issues at a customer's home. He noted that Authority staff is always very professional. He also thanked staff for the information (provided at the March meeting) about the Authority's logo trademark certificates. He suggested the Authority may want to consider submitting information such as the "Otis and Bubbles" cartoons to AWWA, WEF, NACWA, etc. for visibility. Lastly, Dr. Kooyoomjian recommended the Authority consider sharing the customer service survey results with the Prince William Board of County Supervisors, if desired, to remind them the Authority is a world-class organization.

Mr. Young thanked staff for the monthly reports. He also mentioned recent customer service issues in Gainesville District were resolved swiftly.

#### 7. ADMINISTRATIVE REPORTS

Vice Chairman Young 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.

Mr. Dickey advised that it will be necessary to have a closed meeting regarding Codes of Virginia §2.2-3711A1, Personnel and §2.2-3711A7, Litigation.

#### 8. CLOSED MEETING

Vice Chairman Young announced a closed meeting at 8:40 PM for the purpose of discussing personnel and litigation under Codes of Virginia §2.2-3711A1, Personnel Matters and §2.2-3711A7, Litigation.

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

Upon conclusion of the closed meeting at 9:45 PM and in compliance with the Freedom of Information Act, a motion was made by Mrs. Eagles and seconded by Mr. Rutherford 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 Codes of Virginia §2.2-3711A1, Personnel and §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, Thompson, Young  
Absent : Ruecker

Motion : Mr. Thompson moved that the Board of Directors amend the Service Authority's Pay and Benefits policy for Retiree Health Premiums, retroactive to January 1, 2014, to read as follows:

"If an employee dies in service and would otherwise have qualified for retiree health insurance coverage, the employee's eligible dependents will receive the Service Authority's retiree health insurance premium contribution towards their cost of COBRA, if elected. This contribution may be subject to taxation."

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

Copies of the Proposed FY2015 Budget and Proposed FY2015-2019 Capital Improvements Program were distributed to members to review and bring to the April 21, 2014 Work Session.

9. ADJOURNMENT

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

The meeting adjourned at 9:50 p.m.

  
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Janice R. Carr  
Secretary-Treasurer