



# Service Authority

Paul E. Ruecker, Chairman  
Joyce P. Eagles, Vice Chairman  
Janice R. Carr, Secretary-Treasurer  
Ernie Gonzales, Member  
Dr. K. Jack Kooyoomjian, Member  
Garth R. Porter, 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 FEBRUARY 12, 2015

Board Members Present : Janice R. Carr, Joyce P. Eagles, Ernie Gonzales, K. Jack Kooyoomjian, Ph.D., Garth R. Porter, Paul E. Ruecker, and David A. Rutherford (via telephone).

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, Damion Lampley, and Kim Murray.

Legal Counsel : Mark Viani

Absent : L. Ben Thompson

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Mr. Rutherford called into the meeting via telephone at 7:25 PM (from his home in Florida).

Chairman Ruecker called the meeting to order at 7:31 PM.

### 1. GENERAL MATTERS

#### a) Consideration of Approval of Minutes of January 8, 2015

Chairman Ruecker called for approval of the Minutes of the January 8, 2015 Board meeting.

Motion : Dr. Kooyoomjian moved to approve the Minutes of the January 8, 2015 Board meeting.

Second : Mr. Gonzales

Ayes : Kooyoomjian, Gonzales, Carr, Eagles, Porter, Ruecker

Absent : Thompson

No Response: Rutherford. (Note: Mr. Rutherford's telephone connection was lost; staff called him and resumed contact after the vote was taken.)

#### b) Consideration of Announcements by Staff

Mr. Dickey noted the following items at Board Members' places: (1) An article about the Davis Ford Road project; (2) The new Customer Handbook; and (3) Results of the Annual Customer Survey (which Mr. Dickey will discuss during the General Manager's Report). Mr. Dickey also wished a happy birthday to Mr. Rutherford, whose birthday is February 26.

c) Citizens' Time

There were no citizens in attendance who wished to speak.

d) Elections

Due to the recent vacancy of the Office of Vice Chairman, Mr. Viani announced a special election would be held for the office. Mr. Viani further advised that if the vacancy is filled by a Member who holds another office, an election would also be held to fill that newly vacated position. He then asked for a motion to open the floor for nominations for the Office of Vice Chairman.

Motion : Mr. Ruecker moved to open the floor for nominations for the Office of Vice Chairman.  
Second : Mr. Gonzales  
Vote : By Acclamation, Mr. Rutherford (by telephone)  
Absent : Thompson

Mr. Viani requested nominations for the Office of Vice Chairman.  
Mr. Ruecker nominated Mrs. Eagles for the Office of Vice Chairman. No other nominations were made for the Office of Vice Chairman.

Motion: Mr. Ruecker moved that the nominations for Vice Chairman be closed.  
Second: Mrs. Carr  
Vote : By Acclamation, Mr. Rutherford (by telephone)  
Absent : Thompson

Mr. Viani called for a vote for the Office of Vice Chairman.

Vote : By Acclamation, Mr. Rutherford (by telephone)  
Absent : Thompson

Mr. Viani announced that by a vote of Acclamation, Mrs. Eagles is elected Vice Chairman.

Because Mrs. Eagles is the current Secretary-Treasurer, Mr. Viani advised that the election process will be repeated for the position of Secretary-Treasurer. He asked for a motion to open the floor for nominations for the Office of Secretary-Treasurer.

Motion: Mr. Ruecker moved to open the floor for nominations for the Office of Secretary-Treasurer.  
Second: Mrs. Eagles  
Vote : By Acclamation, Mr. Rutherford (by telephone)  
Absent : Thompson

Mrs. Eagles nominated Mrs. Carr for the Office of Secretary-Treasurer. No other nominations were made for the Office of Secretary-Treasurer.

Motion: Mr. Ruecker moved to close the nominations for the Office of Secretary-Treasurer.  
Second: Mrs. Eagles  
Vote : By Acclamation, Mr. Rutherford (by telephone)  
Absent : Thompson

Mr. Viani called for a vote for the Office of Secretary-Treasurer.

Vote : By Acclamation, Mr. Rutherford (by telephone)  
Absent : Thompson

Mr. Viani announced that by a vote of Acclamation, Mrs. Carr is Secretary-Treasurer.

## 2. ACTION MATTERS

### a) Award of Contract for Occoquan Forest Wastewater Pumping Station at Occoquan Forest Wastewater Treatment Plant (WWTP)

Mr. Dickey asked Board Members to approve the Agreement and authorize the General Manager to execute the Agreement with Clark Construction Group.

Motion : Dr. Kooyoomjian moved that the Prince William County Service Authority Board of Directors hereby approves the Agreement and authorizes the General Manager, or his designee, to execute the Agreement with Clark Construction Group, LLC for the construction of the Occoquan Forest Wastewater Pumping Station at Occoquan Forest Wastewater Treatment Plant.

Second : Mrs. Eagles

Discussion was held.

Ayes : Kooyoomjian, Eagles, Carr, Gonzales, Porter, Ruecker, Rutherford (by telephone)  
Absent : Thompson

## 3. GENERAL MANAGER'S REPORT

a) Mr. Dickey deferred to Mrs. Nelson to provide a summary of the Annual Customer Survey results. He stated the survey is conducted by an independent firm. Mrs. Nelson explained this is the fifth year the survey has been conducted. The Service Authority received a high overall satisfaction score of 8.9 for 2014, which Mrs. Nelson attributed to customers' overall good experiences and service reliability.

b) Mr. Dickey reported that staff held two open house meetings for the public regarding the Davis Ford Road project; both meetings were well-attended. A number of residents expressed interest in connecting to the Authority's lines.

c) Mr. Dickey asked Mr. Beidas to provide an update on the Davis Ford Road construction. Mr. Beidas advised that the contractor mobilized on February 5. Approximately 800 feet of sewer main has been installed to-date. Water main installation begins next week. The expected duration of the project is 300 days; completion is projected for November 2015.

d) Mr. Dickey asked Mr. Pflugshaupt to provide an update on the pilot SCADA system replacement. Mr. Pflugshaupt noted the project kickoff meeting was held January 2, 2015. The project is well under way. He summarized the work that is in progress as well as that which has been completed.

e) Mr. Dickey deferred to Mr. Pannell for a report on the State Corporation Commission's (SCC) investigation of Washington Gas. Mr. Pannell explained that Washington Gas mismarked a gas line; when the Authority tried to repair a routine water main break in December 2014, the crew hit the unmarked gas line. It took Washington Gas more than four hours to respond and shut off the gas service, which impeded the Authority's ability to provide service to customers. Subsequently, Mr. Pannell sent a letter to Washington Gas and copied the SCC. The SCC then launched an investigation into the issue.

f) The Authority hosted a Cybersecurity Workshop held on January 21, 2015 at the Service Authority Learning Center. Attendees included staff from the FBI, DHS, and other agencies. Mr. Dickey noted that security is a serious issue and has become more a concern of risk management due to the level of threats that may be made. Discussion was held. Mr. Pflugshaupt explained the Authority is taking measures to protect its system as much as possible, especially the SCADA system. Mr. Pflugshaupt noted that Computer Sciences Corporation (CSC) designed the security of the Authority's SCADA system; Mrs. Eagles asked if a CSC representative could make a security presentation to the Board sometime. Mr. Dickey answered that he will arrange something at an appropriate time.

g) Messrs. Ruecker and Thompson are joining Mr. Dickey in a meeting with recently-elected Brentsville District Supervisor Jeanine Lawson on Friday, March 6 (10 AM) at the Grubbs Environmental Center at the H. L. Mooney Advanced Water Reclamation Facility.

h) Mr. Dickey is speaking to the Manassas Rotary Club on Wednesday, March 11 about water supply. Discussion was held about water supply in general. Mr. Dickey will provide the Board with talking points concerning the DEQ's current efforts to rewrite the Commonwealth of Virginia's Water Withdrawal regulations.

i) Mr. Dickey asked that the Board recognize Mr. Eric Young, former Board Member, at their March 12, 2015 meeting for his service to the Board. Mr. Young will receive a Resolution and a plaque.

j) Mr. Dickey recently met with Mr. Alex Vanegas regarding the proposal to hold a joint meeting with the Prince William County (PWC) Planning Commission and the Service Authority Board of Directors. Mr. Vanegas conveyed the Planning Commission's request to hold the meeting on the same date as the Authority's May 2015 Board meeting; he suggested dinner and the joint meeting (at the Service Authority's office) immediately prior to the Authority's Board meeting. Discussion was held. Mr. Dickey stated that if the Board wishes, he could give a presentation to Prince William County officials regarding what the Service Authority does and what its policies include. At the closing of the discussion, Mr. Dickey offered to contact Mr. Vanegas to determine a mutually agreeable date and location for the joint meeting.

k) Mr. Dickey reported the Authority has received many requests from the PWC ("County") Department of Economic Development for information regarding water/sewer capacity for various developments. Mr. Dickey further stated that he will be proposing a Memorandum of Understanding (MOU) to Economic Development outlining Service Authority support. Board Members expressed no concerns or objections to seeking the proposed MOU.

l) Mr. Dickey thanked staff and the committee members who worked on tonight's Water Art Invitational. Staff includes Mrs. Marlo Thomas Watson and Human Resources, Operations and Maintenance and Communications employees. Committee members include Mrs. Carr and Mrs. Eagles. Mr. Ruecker asked if we send a thank you letter to sponsors; Mr. Dickey answered yes.

m) Mr. Dickey announced it is necessary to hold a closed meeting.

#### 4. ATTORNEY'S TIME

Mr. Viani announced the need to hold a closed meeting under Code of Virginia § 2.2-3711A3, Real Property. He added that his firm is pleased to be associated with the Water Art Invitational as a sponsor and they receive a nice letter of thanks for their participation.

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

Mr. Rutherford welcomed Mr. Porter as the newest Board Member.

Mr. Gonzales expressed his appreciation for Authority staff engaging with the community through outreach efforts with respect to art and science.

Mr. Porter thanked the Board and staff for the nice welcome. He looks forward to serving on the Board.

Dr. Kooyoomjian thanked staff for the two open houses regarding the Davis Ford Road project. He noted that Operations and Maintenance staff handled a water main break last Sunday very well. He also mentioned several upcoming events. He thanked staff for a successful Water Art Invitational and looks forward to the Regional Science Fair on Saturday, March 14, 2015.

Mrs. Carr shared her excitement that the Authority received 213 entries for the Water Art Invitational, and commended staff on the wonderful job they did for this event. She looks forward to reading the results of the Annual Customer Survey.

Mrs. Eagles expressed her enjoyment working with Mrs. Marlo Watson and others on the Water Art Invitational, and she looks forward to next year's event. She attended the second open house for the Davis Ford Road project and felt it was well-run and the attendees were very appreciative of the Authority's attention to their concerns. She shared her thanks to Mr. Pannell and the Operations and Maintenance staff for the reports they send to residents announcing work that will be done in their neighborhoods. Mrs. Eagles asked a question concerning the Authority's organizational structure. Mr. Dickey offered to send the information to her.

Mr. Ruecker commended Customer Service employee Ed Ripper's handling of a recent customer concern. He appreciated that Mr. Ripper handled the call very well, and was calm and collected while working on a difficult situation.

6. 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.

7. CLOSED MEETING

Chairman Ruecker announced a closed meeting at 8:46 PM for the purpose of discussing potential litigation under Code of Virginia § 2.2-3711A3, Real Property, and requested a motion for same.

Motion : Dr. Kooyoomjian  
Second : Mr. Gonzales  
Ayes : Kooyoomjian, Gonzales, Carr, Eagles, Porter, Ruecker, Rutherford (by telephone)  
Absent : Thompson

Upon conclusion of the closed meeting at 8:58 PM and in compliance with the Freedom of Information Act, a motion was made by Mr. Porter and seconded by Mr. Gonzales 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 § 2.2-3711A3, Real Property.

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 : Mr. Porter  
Second : Mr. Gonzales  
Ayes : Porter, Gonzales, Carr, Eagles, Kooyoomjian, Ruecker, Rutherford (by telephone)  
Absent : Thompson

8. ADJOURNMENT

Motion : Dr. Kooyoomjian  
Second : Mrs. Carr  
Ayes : Kooyoomjian, Carr, Eagles, Gonzales, Porter, Ruecker, Rutherford (by telephone)  
Absent : Thompson

The meeting adjourned at 8:59 PM.

Mr. Rutherford disconnected his call at 9:00 PM.

  
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Janice R. Carr  
Secretary-Treasurer