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# Service Authority

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

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

## MINUTES OF BOARD OF DIRECTORS MEETING OF APRIL 11, 2013

Board Members Present: Janice R. Carr, Joyce P. Eagles, K. Jack Kooyoomjian, Ph.D., Paul E. Ruecker, David A. Rutherford, L. Ben Thompson, Alexander I. Vanegas, and Eric A. Young

Staff : Dean E. Dickey, Leslie A. Griffith, Lyle Beefelt, Astrid Nelson, Theresa O'Quinn, Don Pannell, James Pflugshaupt, Keenan Howell, Evelyn Mahieu, Ph.D., Steve Bennett, Steve Clark, Brandon Pfleckl, and Cheryl Leiby

Legal Counsel : Mark Viani

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### 1. SCIENCE FAIR WINNERS

The winners of the 2013 Prince William-Manassas Regional Science Fair were recognized in the lobby of the Raymond L. Spittle Building prior to the Board meeting.

### 2. GENERAL MATTERS

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

#### a) Consideration of Approval of Minutes of March 14, 2013

Chairman Vanegas called for approval of the Minutes from the March 14, 2013 Board meeting. Mr. Dickey asked that the Board Members make a pen and ink correction on page 6 line 2 and change the word *Own* to *Owner*.

Motion: Dr. Kooyoomjian  
Second: Mr. Ruecker  
Ayes : Kooyoomjian, Ruecker, Carr, Eagles, Thompson, Vanegas, Young  
Abstention: Rutherford

b) Consideration of Approval of Special Meeting Minutes of March 29, 2013

Chairman Vanegas called for approval of the Minutes from the March 29, 2013 Special Meeting.

Motion: Mr. Rutherford  
Second: Dr. Kooyoomjian  
Ayes : Rutherford, Kooyoomjian, Carr, Vanegas, Young  
Abstention: Eagles, Ruecker, Thompson

c) Consideration of Announcements by Staff

Mr. Dickey thanked Dr. Evelyn Mahieu and Mr. Don Pannell for judging the Science Fair. Mr. Dickey also thanked Mrs. Amy Brush and Mr. Keenan Howell for coordinating the Service Authority's participation in the Prince William-Manassas Regional Science Fair.

Mr. Dickey advised that the following were at the Board Members' places: an updated contact list, a Spring Cleanup flyer for the Upper Occoquan River Cleanup on April 13, 2013, a flyer for the Occoquan River Cleanup Day on April 27, 2013 hosted by Friends of the Occoquan, a list of upcoming events and a news article from Dr. Kooyoomjian.

Mr. Dickey announced that a FY 2014 Budget Work Session is planned for Monday, April 29, 2013 at 6:30 p.m. Mr. Dickey also advised that the Service Authority's annual picnic is planned for Wednesday, May 22, 2013 from 11:30 a.m. to 2:00 p.m.

Mr. Dickey wished happy birthday to Mrs. Eagles and also to Chairman Vanegas.

d) Citizens' Time

No citizens wished to speak.

3. PRESENTATION

a) Geographic Information System (GIS) Overview

Mr. Dickey introduced Mr. Brandon Pfleckl, GIS Manager, who briefed the Board of Directors on the Service Authority's integrated Geographic Information System (GIS) and the accomplishments to date.

A discussion followed on accessing information by field personnel, making modifications/adding data if an error is discovered, training staff, the different levels of safeguards for customer records, security, monitoring chlorine levels, and how the GIS works in conjunction with the Supervisory Control and Data Acquisition (SCADA).

Mr. Dickey complimented Mr. Pfleckl and his team for making great strides for the Service Authority in the area of GIS integration and data management. Mr. Dickey added that asset management will be incorporated in the future.

4. ACTION MATTERS

a) Approval of Upper Occoquan Sewage Authority (UOSA) Disclosure Agreement

Mr. Dickey advised that UOSA is refinancing some of its bonds; the Service Authority Board of Directors is requested to approve the UOSA Disclosure Agreement.

Motion: Mrs. Eagles moved that the Chairman of the Prince William County Service Authority Board of Directors is hereby authorized to execute the Disclosure Agreement by and between the Upper Occoquan Sewage Authority and the four member jurisdictions.

Second: Dr. Kooyoomjian

Ayes : Eagles, Kooyoomjian, Carr, Ruecker, Rutherford, Thompson, Vanegas, Young

b) Approval of Draft Request to Prince William County for a Comprehensive Plan Amendment for the Occoquan Forest Water Reclamation Facility (WRF) Site

Mr. Dickey requested the Board of Directors approve the proposed draft request for a Comprehensive Plan Amendment for the Occoquan Forest Water Reclamation Facility site to amend the zoning at the time of sale from PL, Public Land to SRR, Semi-Rural Residential and ER, Environmental Resource.

Motion: Mr. Ruecker moved that the Prince William County Service Authority Board of Directors does hereby request that the Prince William Board of County Supervisors adopt an amendment to the Prince William County Comprehensive Plan that would alter the designation of the property currently occupied by the Occoquan Forest Water Reclamation Facility from PL, Public Land to SRR, Semi-Rural Residential and ER, Environmental Resource.

Second: Dr. Kooyoomjian

A discussion was held about the telecommunications tower and the existing buffer.

Dr. Kooyoomjian suggested adding the word *approximately* before \$4 million on page 2, paragraph 2.

Dr. Kooyoomjian advised he has a few edits which he will give to Mr. Dickey. Mr. Dickey referred to the language at the top of page 2 of the draft Introduction which reads, "Although the Board approved the design of the water line, it did not approve the construction of the water line which is contingent upon determination of funding".

The Board of Directors confirmed that statement is correct.

Chairman Vanegas called for a vote to approve the modified draft Introduction and resolution, whereby changing SRR from *Suburban Residential Rural* to Semi-Rural Residential.

Ayes : Ruecker, Kooyoomjian, Carr, Eagles, Rutherford, Thompson, Vanegas, Young

5. GENERAL MANAGER'S REPORT

a) Refunding and Refinancing Bonds, April 10, 2013—Mr. Dickey reported that the Service Authority had very good results with the recent bond refunding/refinancing. Ms. Griffith advised the true interest cost was 2.78%, resulting in net present value savings of 13.5% which will reduce annual debt service by \$340,000. A discussion was held concerning future bond refunding/refinancing and senior debt.

b) Update—Valve Leak at Wegman's—Mr. Dickey updated the Board of Directors on the valve repair issue that occurred near the bus parking lot in the vicinity of Dale City which resulted in a short disruption to the water service. This experience highlighted a potential weakness in the Service Authority's system which needs to be addressed. Staff is working on a plan to incorporate loops into the Service Authority's system in critical areas.

A discussion was held concerning building a backbone system, how customers can reach Service Authority personnel on the emergency telephone line quickly during off hours, Dialogic calls to customers to alert them of an outage, and how quickly the repair was made.

c) Data Centers—Mr. Dickey advised that another data center is interested in locating in Prince William County. Data Centers require a lot of water, but bring in significant revenue to the County. Mr. Dickey advised he is meeting with Prince William County's Economic Development Director on this matter at the end of next week.

A discussion was held concerning best management practices determining critical areas, reliability and planning for future requirements.

d) Prince William County Community EXPO—Saturday, May 4, 2013 at Pfitzner Stadium 11 a.m. to 4:00 p.m. – Mr. Dickey advised that Mrs. Amy Brush and Mr. Keenan Howell will be at the Service Authority's booth. Mr. Howell advised that this event focuses on public health primarily for children. It is a localized, specialized event for children.

Mr. Dickey thanked Mr. Steve Bennett, his staff and Mrs. Cheryl Leiby for coordinating the plant tours.

e) Closed Meeting—Mr. Dickey advised that it was necessary to hold a closed meeting.

6. ATTORNEY'S TIME

Mr. Viani had nothing to report; he will report in closed meeting.

7. CONSIDERATION OF MATTERS PRESENTED BY MEMBERS

Dr. Kooyoomjian thanked staff for the recent tour. Dr. Kooyoomjian advised that the Federal Water Quality Association luncheon is at the Channel Inn on April 25; Mr. James Hanlon who retired from the U. S. Environmental Protection Agency (EPA) will speak about sustainable infrastructure.

Mrs. Eagles thanked staff for the birthday card. Mrs. Eagles complimented staff for the successful bond refinancing. Mrs. Eagles reported that the Audit Request for Proposals (RFP) has been sent out. Mrs. Eagles conveyed her apologies for missing the recent plant tours; she was attending a meeting in Richmond.

Mr. Ruecker thanked Mr. Conrad Holtslag for the recent ride-along opportunity during his normal work day. Mr. Ruecker found the ride-along to be extremely informative. Mr. Ruecker was very complimentary of Mr. Holtslag and his skill in keeping track of numerous projects. Mr. Ruecker asked that his appreciation be conveyed to Mr. Holtslag.

Mr. Young commended Ms. Griffith, Mrs. Nelson and Mr. Beefelt for their excellent work on the successful bond refinancing. Mr. Young thanked staff for organizing the tour which he found very informative.

Mr. Rutherford advised that the recent connection of his property to the Service Authority's system was a consumer friendly experience, and he is very pleased. Mr. Rutherford was complimentary of everyone who assisted.

Chairman Vanegas thanked Messrs. Bennett and Dickey for the tour and Ms. Griffith, Mrs. Nelson and Mr. Beefelt for their handling of the bond refinancing. Chairman Vanegas also thanked Mr. Howell and Mrs. Brush for their work with the Prince William-Manassas Regional Science Fair, and Mr. Don Pannell for resolving the recent valve issue in the vicinity of Wegman's. In addition, Chairman Vanegas recognized Mrs. O'Quinn, Dr. Mahieu, Mr. Pflugshaupt, Mr. Clark and Mr. Pfleckl, stating he is appreciative of everyone's efforts and asked that they pass his appreciation along to their staff members.

The proposed FY 2014 Budget was handed out to the Board Members. Mr. Dickey advised that the proposed FY 2014 Budget includes adequate revenue to maintain and improve the Service Authority standards of service to its customers. The Budget also includes funding for salaries in accordance with the Board of Directors' policy of providing pay for performance and significant savings from the payoff or refinancing of the Authority's bonds. Other highlights include: a comprehensive rate study; a workforce compensation study; increased valve exercising and easement maintenance; storage tank maintenance and root control activities; development of a security, emergency operations, and resiliency plan; and initiation of a utility master plan.

The total proposed budget for FY 2014 is \$89.6 million, an increase of 1.2%. The Operating Fund Budget is proposed at \$72.5 million, an increase of 4.5%. Mr. Dickey will discuss the proposed FY 2014 Budget with the Board Members at the upcoming work session.

8. ADMINISTRATIVE REPORTS

Chairman Vanegas asked that any Board Member who may have questions on the Administrative Reports, to please provide that information to Mr. Dickey for dissemination to the appropriate staff member.

9. CLOSED MEETING

Chairman Vanegas announced a closed meeting at 8:37 p.m. citing Virginia Code §2.2-3711A7 to discuss litigation and contracts.

Motion: Dr. Kooyoomjian moved to enter a closed meeting to discuss litigation and contracts, citing Code of Virginia §2.2-3711A7.  
Second: Mrs. Eagles  
Ayes : Kooyoomjian, Eagles, Carr, Ruecker, Rutherford, Thompson, Vanegas, Young

Upon conclusion of the closed meeting at 9:05 p.m. and in compliance with the Freedom of Information Act, a motion was made by Mr. Ruecker and seconded by Dr. Kooyoomjian to return to an open meeting certifying that to the best of each member's knowledge, the only matters considered were those that were appropriate to be discussed under Code of Virginia §2.2-3711A7 (litigation and contracts).

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,

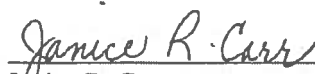
**WHEREAS**, §2.2-3712 of the Code of Virginia requires a certification by the Prince William County Service Authority Board of Directors that such closed meeting was conducted in conformity with Virginia law;

**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. Ruecker  
Second: Dr. Kooyoomjian  
Ayes : Ruecker, Kooyoomjian, Carr, Eagles, Rutherford, Thompson, Vanegas, Young

10. ADJOURNMENT

Motion: Mr. Young moved to adjourn the meeting at 9:06 p.m.  
Second: Mrs. Carr



Janice R. Carr  
Secretary-Treasurer