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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 FEBRUARY 14, 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, 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, Howard Kartel, and Cheryl Leiby

Legal Counsel : Mark Viani

Guests : Mr. John T. Bailey, Occoquan Forest Owners Association
Mr. David Wood, Occoquan Forest Owners Association

1. GENERAL MATTERS

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

a) Consideration of Approval of Minutes of December 13, 2012

Chairman Vanegas called for approval of the Minutes from the December 13, 2012 Board meeting. Mr. Dickey advised that there was a corrected copy of page 2 of the Minutes at the Board Members' places.

Motion: Mr. Ruecker
Second: Mrs. Carr

Mr. Young referred to item 3. c), the motion reads, "...the Prince William County Service Authority Board of Directors has decided to design *and construct* the Occoquan Forest force main..." Mr. Young stated he did not think the Board of Directors had decided to design *and construct*, but instead to survey and design. A discussion was held. Mr. Dickey stated that at the last meeting he advised that by approving the resolution titled, "Issuance of Task Order to Whitman Requardt & Associates (WRA) for Design of the Occoquan Forest Force Main, Water Main and Pumping Station," the Board of Directors was approving the decommissioning of the plant which would require future construction of the force main and pump station. (Approval of the construction contract would require a future separate action by the Board of Directors.) Mr. Dickey suggested the best way to handle this would be to eliminate the words *and construct* from the Minutes.

Motion: Mr. Rutherford moved to remove the words *and construct* from item 3. c), and approve the Minutes of the December 13, 2012 Board meeting as amended.

Second: Dr. Kooyoomjian

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

Abstention: Eagles

b) Consideration of Announcements by Staff

Mr. Dickey advised that there was a revised Fats, Oil and Grease (FOG) resolution at the Board Members' places with the correct dollar amount (\$117,990), as the memorandum provided contained an incorrect price. Mr. Dickey further advised that there were numerous news articles of interest (a staff article submitted to the American Water Works Association (AWWA) on unaccounted water loss, Prince William settles the mobile home park lawsuit, and City of Manassas Water Treatment Plant wins award from state), a copy of The Pipeline customer newsletter and a picture of the road patch necessitated due to a water main break on Colby Drive near Old Bridge Road in Lake Ridge of which a constituent voiced concern.

Mr. Dickey advised there was also a list of upcoming events at the Board Members' places. The Regional Science Fair is Saturday, March 16, 2013 for middle and high school students. The Water Art Invitational will take place prior to the next Board meeting on March 14, 2013. Dinner will be served at 6:15 p.m. that evening. Also, Mr. Dickey wished happy birthday to Mr. Rutherford whose birthday is February 26th.

c) Citizens' Time

No citizens wished to speak.

2. PRESENTATION

a) GFOA Certificate

Mr. Dickey called Mr. Howard Kartel forward to receive the Government Financial Officers Association (GFOA) certificate awarded to the Service Authority for the Comprehensive Annual Financial Report (CAFR) for Fiscal Year ending June 30, 2012. This is the 23rd consecutive year that the Service Authority has received this prestigious award from the Government Financial Officers Association. This award is the highest form of recognition in the area of governmental accounting and financial reporting, and represents a significant accomplishment by the Service Authority and its management.

Mr. Dickey advised that Mr. Howard Kartel, Accounting Manager, was receiving this award on behalf of the Service Authority. Mr. Kartel was actively involved in the compilation of the CAFR.

Chairman Vanegas presented the GFOA award to Mr. Kartel.

3. ACTION MATTERS

a) Approval of and Acceptance to Release the 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 CAFR to the Board of Directors. The Audit Committee was very complimentary of the CAFR. Mrs. Eagles advised that the Audit Committee worked with staff and the auditing firm of PBG&H. Mrs. Eagles reported that the audit went well; there were no adjustments or issues and no internal control deficiencies. The auditors did recommend that the staff draft a formal Fraud Policy and Reporting Process for the Audit Committee to review and provide feedback. Mrs. Eagles conveyed her appreciation to the

staff and the Audit Committee Members.

Motion: Mrs. Eagles, Chair of the Audit Committee, on behalf of the Audit Committee moved that the Prince William County Service Authority Board of Directors does hereby accept and authorize release of the Comprehensive Annual Financial Report for fiscal year ended June 30, 2012.
Ayes : Eagles, Carr, Kooyoomjian, Ruecker, Rutherford, Thompson, Vanegas, Young

(A copy of the CAFR was sent to each member of the Board of County Supervisors on February 19, 2013.)

b) Award of Construction Contracts under a Basic Ordering Agreement for Sewer Main Relining Using Cured-In-Place-Pipe (CIPP)

Mr. Dickey advised this is a request to award two contracts for CIPP work. The current contract which was used for the last few years recently expired. CIPP is a very cost-effective way to rehabilitate sewers. Mr. Dickey recommended approval of the two contracts.

Motion: Dr. Kooyoomjian moved that the Prince William County Service Authority Board of Directors does hereby approve the attached Agreement, and authorizes the General Manager or his designee to execute the Agreement with AM-Liner East, Inc. and Insituform Technologies, LLC, respectively, for performing construction task orders as the Service Authority deems appropriate and necessary at the prices shown in the unit bid prices.

Second: Mr. Ruecker

Ayes : A discussion was held about the benefits of contracting with two firms and the location of the firms. Kooyoomjian, Ruecker, Carr, Eagles, Rutherford, Thompson, Vanegas, Young

c) Issuance of a Task Order for Implementing a Fats, Oil and Grease (FOG) Control and Inspections Program

Mr. Dickey advised that when Dr. Mahieu came on staff, she highly recommended that the Service Authority move forward with implementing a FOG program to protect its sewer system from the potential backups and sanitary sewer overflows that can be caused by fats, oil and grease.

Dr. Mahieu advised that it is in the best interest of the Service Authority to have a FOG Program. Fats, oil, and grease entering the sewer system from residences and business establishments cause problems by sticking to the walls of the sewer line, restricting flow and causing obstructions over time. Dr. Mahieu advised that in our industry, implementing this program is a best practice. Proposals were received from three engineering firms for implementation of the program. Greeley & Hansen Environmental Engineers provided the most robust program. Even though this program was documented after the FY 2013 Budget was approved by the Board of Directors, staff has identified funding in FY 2013; the remainder of the funds for this program has been budgeted in the FY 2014 Budget.

Mr. Ruecker inquired about using an outside consultant to develop this program rather than Service Authority staff. Dr. Mahieu responded that the consultant will supplement staff by evaluating the data that staff has collected on preventative maintenance. The consultant will also implement the initial phases of the inspection program, write the program, provide educational materials and assist staff in developing the best long-term strategy for implementation.

Mr. Ruecker also asked if staff would be trained to be inspectors. A discussion was held about who would perform the required inspections, who approves the grease traps, whether restaurants are required to document how often their grease traps are cleaned, whether staff investigates where the grease originates from when

they find it during routine inspections of sewer lines, the Krispy Kreme problem in Fairfax County a few years ago, and the possibility of allowing waivers for food establishments that produce less grease.

Mr. Dickey advised that this program would be implemented by the County as the Service Authority does not have enforcement capabilities. The Service Authority would identify the issues and work with the County.

Motion: Dr. Kooyoomjian moved that the Prince William County Service Authority Board of Directors does hereby authorize the General Manager to execute a Task Order with Greeley and Hansen Environmental Engineers for a total authorization not to exceed \$117,990.

Second: Mr. Ruecker

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

4. GENERAL MANAGER'S REPORT

a) Water Art Invitational (Invitational)—Mr. Dickey advised that the Water Art Invitational pays for itself through sponsor donations so that there is no cost to the ratepayers. This year the Service Authority has \$10,000, but the estimated cost for the Invitational is about \$11,000. There is an approximate \$1,000 shortfall. Chairman Vanegas asked that the prospective sponsor list be sent to him. (The list was sent via email on February 15, 2013.)

Mr. Dickey asked the Board of Directors, to approve use of up to \$1,000 of Service Authority funds, if necessary, to defray any costs. Chairman Vanegas polled the Board of Directors, and the consensus was that it was acceptable to use up to \$1,000, if necessary, from Service Authority funds to cover the costs of this year's Water Art Invitational.

b) Grinder Pump Pilot Program—Mr. Dickey reported that he had previously advised the Board of Directors about customer concerns in the Piedmont area in Haymarket relative to grinder pumps. Service Authority staff initiated a pilot program for installing check valves on grinder pumps in the Piedmont area. Mr. Pannell provided an update to the Board Members concerning this pilot program. A discussion followed on the number of grinder pumps in the County.

c) Utility Communication Networks and Emergency Response—Mr. Dickey advised that the Service Authority staff takes pride in participating in industry organizations and writing and presenting papers. Mr. Dickey announced that Mr. Steven Clark, Deputy Director of Operations & Maintenance, will present "Utility Communication Networks and Emergency Response" at the Virginia Water Environment Association Northern Virginia Regional Activities Committee lunch and learn on February 26, 2013 at 11:30 a.m. at P. J. Skidoos in Fairfax, Virginia.

d) Mr. Dickey advised it is necessary to convene a closed meeting.

5. ATTORNEY'S TIME

Mr. Viani had nothing to present at this time.

6. CONSIDERATION OF MATTERS PRESENTED BY MEMBERS

Mr. Ruecker was complimentary of the street patching that recently took place in his neighborhood. Mr. Ruecker advised he had spoken with Mr. Howell about the Service Authority's participation in cleanup events. Mr. Ruecker would like to see the Service Authority sponsor the events.

Mrs. Eagles thanked staff for their work on the audit.

Mrs. Eagles raised the matter of naming the new wing of the Spittle building in honor of Mr. John Sloper who served the County for over 40 years. Chairman Vanegas asked that this matter be brought to the next Board Meeting.

Dr. Kooyoomjian thanked Mr. Pannell for his professionalism in contacting the constituent who voiced concern about the uneven road patch on Colby Drive. Dr. Kooyoomjian advised that he had some comments on the financial report and the Performance Measurement Report; he will pass those along to Mr. Beefelt. Dr. Kooyoomjian was very complimentary of the Performance Measurement Report.

7. 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.

8. CLOSED MEETING

Chairman Vanegas announced a closed meeting at 8:10 p.m. citing Virginia Code §2.2-3711A1 and §2.2-3711A3 to discuss personnel matters and real property acquisition or disposition negotiations, respectively.

Motion: Mr. Ruecker moved to enter a closed meeting to discuss personnel matters and real property acquisition or disposition negotiations citing Code of Virginia §2.2-3711A1 and §2.2-3711A3, respectively.
Second: Mr. Young
Ayes : Ruecker, Young, Carr, Eagles, Kooyoomjian, Rutherford, Thompson, Vanegas

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 Mrs. Eagles and seconded by Mrs. Carr 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 §2.2-3711A1 (personnel matters) and §2.2-3711A3 (real property acquisition or disposition negotiations).

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

9. ADJOURNMENT

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



Janice R. Carr
Secretary-Treasurer