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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 JUNE 13, 2013

Board Members Present: Janice R. Carr, Joyce P. Eagles, K. Jack Kooyoomjian, Ph.D., Paul E. Ruecker, David A. Rutherford, L. Ben Thompson, and Alexander I. Vanegas  
Absent : Eric A. Young  
Staff : Dean E. Dickey, Leslie A. Griffith, Lyle Beefelt, Astrid Nelson, Theresa O'Quinn, Samer Beidas, Don Pannell, James Pflugshaupt, Keenan Howell, Evelyn Mahieu, Ph.D., Steve Bennett, and Cheryl Leiby  
Legal Counsel : Mark Viani  
Guests : Mrs. Ann Stampf, Occoquan Forest Owners Association President  
Mr. John T. Bailey, Occoquan Forest  
Mr. Martin Jeter, Mid-County Civic Association (MIDCO)

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### 1. GENERAL MATTERS

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

#### a) Consideration of Amended Agenda

Chairman Vanegas announced an amended agenda and called for a motion to approve the amended agenda for the June 13, 2013 Board meeting.

Motion: Dr. Kooyoomjian moved to approve the amended agenda for the June 13, 2013 Board meeting.  
Second: Mr. Ruecker  
Ayes : Kooyoomjian, Ruecker, Carr, Eagles, Rutherford, Thompson, Vanegas  
Absent: Young

#### b) Consideration of Approval of Minutes of May 9, 2013

Chairman Vanegas called for approval of the Minutes from the May 9, 2013 Board meeting.

Motion: Dr. Kooyoomjian  
Second: Mr. Rutherford

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

c) Consideration of Announcements by Staff

Mr. Dickey advised that at the Board Members' places there was a copy of the amended agenda for the June 13, 2013 Board meeting, a hard copy of the Action Matter 3f) Authorize a Public Hearing for Supervisory Control and Data Acquisition (SCADA) proposals, a pen and ink change to Action Matter 3a) Issuance of Fifteen Task Orders - Nine Task Orders for Sewer Main Line Relining to AM-Liner East, minor corrections to the contract for auditing services Action Matter 3c) Award of Contract for Auditing Services, a map to accompany the monthly CIP Report and a copy of a VRS Resolution which is an attachment to the May 9, 2013 Board Minutes. Mr. Dickey further advised that Mr. Young was not able to attend tonight's meeting.

d) Citizen's Time

Chairman Vanegas recognized the citizens who wished to speak.

Mr. Jeter thanked the Board of Directors for giving him the opportunity to speak. He urged the Board of Directors to rescind the Comprehensive Plan Amendment application requesting to change the existing Occoquan Forest Water Treatment Facility property to Comprehensive Plan designation SRR, (Semi-Rural Residential), stating this area is in need of a park. He voiced concern about the SRR zoning and potential for additional houses being added to the neighborhood, and added that it would be counterintuitive should the Board of County Supervisors buy the Occoquan Forest Water Treatment Facility property at a later date and turn it into a park. He closed by stating he would like to see the existing Occoquan Forest Water Treatment Facility property made into a park and asked that the Service Authority continue to work with the community who would like to see a park there.

Mrs. Stampf thanked Mr. Dickey for taking the time to explain to her the reasons for moving forward with the Comprehensive Plan Amendment. Mrs. Stampf shared Mr. Jeter's sentiment and asked the Board of Directors to rescind their application for a Comprehensive Plan Amendment. Mrs. Stampf stated that it has taken a long time for the community to get in sync with the Service Authority's plan to close the Occoquan Forest Water Reclamation Facility and build a force main and sewage pump station. She voiced concern that a Comprehensive Plan Amendment to rezone the Occoquan Forest Water Treatment Facility property would undo a lot of the goodwill that has been established. Mrs. Stampf further stated that the Occoquan Forest community hopes the Service Authority keeps open communication with the community.

2. COMMENDATION

a) Steven P. Clark

Mr. Dickey advised that Mr. Clark was not able to attend the Board meeting. Mr. Dickey asked the Board of Directors to approve the resolution they had before them to commend Mr. Clark for his years of service and wish him well in his retirement. Mr. Dickey stated that Mr. Clark has been a tremendous asset to the Service Authority; he is a very talented engineer and will be greatly missed. Mr. Dickey conveyed best wishes to Mr. Clark in his retirement.

Motion: Mrs. Eagles moved that the Prince William County Service Authority Board of Directors does hereby commend Mr. Steven P. Clark for his professional and dedicated service to the customers of the Prince William County Service Authority and the citizens of Prince William County, and conveys best wishes to him in the future.

Second: Mr. Ruecker

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

3. ACTION MATTERS

a) Issuance of Nine Task Orders for Sewer Main Line Relining to AM-Liner East

Mr. Dickey advised that the item up for approval included pen and ink changes and asked that the Board of Directors adopt the resolution based on the minor modifications provided at their places. Mr. Dickey further advised that each year the Operations & Maintenance Division issues task orders for the following year to reline sewer mains needing repair. Last year staff awarded contracts to two different vendors in order to bring competition into the pricing. We have provided two requests, one for each vendor.

Mr. Pannell stated that the sewer rehabilitation is in the five-year Capital Improvements Program (CIP) and that cured in place pipe (CIPP) rehabilitation is a very cost-effective way to renew the Service Authority's assets. Mr. Pannell explained the pricing process is based on the contracted unit prices for the scope of work provided and that the vendor with the lowest overall cost for that particular project gets the work. The Service Authority will save approximately \$400,000 using this method versus using only one contractor. Staff is asking that the Board of Directors authorize issuance of nine task orders to AM-Liner East for an amount not to exceed \$1,896,358.71 and the total authorization for both AM-Liner East and Insituform Technologies will not exceed \$3,375,342.09, based on the prices shown in the unit bid schedule.

Motion: Dr. Kooyoomjian moved that the Prince William County Service Authority Board of Directors does hereby authorize the General Manager to issue nine task orders to AM-Liner East for an amount not to exceed \$1,896,358.71 and the total authorization for both AM-Liner East and Insituform Technologies will not exceed \$3,375,342.09, based on the prices shown in the unit bid schedule.

Second: Mr. Rutherford

A discussion was held concerning notifying residents and the Board of County Supervisors of upcoming CIPP work, obtaining easements or access permission to perform CIPP work in areas where the sewer mains are not located in the public right-of-way or easements, the process used to determine how the work would be awarded, the warranty of the CIPP work, the anticipated lifetime performance of pipe once it has been rehabilitated with the cured-in-place process, and avoiding scheduling conflicts with other contractors.

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

b) Issuance of Six Task Orders for Sewer Main Line Relining to Insituform Technologies

Mr. Dickey introduced the action matter and turned it over to Mr. Pannell who advised that this is a request to issue six task orders to Insituform Technologies to perform cured-in-place-pipe sewer main line rehabilitation for an amount not to exceed \$1,478,983.38 and the total authorization for both AM-Liner East and Insituform Technologies will not exceed \$3,375,342.09, based on the prices shown in the unit bid schedule.

Motion: Mrs. Eagles moved that the Prince William County Service Authority Board of Directors does hereby authorize the General Manager to issue six task orders to Insituform Technologies for an amount not to exceed \$1,478,983.38, and the total authorization for both AM-Liner East and Insituform Technologies will not exceed \$3,375,342.09, based on the prices shown in the unit bid schedule.

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

c) Award of Contract for Auditing Services

Mr. Dickey asked the Board of Directors to refer to the changes to the contract for auditing services at their places as there were some minor corrections to the verbiage in the contract. Mr. Dickey then asked that the Board of Directors approve the contract for auditing services with these changes.

Mrs. Eagles spoke about the changes to the auditing services contract. She referred to page 6 and advised that the words "Engagement Letter" were omitted. On page 9, section 5.11 Project Schedule, the proposed work scheduled containing the on-site dates and times is based around the requirements of the Authority. The remaining changes are corrections to the zip codes.

Motion: Mr. Ruecker moved that the Prince William County Service Authority Board of Directors does hereby approve the Agreement and authorizes the General Manager to execute the Agreement with PBMares, LLP for Auditing Services in the following amounts: Fiscal year 2013, (\$72,800), Fiscal year 2014, (\$74,600), Fiscal year 2015, (\$76,475) and Fiscal year 2016, (\$78,400); that this contract also covers two optional one-year audit engagement extensions at a 2.5% escalation as well as other auditing or consulting services that do not conflict with independence guidelines such as debt insurance or compliance reviews as requested by the Authority.

Second: Dr. Kooyoomjian

Mrs. Eagles thanked Mrs. Angela White, Ms. Leslie Griffith, Mrs. Astrid Nelson and Messrs. Beefelt and Kartel for their assistance during the RFP process to select an auditing firm.

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

Absent: Young

d) Issuance of Task Order to Whitman, Requardt & Associates for a Revision of the Preliminary Engineering Report (PER) and Design of Phase I of the Sudley Road Water Main Replacement Project

Mr. Dickey introduced this action matter and asked the Board of Directors to approve the issuance of a task order to Whitman, Requardt & Associates for a revision to the PER and design of Phase I of the Sudley Road Water Main Replacement Project. Mr. Beidas briefed the Board Members on the request stating that the water main which runs through the median of Sudley Road has experienced numerous breaks which affect a large number of customers. This main has limited valving. The PER initially explored replacement of the line in place. Staff identified some constraints to include depth of the line which varies and in some places is approximately 15 feet deep and restrictions by the Virginia Department of Transportation (VDOT) such as traffic management, hours of construction, and tunneling through intersections, (no open cut allowed). Staff further explored and identified another alignment which is preferable and more cost-effective as it avoids these restrictions. This is the first phase of a multi-phase project.

Motion: Dr. Kooyoomjian moved that the Prince William County Service Authority Board of Directors does hereby authorize the General Manager to Issue a Task Order to Whitman, Requardt & Associates, LLP for a revision to the Preliminary Engineering Report and design of Phase I of the Sudley Road Water Main Replacement for an amount not to exceed \$383,630.

Second: Mr. Ruecker

A discussion was held concerning how long the design and construction of this project would take, phasing the project, how many additional phases were anticipated, Quality Level B design (Mr. Beidas will research Quality Level B as referred to on Page 2 of the Exhibit and provide a response to the Board Members), whether the Virginia Department of Health would be involved, what happens to the abandoned water main, whether the abandonment needs to be reported to Miss Utility, and required easements for the project. (Mr. Beidas followed up and provided a response to the question about Quality Level B by email to the Board Members on June 18, 2013.)

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

e) Award of Contract for Construction of Belmont Bay Phase 2 Water Main Replacement and Water System Improvements

Mr. Dickey asked the Board of Directors to approve the contract for the construction of the Belmont Bay Phase 2 Water Main Replacement and Water System Improvements advising this is similar to the work that was accomplished in Phase 1.

Mr. Beidas advised that the Service Authority identified the need to replace the water system in the Belmont Bay area. The mains are cast iron pipe and have experienced numerous breaks. This project will increase reliability, and improve water quality and fire flow for the area. As part of Phase 1 the streets were renewed and resurfaced and trails were added to Belmont Bay Park. Phase 2 construction will replace the rest of the water distribution system in the Belmont Bay area.

Motion: Mrs. Eagles moved that the Prince William County Service Authority Board of Directors does hereby approve the Agreement and authorizes the General Manager to execute the Agreement with Bay Country Contractors for construction of the Belmont Bay Phase 2 Water Main Replacement and Water System Improvements in the amount of \$2,109,000, plus a contingency of \$180,450, for a total authorization not to exceed \$2,289,450.

Second: Dr. Kooyoomjian

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

f) Authorize a Public Hearing on Supervisory Control and Data Acquisition (SCADA) Proposals

Mr. Dickey advised that staff recommends pursuing the SCADA replacement via a design/build contract. This is a very technical and detailed project. In order to move forward with the design/build, the Service Authority will follow the procedures in the Virginia Public-Private Education Facilities and Infrastructure Act of 2002 (PPEA). The Board of Directors needs to authorize a Public Hearing to notify the public of the Service Authority's intent to award a design/build contract. Mr. Dickey asked the Board of Directors to authorize a Public Hearing at the July Board meeting with a potential award of the contract in September.

Motion: Dr. Kooyoomjian moved that the Prince William County Service Authority Board of Directors does hereby signify the Service Authority's intent to negotiate an agreement with the firm CDM Smith and hereby sets the date of Thursday, July 11, 2013 at the Prince William County Service Authority Headquarters, 4 County Complex Court, Woodbridge, Virginia 22192 at 7:30 p.m. for a Public Hearing to receive comments regarding the proposed SCADA System Replacement Project under the Virginia Public-Private Education Facilities and Infrastructure Act of 2002.

Second: Mrs. Carr

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

4. GENERAL MANAGER'S REPORT

a) Mr. Dickey stated that communication with our customers is very important. Staff has had a request to post the Board agenda and approved minutes on the Service Authority's external web site. Unless there are any objections, Mr. Dickey stated he plans to place the Board of Directors Meeting Agenda and Approved Minutes on the Service Authority's external web site. No objections were voiced by the Board Members.

b) Accomplishments of FY 2013—Mr. Dickey complimented senior staff and their support staff for all the FY 2013 accomplishments listed in the document which was handed out to the Board Members. Mr. Dickey advised that the Service Authority staff worked very hard to meet benchmarks and Board of Directors' goals. Mr. Dickey asked the Board Members to review the document and to call him with any questions they may have before the July Board meeting. Extra copies will be provided to the Board Members to provide to their respective Supervisors.

c) Closed Meeting—Mr. Dickey advised it is necessary to hold a closed meeting to discuss a personnel matter and potential litigation.

5. ATTORNEY'S TIME

Mr. Viani had nothing to report.

6. CONSIDERATION OF MATTERS PRESENTED BY MEMBERS

Mrs. Eagles thanked Mrs. White and the Purchasing Department for their assistance to the Audit Committee relative to the contract for auditing services.

Dr. Kooyoomjian thanked staff for the awards luncheon and stated that this is a world class organization. Dr. Kooyoomjian further stated he is proud of the Service Authority employees and it is nice to recognize their accomplishments.

Mr. Thompson stated that as a new Board Member he thought it would be helpful if staff would provide information pertaining to water and sewer, such as number of water towers, amount of the budget, number of employees, etc. on a 3 x 5 card. Mr. Thompson provided a list to Mr. Dickey. Mr. Dickey responded that the information would be provided.

Mrs. Eagles echoed Dr. Kooyoomjian's comments about the Service Awards Luncheon and further stated she appreciates the talented, hard-working Service Authority employees and was pleased to be a part of the event to recognize them.

Mrs. Carr thanked staff for the awards luncheon. She was pleased to see the employees being recognized and to see the people who do a lot of the work. Mrs. Carr noted that yesterday she mentioned that the lines in the customer parking lot were hard to see; today they were painted. Mrs. Carr advised that in early June she had attended a function at which Ms. Susan Roltsch, Deputy County Executive, mentioned to her how much she appreciates the Service Authority; the whole staff does such a wonderful job.

Mr. Ruecker thanked staff for the Service Awards Luncheon and his 10-year pin.

Chairman Vanegas stated that Mr. Dickey and all the staff do a wonderful job and that everyone in the organization contributes to that success.

Mr. Rutherford noted that in the CIP there are a couple of projects which are currently on hold awaiting County approval. A brief discussion was held.

7. ADMINISTRATIVE REPORTS

Chairman Vanegas 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 Vanegas announced a closed meeting at 8:20 p.m. for the purpose of discussing a personnel matter, potential litigation and contracts according to Code of Virginia Sections 2.2-3711A1 and 2.2-3711A7.

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

Upon conclusion of the closed meeting at 9:15 p.m. and in compliance with the Freedom of Information Act, a motion was made by Mr. Thompson and seconded by Mr. Ruecker 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 Sections 2.2-3711A1 (personnel) and 2.2-3711A7 (potential litigation and contracts).

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

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  
Absent: Young

Upon reconvening an open meeting, Chairman Vanegas called for a motion to allow the Chairman to negotiate with the General Manager and Deputy General Manager an award not to exceed five percent (5%) of their respective salaries.

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

Mrs. Eagles advised she received a very nice thank you note from Mr. & Mrs. Sloper for the dedication of the John W. Sloper Wing.

9. ADJOURNMENT

Motion: Thompson  
Second: Ruecker

The meeting adjourned at 9:15 p.m.



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Janice R. Carr  
Secretary-Treasurer