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

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

# Service Authority

## MINUTES OF BOARD OF DIRECTORS MEETING OF MARCH 8, 2012

Board Members Present: Janice R. Carr, Durward E. Grubbs, Dr. K. Jack Kooyoomjian, Paul E. Ruecker, David A. Rutherford, and Alexander I. Vanegas  
Attended via Conference Call: Joyce P. Eagles  
Absent: L. Ben Thompson

Staff : Dean E. Dickey, Leslie A. Griffith, Lyle Beefelt, Astrid Nelson, Theresa O'Quinn, Don Pannell, James Pflugshaupt, Chuck Weber, Dr. Evelyn Mahieu, Joe Carney, Steve Bennett and Cheryl Leiby

Legal Counsel : Mark Viani

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### 1. GENERAL MATTERS

Chairman Vanegas advised that Vice-Chairman Eagles is attending the Board meeting via a conference call. (Prior to the Board meeting, legal counsel advised that Mrs. Eagles' participation via telephone is permissible citing Code of Virginia §2.2-3708 and §2.2-3708.1, specifically Subsection b.) Chairman Vanegas advised that Board Member Thompson was not able to attend the meeting.

#### a) Consideration of Approval of Minutes of February 9, 2012

Chairman Vanegas called for approval of the Minutes of the February 9, 2012 Board meeting.

Motion: Mr. Ruecker moved to approve the Minutes of the February 9, 2012 Board meeting.  
Second: Mrs. Carr  
Ayes : Ruecker, Carr, Eagles, Grubbs, Kooyoomjian, Rutherford, Vanegas  
Absent: Mr. Thompson

#### b) Consideration of Announcements by Staff

Mr. Dickey congratulated Mr. Rutherford on his re-appointment to the Service Authority Board of Directors.

Mr. Dickey referred to the list of upcoming events at the Board Members' places. He reminded the Board Members that the Prince William – Manassas Regional Science Fair will be held on Saturday, March 17, 2012, starting at 8:30 a.m., and advised that the Service Authority will be participating in the judging. Mr. Dickey also advised that the Occoquan Forest Owners Association Community Meeting is scheduled for

April 22, 2012 at the Buckhall Volunteer Fire Department.

Mr. Dickey further advised that the Service Authority received a Freedom of Information Act (FOIA) request from the Holly Acres Mobile Home Park's attorney, a copy of which was also at the Board Members' places, along with an email for the Board Members' information from Supervisor John Jenkins concerning an issue between Virginia American Water and the Church of Christ on Hillendale Drive. In addition, Mr. Dickey advised a proposed resolution for Action Matter 2c "Availability Fees" on the Board agenda was also at the Board Members' places.

Mr. Dickey advised Chairman Vanegas as a reminder that an Audit Committee member is up for appointment.

Mr. Dickey wished happy birthday to Dr. Kooyoomjian whose birthday is April 5<sup>th</sup>.

c) Citizen's Time

There were no citizens present who wished to speak.

2. ACTION MATTERS

a) Adoption of Updated Purchasing Regulations

Mr. Dickey requested the Board of Directors approve the Service Authority's Updated Purchasing Regulations which were provided to the Board of Directors with a cover memorandum explaining the updates.

Motion: Dr. Kooyoomjian moved that the Prince William County Service Authority Board of Directors does hereby adopt the Prince William County Service Authority's Updated Purchasing Regulations, effective March 8, 2012.

Second: Mr. Grubbs

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

Absent: Mr. Thompson

b) Authorize a Public Hearing

Mr. Dickey advised the Board of Directors that recently there have been discussions with the developer and George Mason University representatives about student housing. Staff is requesting a Public Hearing to consider implementation of a new customer class for student housing and asked that the Board of Directors approve this request.

Motion: Dr. Kooyoomjian moved that the Prince William County Service Authority Board of Directors does hereby signify its intent to adopt a Student Housing Customer Class and hereby sets the date of Thursday, June 14, 2012 at the Prince William County Service Authority Headquarters, 4 County Complex Court, Prince William, Virginia 22192; at 7:30 p.m. for a Public Hearing to receive comments regarding the proposed customer class.

Second: Mr. Rutherford

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

Absent: Mr. Thompson

c) Availability Fees

Mr. Dickey advised that the Board Members have been provided a proposed change to the Service Authority's availability fee structure. This proposed modification phases in increases to the availability

fee structure in order to mitigate the effect that a sudden large increase would have on some commercial customers in the County. Mr. Dickey recommended this availability fee change for Board of Directors' approval, with the understanding staff will be returning to the Board of Directors in a few months to request consideration of a public hearing to consider modifications for the later years.

Motion: Mr. Grubbs moved that the Prince William County Service Authority Board of Directors does hereby direct staff to implement the phased-in approach setting Availability Fees for commercial customers based on the Equivalent Residential Units (ERU's) presented, effective retroactively to January 1, 2012 (Resolution: 12-03-10 attached).

Second: Mr. Rutherford

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

Absent: Thompson

Mr. Dickey advised staff will provide this information to the commercial customers tomorrow.

### 3. GENERAL MANAGER'S REPORT

a) Occoquan Forest—Mr. Dickey reiterated that the Occoquan Forest Owners Association (OFOA) is holding a community meeting on Sunday, April 22, 2012 at the Buckhall Volunteer Fire Department. The Occoquan Forest residents are interested in having a water line constructed to serve their community. A discussion was held on the existing sewage treatment plant, the requested water line installation, the costs involved, briefing the Board of Directors on how to proceed in a collaborative manner, and the potential for setting a precedent.

b) Mr. Dickey congratulated the revenue committee members for their diligence in reviewing invoices which recently garnered a significant savings on recent Fairfax Water invoices.

c) Failing wells and septic systems—Mr. Dickey referred to an email received recently from a homeowner with a failing well. Other citizens have come to the Service Authority with their plight of failing septic systems. He stated he believes that over the coming years, the Service Authority will continue to receive increased requests for assistance such as these. Also, Mr. Dickey stated he believes the Service Authority in collaboration with the County, state, and other agencies may want to begin to explore ways to address these issues so that people in financial need can receive some assistance without requiring rate payers' help to connect to the public water and sewer system. Mr. Dickey also cited that the Service Authority's bond covenants do not allow free hookups. Mrs. Eagles suggested directing the citizens with failing wells and/or septic systems to the County's Office on Housing, as there may be some relief for low income families who qualify to obtain an interest free loan for occurrences such as this.

d) Freedom of Information Act request from Holly Acres Mobile Home Park attorney—Mr. Dickey advised that the Service Authority is in receipt of this request and is working with legal counsel on the matter.

Mr. Dickey advised that there is a need for a closed meeting to discuss potential litigation, a contract and also disposition of real property.

### 4. ATTORNEY'S TIME

Mr. Viani had nothing to report.

### 5. CONSIDERATION OF MATTERS PRESENTED BY MEMBERS

Dr. Kooyoomjian advised that he had attended the four town hall meetings recently held by Supervisor Michael May. Dr. Kooyoomjian referred to the excerpts from the Occoquan Forest Owners Association newsletter that were provided in the Board package, and complimented staff namely, Mr. Chuck

Weber and the Engineering staff, Ms. Andrea Idol and Dr. Evelyn Mahieu for their assistance in communicating with the Occoquan Forest representatives.

Mrs. Carr advised that the H. L. Mooney Advanced Water Reclamation Facility educational wing committee met this past Tuesday. They reviewed the hand out provided and made some suggestions. Another meeting is scheduled for Wednesday, April 11<sup>th</sup>.

Mr. Dickey advised that based on preliminary gross estimates of the building, this project is going to be more costly than originally estimated. Mr. Dickey suggested that the committee hold off on the next meeting until he has an opportunity to discuss the cost with the Board of Directors, as he wants to be certain that the education committee is well-informed concerning the costs. Mr. Dickey added that he is scheduled to meet with the architect and Engineering staff week after next to discuss the cost projections.

Mrs. Carr stated she had the pleasure of attending an appointees' breakfast hosted by Supervisor Jenkins last Saturday. She stated that the County Executive was very complimentary about the Service Authority and County working well together. Mrs. Carr wanted to pass that along to senior staff.

Mr. Ruecker inquired about redirecting the architect to work within the Service Authority's project budget. Mr. Dickey advised that will be discussed at his meeting with the architect. Mr. Grubbs advised that the committee asked the designer to come back with a ballpark budget for the display. Mr. Grubbs emphasized that no commitments have been made, but the display design figure will be part of the whole cost estimate.

Mrs. Eagles thanked staff for developing the phased-in approach for availability fees for commercial customers based on Equivalent Residential Units. Mrs. Eagles also thanked the revenue committee for their oversight in reviewing invoices.

Chairman Vanegas thanked staff for their assistance in responding the recent County inquiries. Chairman Vanegas also thanked the revenue committee for their diligence in reviewing invoices.

#### 6. ADMINISTRATIVE REPORTS

Chairman Vanegas advised if any Board Member has questions or comments on the Administrative Reports, to please refer them to Mr. Dickey for direction to the appropriate staff member.

#### 7. CLOSED MEETING

Chairman Vanegas announced a closed meeting at 8:14 p.m. citing Code of Virginia §2.2-3711A3 (real property acquisition) and §2.2-3711A7 to discuss potential litigation.

Motion: Mr. Grubbs moved to enter a closed meeting under Code of Virginia §2.2-3711A3 (real property acquisition) and §2.2-3711A7 to discuss potential litigation.  
Second: Mr. Rutherford  
Ayes : Grubbs, Rutherford, Carr, Eagles, Kooyoomjian, Ruecker, Vanegas  
Absent: Thompson

Upon conclusion of the closed meeting at 8:40 p.m. and in compliance with the Freedom of Information Act, a motion was made by Mr. Ruecker 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 §2.2-3711A3 (real property acquisition) and §2.2-3711A7 (potential litigation).

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

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;

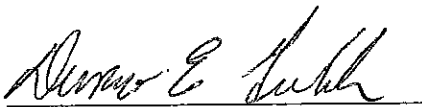
**NOW, THEREFORE, BE IT RESOLVED** that the Prince William County Service Authority Board of Directors hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting 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: Mrs. Carr  
Ayes : Ruecker, Carr, Eagles, Grubbs, Kooyoomjian, Rutherford, Vanegas  
Absent: Thompson

Chairman Vanegas appointed Board Member L. Ben Thompson to the Audit Committee to fill the existing vacancy.

8. ADJOURNMENT

Motion: Mr. Rutherford moved to adjourn the meeting at 8:41 p.m.  
Second: Mrs. Carr

  
Durward E. Grubbs  
Secretary-Treasurer

**CORRECTED**

**Resolution: 12-03-10  
March 8, 2012**

**PWCSA - RESOLUTION  
EQUIVALENT RESIDENTIAL UNIT IMPLEMENTATION**

**WHEREAS**, Board Resolution 11-12-54 sets Availability Fees for commercial customers based on Equivalent Residential Units (ERU's); and,

**WHEREAS**, a phased-in approach will allow for businesses to better plan for Availability Fee increases; and,

**WHEREAS**, the calculation of ERU's shall be modified as follows:

Meter Size	ERU Phase-in		
	1/1/2012	1/1/2013	1/1/2014
	Old Meter Based Equivalentents	The lesser of the customer's estimated average monthly use / 10,000 or	
3/4"	1	2	Customer's estimated average month/10,000
1"	3	4	Customer's estimated average month/10,000
1.5"	5	7	Customer's estimated average month/10,000
2"	8	12	Customer's estimated average month/10,000
> 3"	Negotiated		

**NOW, THEREFORE, BE IT RESOLVED** that staff is directed to implement this phased-in approach, effective retroactively to January 1, 2012.

Motion: Grubbs  
Second: Rutherford  
Ayes : Grubbs, Rutherford, Carr, Eagles, Kooyoomjian, Ruecker, Vanegas  
Absent: Thompson