



# 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 MAY 9, 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, Samer Beidas, Don Pannell, James Pflugshaupt, Keenan Howell, Evelyn Mahieu, Ph.D., Steve Bennett, Lake Akinkugbe, Debbie DeGuzman, and Cheryl Leiby

Legal Counsel : Mark Viani

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### 1. NAMING OF THE NORTH WING CEREMONY

Prior to the start of the Board meeting, a ceremony was held to dedicate the north wing expansion of the Raymond L. Spittle Building in honor of Mr. John W. Sloper, former General Manager of the Service Authority. Mr. Sloper served the customers of the Prince William County Service Authority and the citizens of Prince William County for more than 40 years. Sixteen of those years he served as General Manager of the Prince William County Service Authority. Mr. and Mrs. John W. Sloper and Mr. and Mrs. Gary Sloper attended the dedication ceremony.

### 2. GENERAL MATTERS

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

a) Consideration of Approval of Minutes of April 11, 2013

Chairman Vanegas called for approval of the Minutes from the April 11, 2013 Board meeting.

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

b) Consideration of Approval of Minutes of the April 29, 2013 Work Session

Mr. Dickey noted there was a typographical error in the April 29, 2013 Work Session Minutes. Mrs. Leiby advised that the word *Presentation* in item 2 was misspelled. The record copy has been corrected.

Motion: Mrs. Eagles moved to approve the Minutes of the April 29, 2013 Work Session as amended.  
Second: Mrs. Carr  
Ayes : Eagles, Carr, Kooyoomjian, Ruecker, Thompson, Vanegas, Young  
Abstention: Rutherford

c) Consideration of Announcements by Staff

Mr. Dickey introduced Mr. Samer Beidas, Director of Engineering and Planning, who began working for the Service Authority on May 6, 2013. Mr. Dickey advised that prior to joining the Service Authority, Mr. Beidas was the Public Works Director for the Town of Purcellville, Virginia and General Manager of the Department of Environmental Services for the City of Falls Church, Virginia. Mr. Beidas received his B.S. in Civil Engineering with Construction Option in 1984 and Masters of Civil Engineering from North Carolina State University in 1986. He is a registered Professional Engineer in Virginia and is a Certified Construction Manager.

Mr. Dickey advised that the following items were at the Board Members' places: events listing which included the upcoming Service Authority Picnic on Wednesday, May 22, 2013 from 11:30 a.m. until 2:00 p.m. and the Service Awards Luncheon on Wednesday, June 12, 2013 at 11:30 a.m. at Carrabbas; the monthly Capital Improvements Program (CIP) Report that now includes a list of acronyms at the back of the report; *The Pipeline* newsletter, a thank you letter from a George Mason University engineering class who recently toured the H. L. Mooney Advanced Water Reclamation Facility (Mooney AWRF) and also three thank you letters from the Northern Virginia Homeschool Group who toured the Mooney AWRF.

d) Citizen's Time

There were no citizens present who wished to speak.

3. ACTION MATTERS

a) Approval of Capital Improvements Program (CIP) FY 2014 – FY 2018

Mr. Dickey advised that this CIP document contains the same information that was briefed at the Work Session on April 29, 2013. Mr. Dickey asked for Board approval of the FY2014 – FY2018 CIP.

Motion: Mrs. Eagles moved that the Prince William County Service Authority Board of Directors does hereby approve the FY 2014 – FY 2018 Capital Improvements Program as presented at the April 29, 2013 Work Session and authorizes the document for distribution.

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

b) Approval of FY 2014 Budget

Mr. Dickey advised that the proposed FY 2014 Budget was discussed with the Board of Directors at the April 29, 2013 Work Session, staff had not received any questions or comments since the Work Session, and requested the Board of Directors approve the FY 2014 Budget.

Dr. Kooyoomjian complimented Mr. Beefelt and his staff on the presentation of the FY 2014 Budget.

Chairman Vanegas thanked Messrs. Beefelt and Akinkugbe for their hard work in the preparation of the FY 2014 Budget.

Motion: Mr. Ruecker moved that the Prince William County Service Authority Board of Directors does hereby approve the Prince William County Service Authority FY 2014 Budget as presented at the Work Session on April 29, 2013.

Second: Mrs. Eagles

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

c) Approval of Virginia Retirement System (VRS) Resolution

Mr. Dickey asked that the *Approval of the Virginia Retirement System (VRS) Resolution* Action Item be moved up on the agenda since it is budget-related.

Motion: Mrs. Eagles moved to amend the agenda to move Item 3e) to be presented after the FY 2014 Budget, Item 3b).

Second: Mr. Ruecker

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

Mr. Dickey advised that there is a mandatory requirement stemming from legislation passed by the Virginia General Assembly in 2010 and pertains to charging employees hired prior to July 1, 2010 a 5% membership contribution for participation in VRS by July 1, 2016. This contribution was previously paid in full by the Service Authority which was in keeping with most other VRS covered employers.

In accordance with the legislation, the proposed FY 2014 Budget recommends charging employees hired prior to July 1, 2010 an added 2% for their mandatory membership in VRS. Also, the proposed FY 2014 Budget includes the required 2% salary offset. A 1% contribution was approved last year. There will be another 2% required for next year.

A discussion was held about keeping track of the various categories of employees. Chairman Vanegas asked if it would be beneficial if the Service Authority Board of Directors approved the combined 4% contribution for FY 2014 and FY 2015 at this time. Mr. Dickey responded affirmatively. Further discussion followed about the costs involved, a proposed compensation study, and notifying staff of this decision. Mr. Dickey informed the Board Members that this would not require a budget amendment, as the \$83,000 differential would be taken from the contingency in the approved FY 2014 Budget.

Chairman Vanegas polled the Board Members and determined that it was the consensus of the Board of Directors to pay the full 4% VRS contribution this year.

Chairman Vanegas asked that the VRS resolution be modified to approve paying the full 4% VRS contribution at this time. The Board Members unanimously agreed.

Motion: Dr. Kooyoomjian moved that the Prince William County Service Authority Board of Directors does hereby approve the attached VRS resolution to include an amended 4% mandatory membership VRS contribution for FY 2014 with a 4% salary offset as required by the General Assembly. (See attached resolution)

Second: Mrs. Carr

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

d) Approval of Lease Agreement between the Prince William County Service Authority and Prince William County for Neabsco Treatment Plant Site

Mr. Dickey advised the County proposed changes to Paragraph L. of this lease. The County's proposed changes are acceptable to senior staff and legal counsel and asked the Board of Directors to approve the lease.

Motion: Mrs. Eagles moved that the Prince William County Service Authority Board of Directors does hereby approve the attached Deed of Lease made and entered into as of July 1, 2013, by and between the Prince William County Service Authority and the Prince William County Board of Supervisors and authorizes the General Manager to execute the lease on behalf of the Service Authority.

Second: Mr. Ruecker

Mrs. Eagles advised that she attended a public meeting and representatives from the Parks Department were there and they were really excited about this lease being approved.

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

e) Approval and Award of General Consulting Contracts

Mr. Dickey advised there are three nationally recognized firms, CH2M Hill, Montgomery Watson (MWH Global Americas, Inc.) and Arcadis, U.S., Inc., that possess some professional abilities that staff would like to contract with for consulting services. With the various strengths, abilities and multiple scopes of work, this would give Service Authority staff a much larger choice when consulting services are needed. Work would be issued through project agreements.

Mr. Dickey requested Board of Directors' approval to award the three contracts. Mr. Dickey further requested that the Board of Directors approve the three contracts with the understanding that the salary rates on CH2M Hill's contract will be examined by the General Manager to make certain they are correct.

Mrs. Eagles asked that each contract be voted on separately.

Motion: Mr. Ruecker moved to approve the Basic Ordering Agreement contract with Arcadis, U.S., Inc.

Second: Mrs. Carr

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

A discussion was held on the length of the contract and options to renew, key personnel and what procedures were in place should key contract personnel leave the company.

Motion: Mr. Ruecker moved to approve the Basic Ordering Agreement contract with MWH Global Americas, Inc.

Second: Mrs. Carr

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

Motion: Mrs. Eagles moved to approve the contract with CH2M Hill subject to the General Manager's review and approval of the audited maximum rates.

Second: Mr. Ruecker

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

4. GENERAL MANAGER'S REPORT

Mr. Dickey had nothing to report. Mr. Dickey advised that a closed meeting was necessary.

5. ATTORNEY'S TIME

Mr. Viani had nothing to report.

6. CONSIDERATION OF MATTERS PRESENTED BY MEMBERS

Mr. Rutherford complimented staff on the CIP.

Mr. Young welcomed Mr. Samer Beidas to the Service Authority.

Mr. Ruecker also welcomed Mr. Beidas. Mr. Ruecker thanked Mrs. Nelson for resolving a recent customer issue concerning water pipe leaks; the customer is happy.

Mrs. Eagles thanked Mr. Thompson and Dr. Kooyoomjian for reviewing the audit proposals. Mrs. Eagles also thanked Mrs. Nelson, Ms. Griffith and Messrs. Beefelt and Kartel for assisting. Approval of the new auditor will be presented at the June Board meeting.

Mr. Thompson thanked the staff and everyone involved in the dedication of the John W. Sloper Wing, and stated it was very well done.

Mr. Dickey thanked the staff involved for their efforts regarding the dedication ceremony.

Dr. Kooyoomjian thanked Mrs. Nelson, Ms. Griffith, Mrs. White, Mrs. Johnson and Messrs. Beefelt, Kartel and Campbell for their assistance with the interviews of the auditing firms.

Dr. Kooyoomjian echoed Mr. Thompson's comments on the dedication of the John W. Sloper Wing. He thanked Mrs. Eagles for bringing the matter before the Board of Directors.

Mrs. Eagles stated she appreciated all the work staff had done for the dedication of the John W. Sloper Wing.

Chairman Vanegas thanked staff collectively for the excellent work on the CIP and the FY 2014 Budget.

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 8:10 p.m. for the purpose of discussing real property acquisition and/or disposition according to Code of Virginia §2.2-3711A3.

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

Upon conclusion of the closed meeting at 8:28 p.m. and in compliance with the Freedom of Information Act, a motion was made by Dr. Kooyoomjian 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/or disposition).

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

9. ADJOURNMENT

Motion: Mr. Ruecker  
Second: Mrs. Eagles

The meeting adjourned at 8:30 p.m.

  
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Janice R. Carr  
Secretary-Treasurer