



# Service Authority

Joyce P. Eagles, Chairman  
L. Ben Thompson, Vice Chairman  
Paul E. Ruecker, Secretary-Treasurer  
Janice R. Carr, Member  
Ernie Gonzales, Member  
Dr. K. Jack Kooyoomjian, Member  
Garth R. Porter, Member  
David A. Rutherford, Member

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

## MINUTES OF BOARD OF DIRECTORS MEETING OF NOVEMBER 12, 2015

Board Members Present : Janice R. Carr, Joyce P. Eagles, Ernie Gonzales, K. Jack Kooyoomjian, Ph.D., Garth R. Porter, Paul E. Ruecker.

Staff : Dean E. Dickey, Lyle Beefelt, Samer Beidas, Leslie Griffith, Keenan Howell, Evelyn Mahieu, Ph.D., Astrid Nelson, Theresa O'Quinn, Don Pannell, James Pflugshaupt, Brandon Pfleckl, Marlo Thomas Watson, Paul Hood and Kim Murray.

Legal Counsel : Mark Viani

Absent : David A. Rutherford and L. Ben Thompson

Visitor : Marty Ragusky, MORCOM International

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### 1. GENERAL MATTERS

Chairman Eagles called the meeting to order at 7:30 PM.

a) Consideration of Approval of Minutes of October 8, 2015

Chairman Eagles called for approval of the Minutes of the October 8, 2015 Board meeting.

Motion : Mr. Porter moved to approve the Minutes of the October 8, 2015 Board meeting.  
Second : Mr. Ruecker  
Ayes : Porter, Ruecker, Carr, Eagles, Gonzales, Kooyoomjian  
Absent : Rutherford, Thompson

b) Consideration of Announcements by Staff

Mr. Dickey wished Happy Birthday to Mrs. Carr (November 17) and Mr. Gonzales (December 2). Mr. Dickey also noted the following items at Board Members' places: Grubbs Environmental Center polo shirts.

c) Citizens' Time

There were no citizens in attendance who wished to speak.

2. PRESENTATIONS

a) Chairman Eagles presented two Virginia Section American Water Works Association (VA AWWA) Public Information Awards recognizing "Excellence in public information/communication practices" to Mrs. Thomas Watson in the category of Community Relations Program and to Mr. Howell and the Communications Division in the category of External Newsletter.

b) Mr. Pfleckl, Enterprise Asset Management Project Manager, presented a brief overview of the Service Authority's Vision and Expectations with respect to the Water and Sewer Modeling Exercise. Mr. Gonzales requested an update for Board Members (to see how everything works) at the 12-month point in the project. Dr. Kooyoomjian asked about coordinating the Service Authority's modeling with that of other utilities. Mr. Pfleckl stated that staff regularly meets with other utilities in the area. The consultants on this project are global leaders in the modeling business, and the Authority is following an industry best practices approach. (Copies of the presentation slides were provided to Board Members.)

3. ACTION MATTERS

- a) Declare Service Authority-Owned Property At 9405 Lomond Drive, Manassas, Virginia "Surplus"

Mr. Dickey asked Board Members to approve the Resolution as provided. Mr. Pannell provided information about the property that the Authority is not using. It will first be offered to Prince William County (per policy) and, if they have no interest in it, it will be offered for sale to the surrounding property owners.

Motion : Mr. Ruecker moved that the Prince William County Service Authority Board of Directors hereby authorizes the General Manager to dispose of the one parcel of real estate at 9405 Lomond Drive, Manassas, Virginia in accordance with Chapter 6, Sales and Disposal of Property and Supplies, Section 76005 and 76010 of the Service Authority Purchasing and Contracts Policy.

Second : Mr. Porter

Ayes : Ruecker, Porter, Carr, Eagles, Gonzales, Kooyoomjian

Absent : Rutherford, Thompson

- b) Resolution I: Approval of Contract with Woolpert, Inc. for Computerized Maintenance Management System (CMMS) Implementation Services

Mr. Dickey asked Board Members to approve two Resolutions [(i) for the contract and (ii) the task order] to implement the CMMS program. Mr. Pannell provided information about the CMMS project.

Motion : Mr. Ruecker moved that the Prince William County Service Authority Board of Directors hereby approves and authorizes the General Manager to execute Contract SA2515 with Woolpert, Inc. for CMMS Implementation Services.

Second : Dr. Kooyoomjian

Mrs. Eagles asked how long the project would take; Mr. Pannell answered it would be 9-12 months for this first phase. Staff will come back to the Board for approval of the next two phases.

Ayes : Ruecker, Kooyoomjian, Carr, Eagles, Gonzales, Porter  
Absent : Rutherford, Thompson

Resolution II: Approval of a Task Order to Woolpert, Inc. for Implementation of the Land Development Program System Module of CMMS

Motion : Mr. Ruecker moved that the Prince William County Service Authority Board of Directors hereby authorizes the General Manager to execute Work Authorization No. 1 with Woolpert, Inc. for the Land Development Program System Implementation.

Second : Dr. Kooyoomjian

Ayes : Ruecker, Kooyoomjian, Carr, Eagles, Gonzales, Porter

Absent : Rutherford, Thompson

c) Approval of a Task Order to Dewberry Consultants, LLC for Implementation Support for Development Department Staff in Conjunction with the Woolpert CMMS Implementation Project

Mr. Dickey asked Board Members to approve this Resolution, which goes along with the previous two Resolutions. Mr. Beidas provided information about this task order.

Motion : Dr. Kooyoomjian moved that the Prince William County Service Authority Board of Directors hereby approves Work Authorization No. 7 and authorizes the General Manager to execute a Task Order to Dewberry for CMMS Implementation Support.

Second : Mr. Ruecker

Ayes : Kooyoomjian, Ruecker, Carr, Eagles, Gonzales, Porter

Absent : Rutherford, Thompson

d) Wireless Communications System Design

Mr. Dickey requested approval of the resolution as submitted. He advised Board Members that the Wireless Communications System Design project is an important part of the Supervisory Control and Data Acquisition (SCADA) project (for transmitting data). Mr. Pflugshaupt advised that this project will upgrade the current system and meet future needs as well. Staff will present future phases of the project (the pilot and the full buildout) to the Board for approval when appropriate.

Motion : Mr. Ruecker moved that the Prince William County Service Authority Board of Directors hereby authorizes the General Manager to issue a Task Order to Morcom International, Inc. to provide general management and engineering services for the design of a Wireless Communications System for SCADA and Video Monitoring Connectivity.

Second : Mr. Gonzales

Ayes : Ruecker, Gonzales, Carr, Eagles, Kooyoomjian, Porter

Absent : Rutherford, Thompson

e) Approval of Task Order to GHD, Inc. to Provide Engineering Design Services for the Graham Park Sewer Pump Station (SPS) Replacement Project

Mr. Dickey asked Board Members to approve the Resolution to replace the fifty year old pump station. Mr. Beidas provided information about the project.

Motion : Mrs. Carr moved that the Prince William County Service Authority Board of Directors hereby approves GHD, Inc.'s proposal for Work Authorization No. 5 and authorizes the General Manager to issue a Task Order to GHD, Inc. to provide engineering design services for the Graham Park SPS Replacement Project.

Second : Dr. Kooyoomjian

Ayes : Carr, Kooyoomjian, Eagles, Gonzales, Porter, Ruecker

Absent : Rutherford, Thompson

f) Approval of Agreement for Construction of the Evergreen Well Pump Station Improvements

Mr. Dickey asked Board Members to approve the Resolution in order to provide better service to the customers at Bull Run. Mr. Beidas provided additional information about the project.

Motion : Mr. Ruecker moved that the Prince William County Service Authority Board of Directors hereby approves the agreement and authorizes the General Manager to execute the agreement with E. Granville Wade, Jr., Inc. for the construction of the Evergreen Well Pump Station Improvements.

Second : Dr. Kooyoomjian

Ayes : Ruecker, Kooyoomjian, Carr, Eagles, Gonzales, Porter

Absent : Rutherford, Thompson

g) Approval of Task Order to Rinker Design Associates, PC (RDA) to Provide Engineering Design Services for the Barrett Drive Water Main Project

Mr. Dickey advised Board Members that this project will improve reliability and fire flow in the area, and he asked the Board Members to approve the Resolution. Mr. Beidas provided additional information regarding the loop closure project.

Motion : Dr. Kooyoomjian moved that the Prince William County Service Authority Board of Directors hereby approves RDA's proposal for Work Authorization No. 20 and authorizes the General Manager to issue a Task Order to RDA to provide engineering design services for the Barrett Drive Water Main Project.

Second : Mr. Ruecker

Ayes : Kooyoomjian, Ruecker, Carr, Eagles, Gonzales, Porter

Absent : Rutherford, Thompson

4. GENERAL MANAGER'S REPORT

a) Mr. Beidas provided an update on the Davis Ford Road project. The water and force main components of the project are 99% complete. There are approximately 1.5 days of work remaining to complete the connections crossing Davis Ford Road into Occoquan Forest Drive. The contractor will then perform pressure testing and disinfection. Once those items are performed, the line will be placed in service. The final pavement restoration on Davis Ford Road will commence immediately thereafter. The lift station project is under construction and on schedule.

b) Antioch Road Water Main Loop Closure: Board Members were provided copies of the map of this project. Mr. Dickey said he is introducing this project to Board Members now because it is a critical project. He will ask the Board to approve design of the line (to complete the loop) at a future date.

c) Mr. Dickey proposed increasing the threshold for Task Orders issued under the professional services basic ordering agreement (BOA) from \$750,000 to \$1,000,000. Board Members agreed to Mr.

Dickey increasing the threshold as proposed. Mr. Dickey will provide a Resolution for the Board's formal approval at a later date.

d) Mr. Pannell provided information (including photos and video) of the bypass pumping operation performed recently while staff corrected a leak at the Linton Hall Lift Station. General discussion was held.

e) Mr. Dickey reminded Board Members of the Town Hall meeting on Tuesday, December 1, 2015 at 8:00 AM in the Spittle Building lobby.

f) Mr. Dickey also reminded Board Members of the Holiday Luncheon scheduled for Wednesday, December 16 (11:30 AM – 1:00 PM).

g) Mr. Dickey recommended the Board not meet in December (barring any emergencies that may arise). Board Members agreed not to meet in December.

h) Mr. Dickey advised Board Members that Ms. Murray has new Operational Data laminated cards for distribution. Members may take one or both sizes of the reference cards.

i) Mr. Dickey advised that a Closed Meeting needs to be held.

#### 5. ATTORNEY'S TIME

Mr. Viani confirmed that a closed meeting needs to be held under Codes of Virginia § 2.2-3711A1, Personnel Matters; § 2.2-3711A3, Real Property Acquisition and Disposal; § 2.2-3711A4, Privacy of Individuals; § 2.2-3711A5, Prospective Business or Industry; § 2.2-3711A6, Investment of Public Funds; and § 2.2-3711A7, Litigation.

#### 6. CONSIDERATION OF MATTERS PRESENTED BY MEMBERS

Mr. Ruecker wished everyone a Happy Thanksgiving.

Mr. Porter congratulated staff on the recent awards. He also noted that Supervisor Candland's Aide was impressed by the grand opening ceremony of the Grubbs Environmental Center.

Mrs. Carr congratulated staff on the awards. She also asked to call into the January Board meeting, as she will be out of town.

Dr. Kooyoomjian appreciated the dedication of the Grubbs Environmental Center. He advised that he attended the first formal tour of the H.L. Mooney Advanced Water Reclamation Facility on October 29 with the Virginia Water Environment Association, and he commended staff on the presentation and tour. He also wished everyone a Happy Thanksgiving.

Mrs. Eagles reported that the Audit Committee met prior to the Board Meeting tonight. They anticipate providing the Comprehensive Annual Financial Report (CAFR) at the January 2016 Board Meeting.

#### 7. ADMINISTRATIVE REPORTS

Mrs. Eagles asked the Board Members to please provide Mr. Dickey any questions they may have on the Administrative Reports for dissemination to the appropriate staff member.

#### 8. CLOSED MEETING

Chairman Eagles announced a closed meeting at 8:52 PM for the purpose of discussing Personnel Matters under Codes of Virginia § 2.2-3711A1; Real Property Acquisition and Disposal under

§ 2.2-3711A3; Privacy of Individuals under § 2.2-3711A4; Prospective Business or Industry under § 2.2-3711A5; Investment of Public Funds under § 2.2-3711A6; and Litigation under § 2.2-3711A7, and requested a motion for same.

Motion : Mr. Porter  
Second : Mr. Ruecker  
Ayes : Porter, Ruecker, Carr, Eagles, Gonzales, Kooyoomjian  
Absent : Rutherford, Thompson

Upon conclusion of the closed meeting at 9:36 PM and in compliance with the Freedom of Information Act, a motion was made by Mr. Porter 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 Codes of Virginia § 2.2-3711A1, Personnel Matters; § 2.2-3711A3, Real Property Acquisition and Disposal; § 2.2-3711A4, Privacy of Individuals; § 2.2-3711A5, Prospective Business or Industry; § 2.2-3711A6, Investment of Public Funds; and § 2.2-3711A7, Litigation.

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,

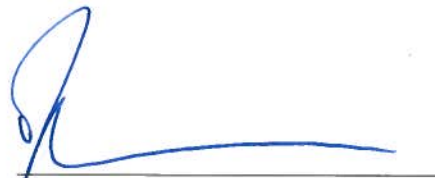
**WHEREAS**, § 2.2-3712 of the Code of Virginia requires a certification by the Prince William County Service Authority Board of Directors that such closed meeting was conducted in conformity with Virginia law;

**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. Porter  
Second : Mr. Ruecker  
Ayes : Porter, Ruecker, Carr, Eagles, Gonzales, Kooyoomjian  
Absent : Rutherford, Thompson

9. ADJOURNMENT

The meeting adjourned at 9:37 PM.



Paul E. Ruecker  
Secretary-Treasurer