



Service Authority

Paul E. Ruecker, Chairman
Dr. K. Jack Kooyoomjian, Vice Chairman
Kurt E. Voggenreiter II, Secretary-Treasurer
Mark Allen, Member
Janice R. Carr, Member
Joyce P. Eagles, Member
Ernie Gonzales, Member
David A. Rutherford, Member

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

MINUTES OF BOARD OF DIRECTORS MEETING OF JANUARY 11, 2018

Board Members Present : Mark Allen, Janice R. Carr (via telephone), Joyce P. Eagles, K. Jack Kooyoomjian, Ph.D., Paul E. Ruecker, David Rutherford (via telephone), and Kurt Voggenreiter II.

Staff : Dean E. Dickey, Leslie Griffith, Lyle Beefelt, Samer Beidas, Evelyn Mahieu, Ph.D., Astrid Nelson, Theresa O'Quinn, Don Pannell, Brandon Pfleckl, Jamie Click, Maureen O'Shaughnessy, David Pereira, Tony Piccione, Doug Shoop, Karl Volkmann, and Kim Murray.

Legal Counsel : Mark Viani

Absent : Ernie Gonzales

Guests : John Davis and Jay Kirk/Brown and Caldwell; Don Lauzon.

Mr. Rutherford called into the meeting via telephone at 7:25 PM (from Spring Hill, FL due to a personal matter)

Mrs. Carr called into the meeting via telephone at 7:25 PM (from Del Ray Beach, FL due to a personal matter).

1. GENERAL MATTERS

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

Mr. Dickey asked the Chairman to amend the Agenda by removing item 3.d).

Motion : Dr. Kooyoomjian moved to remove item 3.d) from the meeting's Agenda.
Second : Mrs. Eagles
Ayes : Kooyoomjian, Eagles, Allen, Carr (via telephone), Ruecker, Rutherford (via telephone), Voggenreiter
Absent : Gonzales

a) Consideration of Approval of Minutes of November 9, 2017

Chairman Ruecker called for approval of the Minutes of the November 9, 2017 Board meeting.

Motion : Mr. Voggenreiter moved to approve the Minutes of the November 9, 2017 Board meeting.
Second : Mr. Allen
Ayes : Voggenreiter, Allen, Carr (via telephone), Eagles, Kooyoomjian, Ruecker, Rutherford (via telephone)
Absent : Gonzales

b) Consideration of Announcements by Staff

Mr. Dickey wished a Happy 35th Anniversary to the Service Authority. He also wished happy birthday to Mr. Ruecker and Mr. Allen. Mr. Dickey noted the following items at Board Members' places: (1) Commemorative Service Authority 35th Anniversary coffee mug; (2) Service Authority logo umbrella; and (3) "One SA" t-shirt. Mrs. O'Quinn provided brief information on the intern-to-hire program and requirements. Dr. Mahieu introduced Mr. Karl Volkmann as the intern in the Environmental Services and Water Reclamation division; Mr. Pannell introduced Mr. David Pereira as a former intern-to-hire – now a regular full-time employee (utility engineer) – in the Operations and Maintenance division. Board Members welcomed both interns.

c) Citizens' Time

There were no citizens in attendance who wished to speak.

2. COMMENDATION/PRESENTATION

a) Commendation: James Shero, Jr.

Mr. Dickey asked Board Members to approve the Resolution recognizing Mr. Shero's 27 years and three months of service.

Motion : Mrs. Eagles moved that the Prince William County Service Authority Board of Directors hereby commends Mr. James Shero, Jr. for his exceptional service to the customers of the Prince William County Service Authority and conveys best wishes for happiness in his retirement.

Second : Mr. Voggenreiter

Ayes : Eagles, Voggenreiter, Allen, Carr (via telephone), Kooyoomjian, Ruecker, Rutherford (via telephone)

Absent : Gonzales

b) Mrs. Eagles, Chairman of the Audit Committee, presented the Government Finance Officers' Association (GFOA) Certificate for the FY2016 Comprehensive Annual Financial Report (CAFR) to Mrs. Jamie Click, Accounting Manager. Mr. Dickey read the certificate to Board Members. This is the 28th year the Authority has received the GFOA award.

3. ACTION MATTERS

a) Acceptance and Authorization to Release FY2017 Comprehensive Annual Financial Report (CAFR)

Motion : Mrs. Eagles moved that the Prince William County Service Authority Board of Directors hereby accepts the CAFR for the fiscal year ended June 30, 2017 and authorizes its release to the public.

Second : Dr. Kooyoomjian

Board Members expressed their congratulations to staff for their work on the CAFR. Mr. Rutherford asked if copies would be provided to the Board of County Supervisors; Mr. Dickey stated copies will be provided to all of the Supervisors.

Ayes : Eagles, Kooyoomjian, Allen, Carr (via telephone), Ruecker, Rutherford (via telephone),
Voggenreiter
Absent : Gonzales

- b) Authorization to Initiate the Eminent Domain Process and to Advertise and Hold a Public Hearing to Secure Easement Rights from Mr. Lotfy Mostafa Metwally and Ms. Fatma N. Nessef, Needed for Construction of the Montclair Pressure Zone Improvements – Route 234 Project

Mr. Dickey asked Board Members to approve the Resolution as presented.

Motion : Dr. Kooyoomjian moved that the Prince William County Service Authority Board of Directors hereby authorizes the General Manager to initiate the eminent domain process, to advertise and to hold a public hearing to acquire easements by condemnation, including by “quick take” condemnation pursuant to Va. Code § 25.1-300 et seq., on the parcel owned by Mr. Lotfy Mostafa Metwally and Ms. Fatma N. Nessef, located at 16714 Friar Loop, Dumfries, Virginia 22025, needed for construction of the Montclair Pressure Zone Improvements – Route 234 Project.

Second : Mr. Rutherford
Ayes : Kooyoomjian, Rutherford (via telephone), Allen, Carr (via telephone), Eagles, Ruecker,
Voggenreiter
Absent : Gonzales

- c) Authorization to Initiate the Eminent Domain Process and to Advertise and Hold a Public Hearing to Secure Easement Rights from Mr. Bruce E. Grooms and Ms. Emily J. Penn-Grooms, Needed for Construction of the Montclair Pressure Zone Improvements – Route 234 Project

Mr. Dickey asked Board Members to approve the Resolution as presented.

Motion : Mr. Allen moved that the Prince William County Service Authority Board of Directors hereby authorizes the General Manager to initiate the eminent domain process, to advertise and to hold a public hearing to acquire easements by condemnation, including by “quick take” condemnation pursuant to Va. Code § 25.1-300 et seq., on the parcel owned by Mr. Bruce E. Grooms and Ms. Emily J. Penn-Grooms, located at 16720 Friar Loop, Dumfries, Virginia 22025, needed for construction of the Montclair Pressure Zone Improvements – Route 234 Project.

Second : Mrs. Eagles
Ayes : Allen, Eagles, Carr (via telephone), Kooyoomjian, Ruecker, Rutherford (via telephone),
Voggenreiter
Absent : Gonzales

- d) Approval of Service Contracts under a Basic Ordering Agreement Contract No. SA-1703, On Call Utility Services and Miscellaneous Construction for Sewer and Water Lines

Mr. Dickey explained the basis for this contract to provide repairs throughout the Authority’s service area. It is a unit price contract so work will be done under an established unit price (with consideration of three different vendors). He asked Board Members to approve the Resolution as provided.

- Motion : Mrs. Eagles moved that the Prince William County Service Authority Board of Directors hereby approves and authorizes the General Manager to execute contracts with W.C. Spratt, Inc., Prince William Pipeline Corporation and Core Contractors, LLC for performing work orders based on the prices shown in the unit bid prices and the extra work value schedules.
- Second : Mr. Allen

General discussion was held. Dr. Kooyoomjian asked about certain terminology used in the contract; Mr. Dickey explained why we use certain language and that staff ensures terms are followed. Mr. Ruecker asked if these contracts might be used in emergencies; Mr. Dickey stated they would be used for emergencies as well as minor work. Mr. Ruecker also asked if response times are provided in the contracts; Mr. Dickey advised response times are included in the contracts.

- Ayes : Eagles, Allen, Carr (via telephone), Kooyoomjian, Ruecker, Rutherford (via telephone), Voggenreiter
- Absent : Gonzales

e) Approval of Additional Emergency Funds for Fume Hoods

Mr. Dickey explained the actual bids were received for the fume hoods, and are higher than anticipated. He asked Board Members to approve the Resolution as provided in order to perform emergency repairs on the fume hoods.

- Motion : Mrs. Eagles moved that the Prince William County Service Authority Board of Directors hereby approves additional funds for the combined design and construction costs of the emergency fume hoods project from the previously approved funding of \$500,000 (plus a 20% contingency) to \$720,500, and authorizes the General Manager to approve change orders up to his authorized amount.
- Second : Dr. Kooyoomjian

Dr. Mahieu stated there are two fume hoods that are used for very strong acid digestion. The ductwork is being removed rather than the fume hoods. A scrubber will also be installed, as well as a treatment system for the materials that are produced by the scrubber chemical. The scrubber removes sulfuric acid fumes, which are then neutralized. The work is necessary to meet requirements of the Department of Environmental Quality, Environmental Protection Agency, and Occupational Safety and Health Administration.

- Ayes : Eagles, Kooyoomjian, Allen, Carr (via telephone), Ruecker, Rutherford (via telephone), Voggenreiter
- Absent : Gonzales

4. GENERAL MANAGER'S REPORT

a) Mr. Dickey shared a copy of Sentara Northern Virginia Medical Center's Certificate of Appreciation, which they presented to the Authority in December 2017 for assistance with their private water main break in November 2017. Members of Sentara's staff came to the Authority and presented certificates to each of the staff members who worked on the break. Four articles about the Authority's assistance to Sentara (which have been shared with Board Members) were written in local online publications. Mr. Dickey and Board Members expressed their appreciation for the professionalism and hard work of Authority staff.

b) Mr. Dickey announced the Authority recently received a 9.2 rating on the 2017 Customer Satisfaction Survey (up from 8.9 on the 2016 survey). Mrs. Nelson will provide details and results at the February Board meeting.

c) Mr. Dickey reported on the number of water main breaks (29) and frozen water meters (155) from December 27 through January 7 (the temperature during this period never rose above 32°F). Authority staff (especially field personnel) worked around the clock to ensure customers received uninterrupted service. The Authority's response time for breaks averaged 39 minutes; water was off for an average of 1.8 hours per break. Frozen meters were resolved in less than two hours, on average. Mr. Dickey again expressed his appreciation for staff's hard work and dedication.

d) Mooney Projects: Dr. Mahieu provided an update on three projects at the H.L. Mooney ("Mooney") Advanced Water Reclamation Facility that were not presented to the Board last fall:

- i. Sludge holding tank mixer;
- ii. Removing the UV building generator and installing a new one (to power the entire building); and
- iii. Heat exchanger replacement (and other parts) for the Fluidized Bed Incinerator.

Dr. Mahieu explained why the projects were not included with the 11 projects presented last fall. Mr. Dickey advised staff did not have all of the previous information at that time. Staff will bring these projects to the Board for consideration later, as appropriate.

e) Mr. Dickey advised the Woodbridge Potomac Communities Civic Association is touring the Grubbs Environmental Center (and holding a brief business meeting) on Thursday, January 18 (7-9 PM).

f) Mr. Dickey announced Congressman Rob Wittman is visiting the Grubbs Environmental Center on Monday, January 29. Mr. Dickey will provide a brief presentation and staff will provide tours of the plant and laboratory. Board Members are invited to attend.

g) Copies of the Authority's 2017-2025 Strategic Plan were provided to Board Members.

h) Office Rental Space: Mr. Dickey advised staff has not yet located additional office space to lease during the Spittle addition project. He will provide options on the Spittle addition at the March Board meeting.

i) Mr. Dickey advised a Closed Meeting is needed.

5. ATTORNEY'S TIME

Mr. Viani confirmed a Closed Meeting needs to be held under Code of Virginia § 2.2-3711A6 with respect to Real Estate/Procurement, and § 2.2-3711A7, Litigation.

6. CONSIDERATION OF MATTERS PRESENTED BY MEMBERS

Mrs. Carr wished everyone a Happy New Year. She congratulated staff on their work on Sentara's water main break. She noted the General Manager has made a huge difference and thanked him for his direction and leadership.

Mr. Rutherford congratulated staff on an excellent CAFR. He asked why the Capital Improvements Program (CIP) combines the construction of three pump stations (Airport, Nokesville and Occoquan); Mr. Dickey answered the Authority was not able to obtain bids on a single pump station. Mr. Rutherford also wished everyone a Happy New Year.

Mrs. Eagles expressed her compliments to staff on the Christmas parade, holiday luncheon, and other events. She thanked Mr. Beidas for his assistance in answering questions from County Supervisor Principi. She also enjoyed the Authority's 35th anniversary celebration at the Mooney Plant; she expressed the Board's appreciation for everything the staff does for the Authority and its customers.

Mr. Allen thanked Mr. Beidas for his updates on the Heritage Hunt matters. He also thanked Mr. Pannell for responding quickly to a question.

Mr. Voggenreiter commented the CAFR is the best he has ever seen and congratulated staff on their excellent work. He thanked staff for the 35th Anniversary mug and commented on the commemorative logo, which was designed by a Communications employee.

Dr. Kooyoomjian welcomed Mr. Pereira and Mr. Volkmann to the Authority. He also congratulated staff on all of their excellent work and dedication, as well as their quick actions on the Sentara water main break. Dr. Kooyoomjian mentioned a Prince William Committee of 100 event on January 18; he gave the flyer to Ms. Murray to email to Board Members.

Mr. Ruecker added his compliments to Authority staff for their hard work and professionalism; they make the Board proud to be a part of the organization. He also wished a happy birthday to Mrs. Nelson, who shares his birthday.

7. ADMINISTRATIVE REPORTS

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

8. CLOSED MEETING

Chairman Ruecker announced a closed meeting at 8:37 PM for the purpose of discussing Real Estate/Procurement under Code of Virginia § 2.2-3711A6, and Litigation under § 2.2-3711A7, and requested a motion for same.

Motion : Dr. Kooyoomjian
Second : Mr. Allen
Ayes : Kooyoomjian, Allen, Carr (via telephone), Eagles, Ruecker, Rutherford (via telephone),
Voggenreiter
Absent : Gonzales

Upon conclusion of the closed meeting at 9:19 PM and in compliance with the Freedom of Information Act, a motion was made by Dr. Kooyoomjian and seconded by Mr. Allen 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 § 2.2-3711A6 with respect to Real Estate/Procurement, 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 : Dr. Kooyoomjian
Second : Mr. Allen

Ayes : Kooyoomjian, Allen, Carr (via telephone), Eagles, Ruecker, Rutherford (via telephone),
Voggenreiter
Absent : Gonzales

9. ADDITIONAL ACTION MATTERS

- a) Direction to General Manager to Devise Amendment to Development Policy and Other Relevant Documents

Chairman Ruecker called for a motion for the referenced Resolution.

Motion : Mrs. Eagles moved that the Board of Directors of the Prince William County Service Authority hereby directs the General Manager, in consultation with the General Counsel, to devise an amendment to the Development Policy and other relevant documents that will require a public facilities review (or similar public outreach and review process) where the General Manager determines that a project involving infrastructure, which will be part of the Service Authority's water or wastewater system, whether constructed by the Service Authority or other entity, is anticipated to cause significant disruption to residences or properties in the project area.

Second : Mr. Allen

Ayes : Eagles, Allen, Carr (via telephone), Kooyoomjian, Ruecker, Rutherford (via telephone),
Voggenreiter

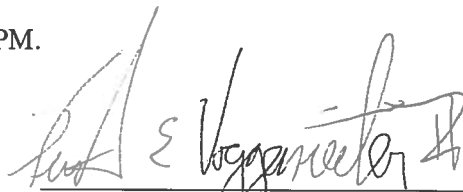
Absent : Gonzales

10. ADJOURNMENT

The meeting adjourned at 9:21 PM.

Mrs. Carr disconnected her call at 9:22 PM.

Mr. Rutherford disconnected his call at 9:22 PM.



Kurt E. Voggenreiter II
Secretary-Treasurer