



Service Authority

K. Jack Kooyoomjian, Ph.D., Chairman
Joyce P. Eagles, Vice Chairman
Marlo Thomas Watson, Secretary-Treasurer
Mark Allen, Member
Scott C. Knuth, Member
B. Paul O'Meara, Jr., Member
Paul E. Ruecker, Member
Kurt E. Voggenreiter II, Member

Dean E. Dickey, General Manager

MINUTES OF BOARD OF DIRECTORS MEETING OF JANUARY 9, 2020

Board Members Present: Mark Allen, Joyce P. Eagles, Scott C. Knuth, Paul E. Ruecker, Marlo Thomas Watson, and Kurt Voggenreiter II.

Staff : Lyle Beefelt, Samer Beidas, Keenan Howell, Evelyn Mahieu, Ph.D., Astrid Nelson, Theresa O'Quinn, Don Pannell, Brandon Pfleckl, Tony Piccione, Doug Shoop, Brian Sipes, Jeanetta Williams, Debbie Maxwell, David Scott, Ph.D., April Bean and Kim Murray.

Legal Counsel : Mark Viani.

Guests : John Davis/Brown and Caldwell; Sandy Gray/Stantec.

Absent : K. Jack Kooyoomjian, Ph.D., Alex Vanegas.

1. GENERAL MATTERS

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

a) Approval of Minutes of December 12, 2019 Meeting

Vice Chair Eagles called for approval of the Minutes of the December 12, 2019 Board meeting.

Motion: Mr. Ruecker moved to approve the Minutes of the December 12, 2019 Board meeting.

Second: Mr. Knuth

Ayes : Ruecker, Knuth, Allen, Eagles, Thomas Watson, Voggenreiter

Absent : Kooyoomjian, Vanegas

b) Consideration of Announcements by Staff

i. Mr. Pannell wished Happy Birthday to Mr. Ruecker and Mr. Allen.

c) Citizens' Time

There were no citizens attending who registered to speak.

2. PRESENTATION

- a) Presentation of Government Finance Officers Association (GFOA) Certificate for FY2018 Comprehensive Annual Financial Report

Vice Chair Eagles, who is Chair of the Audit Committee, presented the Government Finance Officers' Association (GFOA) Certificate for the FY2018 Comprehensive Annual Financial Report to Brian Sipes, Acting Director of Finance, on behalf of Mrs. Jamie Click, Accounting Manager, who could not be present tonight. Mr. Pannell read the certificate and noted this is the 30th consecutive year the Authority has received the GFOA award.

- b) Presentation of Spittle Annex Building Update

Dr. David Scott, Project Manager, presented a brief video and slides of the proposed Spittle Building Annex, showing the exterior and (partial) interior design of the building. Mr. Pannell explained this is simply an information briefing; no action is required by the Board tonight. The next action will be in May or June after the Authority receives construction bids.

3. ACTION MATTERS

- a) Acceptance of FY2019 Comprehensive Annual Financial Report

Mr. Pannell asked Board Members to approve the Resolution to Accept the FY2019 Comprehensive Annual Financial Report (CAFR). Mrs. Eagles thanked her fellow members on the Audit Committee, Dr. Kooyoomjian and Mr. Voggenreiter; she advised that the auditor, PB Mares, declared a clean report, and stated there were no internal control deficiencies. Mrs. Eagles thanked staff for their hard work in producing the report. She asked Board Members to address any questions to Mr. Brian Sipes.

Motion: Mr. Voggenreiter moved that the Prince William County Service Authority Board of Directors does hereby accept the CAFR for the fiscal year ended June 30, 2019.

Second: *[Vice Chair Eagles explained that a "second" was not required since this is a report from the Committee.]*

Ayes : Voggenreiter, Allen, Eagles, Knuth, Ruecker, Thomas Watson

Absent : Kooyoomjian, Vanegas

4. GENERAL MANAGER'S REPORT

a) Mr. Pannell provided Board Members a copy of a memorandum from Mr. Viani regarding a recent Virginia Supreme Court case dealing with sovereign immunity. Mr. Viani explained that the decision is positive for water utilities.

b) Mr. Pannell noted there was no need for a closed meeting.

5. ATTORNEY'S TIME

Mr. Viani wished everyone a Happy New Year.

Mr. Viani reported that he and legal counsel for Heritage Hunt Homeowners Association are working on one last item before finalizing everything. He thanked Authority staff for their work on this matter. Mr. Viani stated he is waiting for opposing counsel's review and for the Heritage Hunt Board of Directors to meet and sign the agreement with the Service Authority. If everything is completed soon, staff may be ready to present the agreement to the Service Authority Board in February.

6. CONSIDERATION OF MATTERS PRESENTED BY MEMBERS

Mr. Ruecker asked about the recent sanitary sewer overflow (SSO). Dr. Mahieu explained it was a small SSO (the Department of Environmental Quality [DEQ] defines any SSO less than 1,000 gallons as "small") that was due to equipment malfunction; she added the sewage was discharged via a one-inch hole in each of four manholes on the pump station site as the sewage backed up in the line. Staff responded onsite immediately (within 45 minutes) by sending technicians to the pump station to manually restart the pumps. The majority of the sewage discharged was contained in a low-lying area close to the pump station and pumped back to the collection system. Authority staff followed the Sewer Overflow Response Plan which includes, but is not limited to, cleaning up the affected area, posting required signage, and notifying the public and the appropriate agencies. The Authority has investigated the incident and has implemented lessons learned, including the following corrective actions: Changed the relay and created and installed new logic for the Programmable Logic Controller (PLC) in this and other sites with similar controls. Discussion was held. Mrs. Thomas Watson asked for the locations of other pump stations that have a similar system; Dr. Mahieu offered to send the list of the three pump stations to Board Members. *[Dr. Mahieu sent the list via email.]*

Mr. Voggenreiter noted that, as a member of the Audit Committee, he appreciates having an "inside look" at the amount of work that goes into preparation of the CAFR. He said the Authority's CAFR is praiseworthy, and congratulated staff on their work.

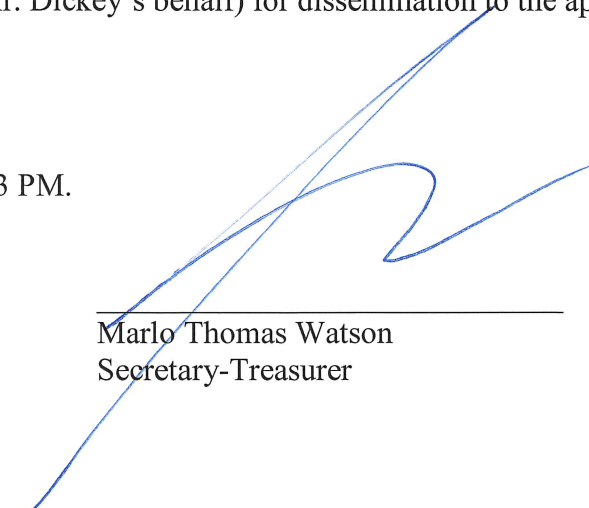
Vice Chair Eagles advised that she enjoyed the holiday luncheon. She reported that Chairman Kooyoomjian is doing well. She asked that the Board be included in the 2020 holiday collection for Toys for Tots, noting that the 2019 collection did very well.

7. ADMINISTRATIVE REPORTS

Vice Chair Eagles asked Board Members to provide any questions they may have on the Administrative Reports to Mr. Pannell (on Mr. Dickey's behalf) for dissemination to the appropriate staff member.

8. ADJOURNMENT

The meeting adjourned at 8:03 PM.



Marlo Thomas Watson
Secretary-Treasurer