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# Service Authority

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

Dean E. Dickey, General Manager

## MINUTES OF BOARD OF DIRECTORS MEETING OF MARCH 12, 2020

Board Members Present : Joyce P. Eagles, K. Jack Kooyoomjian, Ph.D., B. Paul O'Meara, Jr., Paul E. Ruecker, Marlo Thomas Watson, Kurt Voggenreiter II, and Harry Wiggins.

Staff : Dean Dickey, Lyle Beefelt, Evelyn Mahieu, Ph.D., Astrid Nelson, Theresa O'Quinn, Don Pannell, Tony Piccione, Doug Shoop, Brian Sipes, Lake Akinkugbe, Kathy Bentz, Debbie Maxwell, Ed Kovalchuk, April Bean, and Kim Murray.

Legal Counsel : Mark Viani.

Absent : Mark Allen.

Guests : Sandy Gray/Stantec.

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### 1. GENERAL MATTERS

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

a) Approval of Minutes of February 13, 2020 Meeting

Chairman Kooyoomjian called for approval of the Minutes of the February 13, 2020 Board meeting.

Motion : Mr. Ruecker moved to approve the Minutes of the February 13, 2020 Board meeting.

Second : Mr. Voggenreiter

Ayes : Ruecker, Voggenreiter, Eagles, Kooyoomjian, O'Meara, Thomas Watson, Wiggins

Absent: Allen

b) Consideration of Announcements by Staff

i. Mr. Dickey wished Happy Birthday to Chair Kooyoomjian and Vice Chair Eagles.

c) Citizens' Time

There were no citizens attending who registered to speak.

2. PRESENTATION

a) Performance Measurement Report

Mr. Beefelt provided a summary of the Authority's 2018 Performance Measurement Report. (He advised copies of the report would be provided to Board Members after the meeting.) Mr. Beefelt noted this is the seventh year the Service Authority has participated and issued the Performance Measurement Report; it is the Authority's opportunity to measure itself against the industry. The effective utility management framework is developed and endorsed by 10 of the major water and wastewater associations in the United States (US) in cooperation with the US Environmental Protection Agency (EPA). The Authority exceeded or met its target in more than 80% of its measures; its performance continues to rank among the top 10% of all high-performing utilities; and its performance continues to improve over time. The Authority continuously seeks to be among the best in the industry. Mrs. Eagles asked if the Baldrige framework helps with performance measurement. Mr. Beefelt answered yes; the Baldrige framework requires written and repeatable processes that are tied to performance measures. Measuring performance and benchmarking against others helps the Authority continuously improve and maintain high performance marks.

3. ACTION MATTERS

a) Approval of Agreement between Board of County Supervisors of Prince William County and Prince William County Service Authority for Betterment of Water Facilities on the Balls Ford Road Widening Improvement Project (Doane Drive to Ashton Avenue).

Mr. Pannell explained the project.

Motion : Mrs. Eagles moved that the Prince William County Service Authority Board of Directors hereby approves and authorizes the General Manager to execute the Agreement between the Board of County Supervisors of Prince William County and the Prince William County Service Authority for Betterment of Water Facilities on the Balls Ford Road Widening Improvement Project (Doane Drive to Ashton Avenue) to construct approximately 1,004 linear feet of a 16-inch water main and appurtenances between Bethlehem Road and Jacksonville Avenue.

Second : Mr. Ruecker

Discussion was held.

Ayes : Eagles, Ruecker, Kooyoomjian, O'Meara, Thomas Watson, Voggenreiter, Wiggins  
Absent : Allen

b) i. Authorization to Initiate the Eminent Domain Process and to Advertise and Hold a Public Hearing to Secure Easement Rights from a Property Owned by Ms. Lure Ashford, Needed for Construction of the Dumfries Force Main Replacement Project.

Mr. Pannell explained the project and the need to secure the easement via the eminent domain process.

Motion : Mrs. Eagles moved that the Prince William County Service Authority Board of Directors hereby authorizes the General Manager to initiate the eminent domain process and to advertise and hold a public hearing to acquire temporary and permanent construction easements by condemnation, including by “quick take” condemnation pursuant to Va. Code § 25.1-300 et seq., on the parcel owned by Ms. Lure Ashford, Landowner, located at 17632 Overlook Road, Dumfries, VA 22026, needed to construct the Dumfries Force Main Replacement Project (SEW-106).

Second : Mr. Ruecker

Ayes : Eagles, Ruecker, Kooyoomjian, O’Meara, Thomas Watson, Voggenreiter, Wiggins

Absent : Allen

ii. Authorization to Initiate the Eminent Domain Process and to Advertise and Hold a Public Hearing to Secure Easement Rights from Three Commercial Properties Owned By: L. Breeding, LLC; Titan Virginia Ready-Mix, LLC; and Kadah Family Ltd. Partnership needed for the Construction of the Route 1 Water Main Replacement Project.

Mr. Pannell explained why the Authority needs to replace the water main along the Dumfries corridor.

Motion : Mrs. Eagles moved that the Prince William County Service Authority Board of Directors hereby authorizes the General Manager to initiate the eminent domain process, and to advertise and hold a public hearing to acquire temporary and permanent construction easements by condemnation, including by “quick take” condemnation pursuant to Va. Code § 25.1-300 et seq., on the parcels owned by: L. Breeding, LLC, Landowner, located at 17273 Jefferson Davis Highway, Dumfries, VA 22026; Titan Virginia Ready-Mix, LLC, Landowner, located at 3454 Canal Road, Dumfries, VA 22026; and Kadah Family LTD Partnership, Landowner, located at 2525 Pointe Center Court, Dumfries, VA 22026; needed to construct the Route 1 Water Main Replacement Project (WAT-181 and WAT-182).

Second : Mr. Ruecker

Discussion was held.

Mr. Wiggins asked if there will be an impact on small businesses in the area of the project; Mr. Pannell noted staff works with the business owners to coordinate the schedule. Mr. Wiggins asked about the duration of impact to the car dealership; Mr. Pannell stated that the work on the car dealership property is estimated to last one week. Staff always ensures access to an affected property is continually maintained. The Authority also provides restoration paving to the satisfaction of the impacted properties. Mr. Pannell added that staff will work with VDOT (Virginia Department of Transportation) and the contractor to perform night work when feasible.

Ayes : Eagles, Ruecker, Kooyoomjian, O’Meara, Thomas Watson, Voggenreiter, Wiggins

Absent : Allen

c) Resolution Declaring the Intent of Prince William County Service Authority to Reimburse Certain Expenditures with Proceeds of Bonds.

Mrs. Nelson explained the Service Authority has a number of large upcoming CIP (capital improvements projects) and the interest rate environment is favorable to borrow. This resolution does not obligate the Service Authority to borrow any funds; rather, it allows the Authority to refund itself from bond proceeds should projects start before the issuance of debt. If the Board approves the resolution, staff would still seek Board approval for any future debt issuances.

Motion : Mrs. Eagles moved that the Prince William County Service Authority Board of Directors approves the resolution as provided:

1. The Service Authority intends to finance the Projects through the issuance of one or more series of Bonds or other indebtedness, taken together, in the principal amount of approximately \$175,000,000;
2. This Resolution represents a declaration of “official intent” under Treas. Regs. § 1.150-2;
3. On the date each Expenditure is paid, it will be a capital expenditure (or would be with a proper election) under general federal income tax principles or will otherwise comply with the requirements of Treas. Regs. § 1.150-2(d) (3);
4. The Authority reasonably expects to reimburse any expenditures from the proceeds of the Bonds and the adoption of this Resolution is consistent with the budgetary and financial circumstances of the Service Authority; and,
5. This Resolution shall be in effect from and after its adoption.

Second : Mrs. Thomas Watson

Discussion was held.

Ayes : Eagles, Thomas Watson, Kooyoomjian, O’Meara, Ruecker, Voggenreiter, Wiggins

Absent : Allen

4. GENERAL MANAGER’S REPORT

a) Mr. Dickey provided an update on the Authority’s COVID-19/Coronavirus preparation. Staff’s actions include, but are not limited to, the following: Updating the Continuity of Operations Plan and the Emergency Response Plan’s Pandemic Plan; inventorying critical parts, equipment, fuel and supplies; staying in contact with the Authority’s water suppliers (Fairfax Water and the City of Manassas); continuously reviewing the supply chain; increasing training and instructions to staff regarding necessary health and disinfecting precautions; and suspending all non-essential business travel. Business meetings are being held via conference calls. The Authority maintains an intranet page (for employees) and an internet page (for customers) with continuously updated information and preparation efforts about coronavirus/COVID-19. Employees will telework when possible, and management is monitoring overall staffing ability.

5. ATTORNEY’S TIME

Mr. Viani noted a closed meeting is needed under Code of Virginia § 2.2-3711A1, Personnel.

6. CONSIDERATION OF MATTERS PRESENTED BY MEMBERS

Mr. Ruecker asked that, based on the current situation, Mr. Dickey and staff to consider “Buying American” for all construction projects moving forward (vs single source purchases); he also asked if staff anticipates any material or labor shortages. Mr. Pannell advised he does not anticipate any delays or shortages on active construction projects due to the coronavirus situation. Mr. Ruecker asked if the COVID-19 virus can live in clean water; Dr. Mahieu reported that treatment processes kill viruses in drinking water.

Mrs. Thomas Watson thanked Dr. Mahieu and Ms. Murray for sending information to the Board of Directors about the Authority’s operations and preparation in light of COVID-19. She noted Supervisor Angry’s office appreciated the information.

Mrs. Eagles thanked Ms. Bentz and the Communications staff for their work on the Water Art Invitational. She commended Mr. Dickey’s email to the Prince William Board of County Supervisors.

Mr. O’Meara thanked Ms. Murray for sending him the amendments to the Board’s Bylaws. He asked if Board Members would be interested in taking action to update the by-laws. Based on interest expressed, Chairman Kooyoomjian appointed a Bylaws Subcommittee composed of Mr. O’Meara, Mrs. Eagles and Mrs. Thomas Watson. He noted all Board Members would be included in reviewing the subcommittee’s proposed updates to the Bylaws.

Mr. Wiggins thanked Mr. Dickey and staff for providing his Board orientation. He stated he looks forward to working with staff and the rest of the Board.

Chairman Kooyoomjian noted he participated in the Prince William-Manassas Regional Science and Engineering Fair on March 7, 2020; he enjoyed seeing the Authority’s employee judges there as well. He also thanked Mr. Dickey for his email to the Board of County Supervisors.

Mrs. Eagles also asked about the Service Awards Luncheon (April 8) and the Kidz@Work event (April 23); Mr. Dickey explained they will be rescheduled as needed.

7. ADMINISTRATIVE REPORTS

Chairman Kooyoomjian 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 Kooyoomjian announced a closed meeting at 8:18 PM to discuss Personnel under Code of Virginia § 2.2-3711A1, and requested a motion for same.

Motion : Mrs. Eagles  
Second : Mr. Ruecker  
Ayes : Eagles, Ruecker, Kooyoomjian, O’Meara, Thomas Watson, Voggenreiter, Wiggins  
Absent : Allen

Upon conclusion of the closed meeting at 8:19 PM, and in compliance with the Freedom of Information Act, a motion was made by Mrs. Eagles 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 Code of Virginia § 2.2-3711A1, Personnel.

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 : Mrs. Eagles  
Second : Mr. Ruecker  
Ayes : Eagles, Ruecker, Kooyoomjian, O'Meara, Thomas Watson, Voggenreiter, Wiggins  
Absent : Allen

9. ADJOURNMENT

The meeting adjourned at 8:21 PM.



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Marlo Thomas Watson  
Secretary-Treasurer