



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 SEPTEMBER 14, 2017

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

Staff : Dean E. Dickey, Leslie Griffith, Lyle Beefelt, Samer Beidas, Keenan Howell, Evelyn Mahieu, Ph.D., Astrid Nelson, Theresa O'Quinn, Don Pannell, Brandon Pfleckl, Tony Piccione, Doug Shoop, and Kim Murray.

Legal Counsel : Mark Viani.

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

1. GENERAL MATTERS

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

a) Consideration of Approval of Amended Agenda

Chairman Eagles called for approval of the Amended Agenda, a copy of which was provided at Board Members' places.

Motion : Mr. Ruecker moved to approve the Amended Agenda as provided.
Second : Mr. Gonzales

The Board Agenda was approved unanimously as amended.

b) Consideration of Approval of Minutes of July 13, 2017

Chairman Eagles called for approval of the Minutes of the July 13, 2017 Board meeting.

Motion : Dr. Kooyoomjian moved to approve the Minutes of the July 13, 2017 Board meeting.
Second : Mr. Ruecker

The July 13, 2017 minutes were approved unanimously.

c) Consideration of Announcements by Staff

Mr. Dickey noted the following items at Members' places: (1) FY17 Business Accomplishments Report and (2) FY18 Business Goals Report. He encouraged Board Members to call if they have any questions.

d) Citizens' Time

There were no citizens in attendance who wished to speak.

2. PRESENTATION

a) Presentation: National Association of Clean Water Agency's (NACWA) Platinum8 Peak Performance Award

Chairman Eagles presented the NACWA 2016 Platinum8 Peak Performance Award to Mrs. Rachel Carlson, Water Reclamation Operations Manager at the H.L. Mooney Advanced Water Reclamation Facility (Mooney AWRF). Mr. Dickey noted the Mooney AWRF won the NACWA Platinum8 Award in recognition of eight consecutive years of operations with no violations, and congratulated the staff's outstanding work at the plant.

Motion : Dr. Kooyoomjian moved that the Prince William County Service Authority Board of Directors hereby congratulates the staff of the H.L. Mooney Advanced Water Reclamation Facility for exceptional recognition in receiving the NACWA 2016 Platinum8 Peak Performance award.

Second : Mr. Allen

The motion passed by a unanimous vote.

3. ACTION MATTERS

a) Approval of Emergency Response Priorities and Guidelines

Mr. Dickey explained the need to have this policy in place to protect employees from civil actions or lawsuits, especially in times of emergencies, as recommended by the Authority's insurance company, and he asked Board Members to approve the Resolution as provided.

Motion : Dr. Kooyoomjian moved that the Prince William County Service Authority Board of Directors hereby approves the Emergency Response Priorities and Guidelines and authorizes the General Manager to approve changes as required.

Second : Mrs. Carr

Mr. Rutherford referenced Section 46110 and asked if the "authorized employee" is automatically the senior staff member on site at the time. Mr. Dickey answered yes, unless that person is able to contact a higher-level manager (through the chain of command) in a reasonable and timely manner.

The motion passed by a unanimous vote.

- b) Approval to Add Montclair Booster Pump Station (BPS) Discharge Transmission Main and the Dumfries Pressure Zone Water Supply Improvements Projects to the Previously Approved Use of Design/Build as a Project Delivery Method for the Montclair BPS and Montclair BPS Transmission Main Projects

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

Motion : Mr. Ruecker moved that the Prince William County Service Authority Board of Directors hereby approves the addition of WAT-183, the Montclair BPS Discharge Transmission Main Project and the Dumfries Pressure Zone Water Supply Improvements Projects to the previously approved use of Design/Build as a Project Delivery Method for the Montclair BPS and Montclair BPS Transmission Main Projects, and authorizes the General Manager to initiate the procurement process to secure the services of the best qualified Design/Builder.

Second : Mr. Gonzales

The motion passed by a unanimous vote.

- c) Approval of Work Authorization No. 16 to Michael Baker International, Inc. to Conduct the East End Sewer Equalization Study

Mr. Dickey advised Board Members the purpose of this study is to prepare for and mitigate future sanitary sewer overflows on the eastern side of the county that may occur due to growth and ensure the Authority has a way to handle future excess flow over and above what the Mooney AWRF can handle. Mr. Dickey asked Board Members to approve the Resolution as provided.

Motion : Mr. Ruecker moved that the Prince William County Service Authority Board of Directors hereby approves the Project Agreement for Work Authorization No. 16 and authorizes the General Manager to execute the Project Agreement with Michael Baker International, Inc. to provide Water, Wastewater & I&I (Global) Engineering Services to conduct the East End Sewer Equalization Study.

Second : Dr. Kooyoomjian

The motion passed by a unanimous vote.

4. GENERAL MANAGER'S REPORT

a) Mr. Dickey provided a summary of a document titled, *Roadmap to a Secure and Resilient Water and Wastewater Sector*, which was provided to Board Members (via email) in May 2017. Mr. Gonzales asked if the report focused primarily on drinking water contamination; Mr. Dickey advised there are concerns with both drinking and wastewater contamination. Discussion was held.

b) Mr. Dickey discussed the reason for removing the item that referenced using design/build as a project delivery method for projects at the H.L. Mooney Advanced Water Reclamation Facility (odor control, primary electrical improvements and clarifier rehabilitation component of the ongoing renewal and replacement project) from tonight's Board Meeting Agenda. Staff wants to add more facilities to the project before seeking the Board's approval.

c) Mr. Dickey asked Board Members if they have any objections to the Authority providing copies of the FY2017 Business Accomplishments Report to the Prince William Board of County Supervisors. Board Members gave their approval to send the reports.

d) Dr. Mahieu briefed Board Members on the Service Authority laboratory's lead testing results on samples provided from Prince William County Schools (at the school administration's request); she noted the samples are being collected by school staff and taken from internal plumbing. A total of 1,136

samples have been provided; 37 samples had higher than the minimum level of 15 parts per billion (ppb). Staff's understanding is that the school administration is taking care of any items that reflect more than the minimum permitted regulatory lead level of 15 ppb.

e) Graham Park Shores Pump Station: Mr. Dickey notified Board Members the Prince William County (PWC) Planning Commission is holding a Public Facilities Review (PFR) on Wednesday, September 20.

f) Potomac Shores Tank: Mr. Dickey also notified Board Members the PWC Planning Commission is tentatively scheduled to hold a Public Facilities Review (PFR) on this project on Wednesday, November 1.

g) Mr. Dickey advised staff is providing PWC Occoquan District Supervisor Ruth Anderson a Service Authority orientation and tour of the Mooney plant on Thursday, September 28. The Chairman of the Board of Directors and Dr. Kooyoomjian (as the Occoquan District representative to the Board) are invited to attend the event.

h) Mr. Dickey notified Board Members the following Authority staff members spoke and/or presented at the Virginia AWWA (American Water Works Association) WaterJAM conference held earlier this week: Marrayam Chaudhry, Andrew Cockram, Kipp Hanley, Elena Herrera, and Jeanetta Williams.

i) Copies of the 2016 Performance Measurement Reports on Effective Utility Management (EUM) were distributed to Board Members. Mr. Dickey noted the Authority earned the rating of "high performance" in nine out of ten of the EUM attributes.

j) Mr. Dickey advised Board Members of a request for information received from the Coalition to Protect Prince William County (CPPWC) (via PWC Supervisor Jeanine Lawson and Board Member Mr. Voggenreiter). He advised Authority staff has agreed to meet with CPPWC, Supervisor Lawson and Director Voggenreiter to discuss CPPWC's requests.

k) Mr. Dickey advised the Prince William Board of County Supervisors recently appointed Ms. Leslie Griffith and Mr. Don Pannell as Mr. Dickey's alternates to the UOSA (Upper Occoquan Service Authority) Board of Directors (in the event Mr. Dickey is unable to attend a UOSA meeting).

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

5. ATTORNEY'S TIME

Mr. Viani confirmed a Closed Meeting needs to be held under Code of Virginia § 2.2-3711A3 with respect to Real Property, § 2.2-3711A6, Procurement, and § 2.2-3711A7, General Legal Advice.

6. CONSIDERATION OF MATTERS PRESENTED BY MEMBERS

Mr. Rutherford congratulated staff on doing a great job.

Mr. Gonzales thanked Mr. Dickey for the briefing on the *Roadmap* report. He expressed his appreciation for all the information provided to Board Members to keep them up to date.

Mr. Ruecker asked the status of the negotiations on the architectural design contract. Mr. Beefelt advised staff is first doing a conceptual design, which will be sent to the designer to prepare a final contract. Chairman Eagles asked if Board Committee members could see the conceptual design before staff sends it to the designer.

Mrs. Carr shared her excitement for the new Community Relations and Outreach Manager, Kathleen Bentz, who was recently hired. She has known Ms. Bentz for many years and looks forward to working with her on Authority events.

Mr. Allen asked for an update on the Heritage Hunt projects. He will call Mr. Beidas for the information.

Mr. Voggenreiter complimented staff on their assistance with the request for information Mr. Dickey previously mentioned.

Dr. Kooyoomjian shared his congratulations to staff for earning the NACWA Platinum Award; he is proud of the work everyone does. He also noted he recently completed a training course on Microsoft Outlook at the Spittle Building and appreciated the high quality learning experience. Dr. Kooyoomjian stated Supervisor Anderson hosts frequent town hall meetings with her constituents, and asked if staff could give him talking points to provide an update on the Occoquan Forest wastewater treatment plant decommissioning. (Mr. Beidas noted he sent the talking points to Dr. Kooyoomjian via email.) He also looks forward to Supervisor Anderson's Service Authority orientation on September 28.

Chairman Eagles thanked Mooney staff members for providing a tour of the Grubbs Environmental Center and the Mooney plant. Mrs. Eagles shared she also feels Ms. Bentz will be an asset to Service Authority staff.

7. ADMINISTRATIVE REPORTS

Chairman Eagles 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 Eagles announced a closed meeting at 8:45 PM for the purpose of discussing Real Property under Code of Virginia § 2.2-3711A3, Procurement under § 2.2-3711A6, and General Legal Advice under § 2.2-3711A7, and requested a motion for same.

Motion : Mr. Ruecker
Second : Mrs. Carr

The motion passed by a unanimous vote.

Upon conclusion of the closed meeting at 9:05 PM and in compliance with the Freedom of Information Act, a motion was made by Mr. Ruecker and seconded by Mrs. Carr 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 § 2.2-3711A7 with respect to 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. Ruecker
Second : Mrs. Carr

The motion passed by a unanimous vote.

9. ELECTIONS

Mr. Viani advised the current officers' terms have expired and explained the process by which the elections would be held. Mr. Viani then asked for a motion to open the floor for nominations for the Office of Chairman.

Motion : Mrs. Eagles moved to open the floor for nominations for the Office of Chairman.
Second : Mr. Ruecker
Vote : By Acclamation

Mrs. Eagles nominated Mr. Ruecker for the Office of Chairman.
Dr. Kooyoomjian seconded the nomination.

Motion : Mrs. Eagles moved to close the floor for nominations for the Office of Chairman.
Second : Mr. Rutherford
Vote : By Acclamation

Vote for the Office of Chairman: By a vote of Acclamation, Mr. Viani announced Mr. Ruecker is Chairman.

Mr. Viani asked for a motion to open the floor for nominations for the Office of Vice Chairman.

Motion : Mr. Ruecker moved to open the floor for nominations for the Office of Vice Chairman.
Second : Mr. Gonzales
Vote : By Acclamation

Mr. Ruecker nominated Mrs. Eagles for the Office of Vice Chairman.
Mrs. Carr seconded the nomination.

Mr. Rutherford nominated Dr. Kooyoomjian for the Office of Vice Chairman.
Mr. Gonzales seconded the nomination.

Motion : Mr. Ruecker moved to close the floor for nominations for the Office of Vice Chairman.
Second : Mrs. Eagles
Vote : By Acclamation

A hand vote was taken for the Office of Vice Chairman with the following results:

Mrs. Eagles: 4
Dr. Kooyoomjian: 4

Discussion was held as to whether a Member could abstain from voting. Mr. Viani advised any Member is free to abstain from voting.

In light of the tie vote, Mr. Viani advised Chairman Eagles must declare a "non-election" for Vice Chairman. Chairman Eagles made the declaration of non-election for Vice Chairman.

A hand vote was taken a second time for the Office of Vice Chairman with the following results:

Mrs. Eagles: 3
Dr. Kooyoomjian: 4
Abstained: 1

Mr. Viani announced Dr. Kooyoomjian is Vice Chairman.

Mr. Viani advised Board Members the offices of Secretary and Treasurer can be two separate offices or one combined office. Board Members agreed to have one combined office.

Mr. Viani asked for a motion to open the floor for nominations for the Office of Secretary-Treasurer.

Motion : Mr. Ruecker moved to open the nominations for the Office of Secretary-Treasurer.
Second : Dr. Kooyoomjian
Vote : By Acclamation

Dr. Kooyoomjian nominated Mr. Kurt Voggenreiter for the Office of Secretary-Treasurer. Mr. Ruecker seconded the nomination.

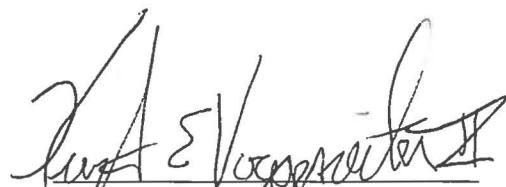
Motion : Mr. Rutherford moved to close the floor for nominations for the Office of Secretary-Treasurer.
Second : Mr. Ruecker
Vote : By Acclamation

Vote for the Office of Secretary-Treasurer: By a vote of Acclamation, Mr. Viani announced Mr. Voggenreiter is Secretary-Treasurer.

Mr. Viani congratulated the new officers for the next year (2017-2018): Paul E. Ruecker, Chairman; Dr. K. Jack Kooyoomjian, Vice-Chairman; and Kurt E. Voggenreiter II, Secretary-Treasurer.

10. ADJOURNMENT

The meeting adjourned at 9:30 PM.


Kurt E. Voggenreiter II
Secretary-Treasurer