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Service Authority

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

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

MINUTES OF BOARD OF DIRECTORS MEETING OF JANUARY 12, 2017

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

Staff : Dean E. Dickey, Leslie A. Griffith, Lyle Beefelt, Samer Beidas, Keenan Howell, Evelyn Mahieu, Ph.D., Astrid Nelson, Theresa O'Quinn, Don Pannell, Brandon Pfleckl, Jim Pflugshaupt, Lake Akinkugbe, Jamie Click, Stacey Fulker, Paul Hood, Doug Shoop and Kim Murray.

Legal Counsel : Mark Viani

Guests : Brian Blankinship, Michael Kalish, Laura and Isata Sankoh

1. GENERAL MATTERS

Mr. Rutherford called into the meeting via telephone at 7:24 PM (from Spring Hill, FL due to a personal matter)

Mrs. Carr called into the meeting via telephone at 7:27 PM (from Del Ray Beach, FL due to a personal matter).

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

a) Consideration of Approval of Minutes of November 10, 2016

Chairman Eagles called for approval of the Minutes of the November 10, 2016 Board meeting.

Motion : Mr. Ruecker moved to approve the Minutes of the November 10, 2016 Board meeting.
Second : Mr. Voggenreiter
Ayes : Ruecker, Voggenreiter, Carr (via telephone), Eagles, Kooyoomjian, Rutherford (via telephone)
Abstain : Allen
Absent : Gonzales (was not present for vote)

b) Consideration of Announcements by Staff

Mr. Dickey wished happy birthday to Mr. Ruecker and Mr. Allen. He noted the following items at Board Members' places: Service Authority Travel Charging Kit; 2017 Water Art Invitational (WAI) Calendar (featuring art from the 2016 WAI); and Proposed Revision to Investment Policy Update [item 3.c) on tonight's agenda].

c) Citizens' Time

Mr. Michael Kalish with Walsh, Colucci, Lubeley and Walsh, PC, addressed the Board on behalf of SunCap Property Group, Merritt Properties, and West Dulles Properties, LLC about the Groveton Road Pump Station. Now that the pump station is complete, Mr. Kalish said his clients have been unable to connect to the pump station (through no fault of their own), as the entity which built the pump station refuses to turn over the keys, and has made demands upon his clients, and the Service Authority, which are unreasonable. Mr. Kalish expressed to the Board that his clients anxiously await a resolution to the impasse that has existed for more than one year, as his clients are unable to move forward with development of their properties. He asked that the Board provide leadership and do whatever they can, within their power, to resolve this impasse.

2. PRESENTATIONS/COMMENDATION

a) Chairman Eagles presented certificates and framed photographs to two of the photo participants in the 2016 Comprehensive Annual Financial Report (CAFR): Brian Blankinship and Isata Sankoh. Ms. Griffith thanked Mr. Blankinship and Ms. Sankoh for agreeing to be photographed for the CAFR.

b) Ms. Griffith and Chairman Eagles presented the Government Finance Officers' Association (GFOA) Certificate for the FY2015 CAFR to Mrs. Stacey Fulker, Deputy Director of Finance. This is the 27th year the Authority has received the GFOA award.

c) Commendation: Clarence "Bruce" Tutor

Mr. Dickey asked the Board to approve the resolution commending Mr. Tutor on his retirement.

Motion : Mr. Ruecker moved that the Prince William County Service Authority Board of Directors hereby commends Mr. Clarence "Bruce" Tutor for his dedicated service to the customers of the Prince William County Service Authority and the citizens of Prince William County, and expresses best wishes for happiness in his retirement.

Second : Dr. Kooyoomjian

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

3. ACTION MATTERS

a) Acceptance and Authorization to Release Fiscal Year 2016 Comprehensive Annual Financial Report (CAFR)

Mr. Dickey asked Chairman Eagles if she wished to make any comments about the CAFR. Mrs. Eagles explained that Audit Committee members reviewed the CAFR. Mrs. Nelson, Mrs. Fulker, Mrs. Click and others from the Division of Finance earned a clean audit for the Service Authority.

Mrs. Eagles thanked staff for their participation and hard work. Mr. Dickey asked Board Members to approve the Resolution as provided.

Motion : Mr. Voggenreiter moved that the Prince William County Service Authority Board of Directors hereby accepts the CAFR for the fiscal year ended June 30, 2016 and authorizes its release to the public.

Second : Mr. Ruecker

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

b) Approval of an Additional Provision to Service Authority Survivor Health Insurance Benefits

Mr. Dickey explained the provision of an addition to the current benefits (as discussed at the November 2016 Board meeting) and asked Board Members to approve the Resolution as presented.

Motion : Dr. Kooyoomjian moved that the Prince William County Service Authority Board of Directors hereby approves the provision of survivor health insurance benefits as provided.

Second : Mr. Ruecker

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

Mr. Dickey thanked Board Members on behalf of the entire staff for approving this Resolution.

c) Adoption of Updated PWCSA Investment Policy

Mr. Dickey reminded Board Members of the updated documents provided at their places and asked them to approve the updated policy.

Motion : Mr. Ruecker moved that the Prince William County Service Authority Board of Directors hereby adopts the updated Prince William County Service Authority Investment Policy.

Second : Mr. Gonzales

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

d) Issuance of Task Order to Stantec Consulting to Provide General Management and Engineering Services for Owner Services Related to the SCADA Construction

Mr. Dickey asked Board Members to approve the Task Order for Stantec Consulting to serve as owner's representative for this portion of the project, as they did with the pilot phase. He asked Board Members to approve the Resolution.

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 Stantec Consulting to provide general management and engineering services for owner services related to the SCADA Construction.

Second : Mr. Allen

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

- e) Approval of a Master Plan Utility Adjustment Agreement between Prince William County Service Authority and Belno, LLC for Sewer Betterments in Conjunction with the Longpointe Sanitary Public Improvements Plan

Mr. Dickey asked Board Members to approve the Resolution as presented. In response to a question received from a Member earlier this week, Mr. Dickey explained the Authority's use of the word "upsized" instead of "rightsized" when referencing the work to be done on these lines.

Motion : Mr. Ruecker moved that the Prince William County Service Authority Board of Directors hereby authorizes the General Manager to execute a Master Plan Utility Adjustment Agreement with Belno, LLC for Project SPR2016-00025 to reimburse the Developer the construction cost to upsized approximately 4,500 linear feet of sewer betterments from I-95 to Telegraph Road.

Second : Mr. Gonzales

General discussion was held.

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

4. GENERAL MANAGER'S REPORT

a) Mr. Dickey notified the Board that Bill ("Beaver") Anderson, a Service Authority retiree, passed away on January 7, 2017.

b) i. Draft letter (to the Senate and House Agriculture Committees) regarding the Virginia Water Withdrawal Permit: Mr. Dickey recommended the Board not send a letter at this time. Board Members agreed with Mr. Dickey's recommendation.

ii. Executive Order 52 Committee regarding Nutrient Credit Exchange: Mr. Dickey advised this matter is currently in legislation. Approval of this legislation could potentially affect the Authority's allocation of nitrogen, phosphorous and other nutrients coming out of the Mooney plant. Mr. Dickey advised staff will monitor this legislation.

c) Mr. Dickey advised Board Members that, in accordance with the Metropolitan Washington Council of Governments (MWCOG) projections, calculations for buildout over the next 20 years indicate the Authority's Maximum Day capacity would reach 67.4 million gallons per day (MGD); the current Maximum Day capacity is 62.4 MGD. As a result, Mr. Dickey recommended the Authority purchase five (5) MGD from Fairfax Water in order to avoid any possible inability to purchase the capacity in the future; he requested the Board's permission to pursue the purchase and negotiate the agreement. Staff will bring the purchase to the Board prior to conducting the transaction. Board Members agreed with Mr. Dickey's recommendation.

d) Update on Current Hiring Actions: Mrs. O'Quinn addressed the Board in response to Mr. Gonzales' request at the November Board meeting. A college student accepted a position as an intern-to-hire utility engineer in the Operations and Maintenance division and will begin work in May 2017 after graduating college. A position for a compliance specialist intern in the Environmental Services and Water Reclamation division will be advertised in February. These actions will fill the two positions authorized by the Board. Mrs. O'Quinn reported that staff is currently recruiting for 27 positions. She noted 37 employees are eligible to retire (under the Virginia Retirement System) in the next five years. Staff is also actively recruiting new/approved Deputy Director positions. Mr. Gonzales asked if converting part-time positions to full-time was helpful; Mr. Dickey answered it was very helpful and staff is grateful.

e) Mr. Pannell provided an update on the Haymarket water main break in December 2016. He explained the nature of the break and how the water was discharging down into the ground, making it difficult for staff to locate the break. He reviewed staff's actions to repair the break.

f) Mr. Dickey notified Board Members that the Virginia Court of Appeals recently made a decision that may impact the Authority's Permit Shield. Dr. Mahieu explained the action and provided information about two specific cases. Discussion was held.

g) Mr. Dickey reported that Dominion Power asked how customers can be connected to the Authority's system in the area of Possum Point. (There are approximately 7-12 homes.) Staff has heard nothing else from Dominion Power.

h) i. Mr. Dickey announced the Prince William County (PWC) Planning Commission will consider the Public Facility Review application for the Heritage Hunt Sewer Pump Station on Wednesday, February 1, 2017 at 7:00 PM at the McCoart Building at the PWC Government Center.

ii. Mr. Dickey also announced a follow up meeting with Heritage Hunt community (to discuss the Sewer Pump Station project) is scheduled for Tuesday, March 7, 2017 at the Heritage Hunt Golf and Country Club (Gainesville, Virginia).

i) Mr. Dickey noted a Community Outreach meeting for the proposed Cherry Hill Water Storage Tank is scheduled for Monday, February 13, 2017 at 7:00 PM at the Ferlazzo Building (in Woodbridge) to discuss preliminary details of the proposed elevated water storage tank. The tank will be located behind the future Potomac Shores Middle School in the 2300 block of River Heritage Boulevard.

j) Mr. Dickey advised Board Members the Authority recently received two Freedom of Information Act (FOIA) requests. He reminded Board Members that the only customer account information the Authority releases is the amount of water consumption and the amount charged for service.

k) Mr. Dickey advised Board Members that management needs to expedite plans to add office space. He requested Board Members' permission to obtain an architectural concept; staff will present the estimate to the Board at a future meeting. Chairman Eagles, Vice Chairman Ruecker, Dr. Kooyoomjian and Mrs. Carr offered to serve on the committee for this project; Ms. Griffith will serve as the project manager.

l) Mr. Dickey advised a closed meeting is needed.

5. ATTORNEY'S TIME

Mr. Viani advised that a closed meeting needs to be held under Code of Virginia § 2.2-3711A1, Personnel; § 2.2-3711A3, Real Estate; and § 2.2-3711A7, Potential Litigation.

6. CONSIDERATION OF MATTERS PRESENTED BY MEMBERS

Dr. Kooyoomjian asked about nutrient credits; discussion was held. Dr. Kooyoomjian asked to speak with Mr. Dickey at a later time regarding buffers around the Occoquan Forest antennae. He shared a flyer for an upcoming Prince William Committee of 100 program on "Active Shooter: Is Prince William County Prepared?" Dr. Kooyoomjian also asked if the Authority waives fees for answering FOIA requests for certain entities. Mr. Dickey advised the Authority usually charges only if considerable staff work is required to produce the requested documents.

Mr. Voggenreiter commended staff on their actions during the Haymarket water main break in December; he appreciated being continuously updated on the situation. Mr. Voggenreiter also stated he enjoyed serving on the Audit Committee and congratulated staff on a good job.

Mr. Allen also thanked staff regarding repair of the water main break. He thanked Mrs. Nelson for providing information on the data centers. He thanked staff for the well wishes on the birth of his daughter.

Mr. Ruecker added his thanks to staff for their work on the water main break. He also wished Mrs. Nelson a happy birthday on January 30 (they share the same birthday).

Mr. Gonzales congratulated staff on management of the Haymarket water main break and wished all a Happy New Year.

Mrs. Carr advised she was impressed with the 2016 CAFR. She thanked staff members who mailed her Board package and arranged for her to call into the meeting. Mrs. Carr also commented on the recent passing of Senator Chuck Colgan.

Mr. Rutherford wished the Service Authority a happy 34th birthday. He added he is proud of staff for their work on the 2016 CAFR.

Chairman Eagles advised she attended the December Town Hall meeting and said it was very impressive. She complimented Community Outreach staff for doing a great job getting information about the Authority out to the schools. She thanked all Authority staff for their good work.

7. ADMINISTRATIVE REPORTS

Chairman Eagles asked the Board Members to please 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 9:13 PM for the purpose of discussing Personnel under Code of Virginia § 2.2-3711A1; Real Estate under § 2.2-3711A3; and Litigation under § 2.2-3711A7, and requested a motion for same.

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

Mrs. Carr disconnected her call at 10:15 PM.

Upon conclusion of the closed meeting at 10:17 PM and in compliance with the Freedom of Information Act, a motion was made by Mr. Ruecker and seconded by Mr. Gonzales 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; § 2.2-3711A3, Real Estate; 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. Ruecker
Second : Mr. Gonzales
Ayes : Ruecker, Gonzales, Allen, Eagles, Kooyoomjian, Rutherford (via telephone),
Voggenreiter
Absent : Carr

Upon returning to the regular meeting, Board Members agreed to vote on the following
Resolution:

Approval of Settlement Agreement with CDM Smith, Inc. regarding H.L. Mooney Advanced Water Reclamation Facility for Design and Construction of New Laboratory and Public Education Facility.

Motion : Mr. Ruecker moved that the Prince William County Service Authority Board of Directors does hereby authorize the General Manager to execute the Service Authority/CDM Settlement Agreement on behalf of the Service Authority.
Second : Mr. Voggenreiter
Ayes : Ruecker, Voggenreiter, Allen, Eagles, Gonzales, Kooyoomjian, Rutherford (via telephone)
Absent : Carr

9. ADJOURNMENT

The meeting adjourned at 10:20 PM.

Mr. Rutherford disconnected his call at 10:21 PM.



Janice R. Carr
Secretary-Treasurer