



# 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 MARCH 10, 2016

Board Members Present : Mark Allen, Janice R. Carr, Joyce P. Eagles, Ernie Gonzales, K. Jack Kooyoomjian, Ph.D., Paul E. Ruecker 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, James Pflugshaupt, Lake Akinkugbe, Brandon Pfleckl, Rosalind Jeffries and Kim Murray.

Legal Counsel : Mark Viani

Guest : Sandy-Kae Gray, Hawksley

Absent : David A. Rutherford

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### 1. WATER ART INVITATIONAL

The winners of the 2016 Water Art Invitational were recognized in the lobby of the Raymond L. Spittle Building prior to the Board meeting.

### 2. GENERAL MATTERS

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

a) Consideration of Approval of Minutes of February 11, 2016

Chairman Eagles called for approval of the Minutes of the February 11, 2016 Board meeting.

Motion : Mr. Ruecker moved to approve the Minutes of the February 11, 2016 Board meeting.  
Second : Dr. Kooyoomjian  
Ayes : Ruecker, Kooyoomjian, Allen, Carr, Eagles, Gonzales, Voggenreiter  
Absent : Rutherford

b) Consideration of Announcements by Staff

Mr. Dickey wished Happy Birthday to Dr. Kooyoomjian and Mrs. Eagles. He announced that Mr. Rutherford was reappointed as the regular At-Large representative to the Service Authority Board of Directors; Mr. Rutherford's term expires February 1, 2020. Mr. Dickey noted the following items at Board Members' places: Updated Board Contact Cards; the Spring 2016 edition of *The Pipeline* newsletter; two flyers about training classes hosted by the SA; Upcoming Events; and two Articles: (1) "Iron Mountain building data center in Western Prince William" (PWC using credits for availability fees) and (2) article about the Cost of Conserving Water.

c) Citizens' Time

There were no citizens in attendance who wished to speak.

3. COMMENDATIONS/PRESENTATIONS

a) Commendation: Mr. Garth Porter (*not present*)

Mr. Dickey read the Resolution commending Mr. Garth Porter for his service as a Member of the Board of Directors from February 2015 to January 2016.

Motion : Mr. Ruecker moved that the Prince William County Service Authority Board of Directors does hereby commend Mr. Garth Porter for his dedicated service as a member of the Prince William County Service Authority Board of Directors from February 2015 to January 2016.  
Second : Mrs. Carr  
Ayes : Ruecker, Carr, Allen, Eagles, Gonzales, Kooyoomjian, Voggenreiter  
Absent : Rutherford

b) Presentation: Integrated Utility Planning

Mr. Dickey and Mr. Pfleckl gave a brief presentation on the Integrated Utility Planning process.

4. ACTION MATTERS

a) Approval of Integrated Utility Planning Task Order to Hawksley Consulting, Inc. to Improve Project Selection and Prioritization Processes

After discussion during the presentation, Board Members agreed to move forward with this task order.

Motion : Dr. Kooyoomjian moved that the Prince William County Service Authority Board of Directors hereby authorizes the General Manager to negotiate and issue a Task Order to Hawksley Consulting, Inc. to provide Integrated Utility Planning to improve project selection and prioritization processes.

Second : Mr. Gonzales

Questions and answers followed, including discussion of the timeline for this project, the feedback process to managers, and project deliverables. Mr. Dickey added that there will be a continuous cycle of review across the organization, and that the Service Authority would receive software as a

deliverable. Additional discussion was held concerning quality assurance (QA) of data and involvement of the consultant in the future. Mr. Gonzales asked if the data will be provided manually or automatically and what is the QA process on the data that will be provided. Mr. Dickey responded that data will be provided automatically and the Authority, with the consultants' assistance, will develop the QA methodology that will be tested on 15 different projects. Staff will provide periodic updates throughout the project. (Mr. Dickey advised the delivered product is a methodology that includes the levels of service and data analysis, all of which are documented and entered into a computer software program.) Mr. Dickey said Hawksley Consulting will be available throughout the project as needed, and can also assist with risk planning later if we request that service.

Ayes : Kooyoomjian, Gonzales, Allen, Carr, Eagles, Ruecker, Voggenreiter  
Absent : Rutherford

b) Approval of Agreement between Prince William County Service Authority and Prince William County for Betterment of Water Facilities on the Minnieville Road Route 640 Widen to Four Lanes Project

Mr. Dickey asked Board Members to approve the Resolution as provided. He explained that the reason for the thirty-five percent (35%) contingency is that the project has not yet been bid. With this amount of contingency, the General Manager should not have to come back to the Board for additional approval.

Motion : Mr. Ruecker moved that the Prince William County Service Authority Board of Directors hereby approves the Agreement between Prince William County and the Service Authority for Betterment of Water Facilities on the Minnieville Road Route 640 Widen to Four Lanes Project and authorizes the General Manager to execute the Agreement for Prince William County Project 0640-076-R98. Approval of the Board will be required if the lowest actual bid exceeds the authorization.

Second : Dr. Kooyoomjian

Discussion was held concerning potential residential connections during this project. Mr. Dickey stated the SA portion is only the water line itself. To a question concerning trails, Mr. Dickey replied that the SA has to dig up the trail to make repairs.

Ayes : Ruecker, Kooyoomjian, Allen, Carr, Eagles, Gonzales, Voggenreiter  
Absent : Rutherford

c) Approval of Agreement for a Construction Contract with A&M Concrete Corporation for Willowbrook Subdivision and Balsam Street Water Main Replacement

Mr. Dickey 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 bid from A&M Concrete Corporation and authorizes the General Manager to execute the Agreement for a Construction Contract with A&M Concrete Corporation for the construction of the Willowbrook Subdivision and Balsam Street Water Main Replacement Project.

Second : Mr. Ruecker

Ayes : Kooyoomjian, Ruecker, Allen, Carr, Eagles, Gonzales, Voggenreiter  
Absent : Rutherford

d) Authorization to Use Design-Build Contracting for the SCADA System – Construction Phase

Mr. Dickey asked Board Members to approve the Resolution in order for the Service Authority to move forward with this project. This item is only for the use of design-build as a contracting option for the construction phase. Any contracts for this project will be presented to the Board separately for approval.

Motion : Mr. Ruecker moved that the Prince William County Service Authority Board of Directors hereby authorizes the use of Design-Build contracting for the Construction Phase of the SCADA System Replacement project.

Second : Mr. Gonzales

Ayes : Ruecker, Gonzales, Allen, Carr, Eagles, Kooyoomjian, Voggenreiter

Absent : Rutherford

5. GENERAL MANAGER'S REPORT

a) Mr. Dickey presented Board Members a map of all Service Authority (SA) tanks to show which tanks have SA logos and which tanks may not need to have logos on them if they are not prominently placed in the County. Mr. Pannell recommended only five tanks continue to have logos because, while the painted logos will last up to 20 years, the SA logo itself sometimes changes. Discussion was held. Mr. Gonzales suggested there be logos on more tanks to make the logo (and SA name) more prominent. In response to a question, Mr. Pannell estimated it costs \$15,000 to add the logo to a tank. Mr. Dickey proposed that, without Board objection, staff will seek the Board's approval about whether to put a logo on each individual tank as it is scheduled for rehabilitation. The Board had no objection to Mr. Dickey's proposal. The Board also had no objection to staff offering (and allowing) Prince William County to sponsor a message on the Potomac Mills tank.

b) Staff showed a brief video of the Occoquan Forest lift station coming online. Mr. Beidas provided a final update on the Occoquan Forest improvements. A few minor punch list items are almost complete. Staff has been working with VDOT to schedule a final inspection and estimates it will be completed within 30 days. The lift station was substantially completed March 1; it was placed into service and flows began on March 3. The old wastewater treatment plant is no longer in service. Mr. Beidas projects final completion by the contractor on March 18.

c) Mr. Dickey advised Board Members that the Authority has an agreement with Prince William County to turn over the Davis Ford Road well sites to the Occoquan Forest Owners' Association when the sites are abandoned by the Authority. The Authority is not yet ready to abandon the sites, as it may need the space for operational concerns (re-chlorination, flushing, etc.) related to water quality. The Authority would like to keep the sites for one year or more to monitor water quality.

d) Mr. Dickey announced that "Water and Wastewater Professionals Appreciation Day" is June 30, 2016 (if signed by the Governor). This is the first time that Water and Wastewater Professionals will be officially recognized by the Commonwealth of Virginia.

e) Mr. Dickey advised that Authority staff is going to schedule three Community Outreach meetings: Colchester Interceptor Phase II; Heritage Hunt Sewage Pump Station; and Willowbrook. Details will be shared with Board Members when the meetings are scheduled.

f) Mr. Dickey noted that he was recently appointed to Governor McAuliffe's Nutrient Allocation Committee. (The Committee was established pursuant to the Governor's Executive Order 52. The committee name has not yet been formalized.)

g) Mr. Dickey reminded Board Members of the special work session scheduled for next Wednesday, March 16 at 6:30 PM.

h) Mr. Dickey provided a brief presentation of the FY2017-2018 Budget. Handouts regarding the Budget Summary and Personnel Requests were provided to Board Members.

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

6. ATTORNEY'S TIME

Mr. Viani confirmed that a closed meeting needs to be held under Codes of Virginia § 2.2-3711A6, Procurement and § 2.2-3711A7, Litigation.

7. CONSIDERATION OF MATTERS PRESENTED BY MEMBERS

Dr. Kooyoomjian noted the Water Art Invitational (WAI) was a wonderful event; he was encouraged by the number of participants and the support from the sponsors. He will serve as a judge at the Prince William-Manassas Regional Science Fair this Saturday. Dr. Kooyoomjian referenced a request for fire hydrants (on Davis Ford Road) that was made via Supervisor Anderson. He also noted that the Prince William Committee of 100 is hosting a program on Siting Schools in Prince William County on Thursday, March 17.

Mr. Voggenreiter said he enjoyed the WAI; it exceeded his expectations.

Mr. Allen congratulated staff on the successful WAI. He also thanked the General Manager and Board Chairman for providing his Board orientation, and he looks forward to the work session on March 16.

Mrs. Carr congratulated the WAI winners. She also met with Supervisor Jenkins recently to update him on Authority events. She said Mr. Jenkins praised Mr. Dickey for how well the Service Authority is run, and he thanked the General Manager and staff for their work.

Mr. Ruecker thanked Mrs. Eagles and Mrs. Carr for their work on the WAI. He also thanked Mr. Pfleckl for the Integrated Utility Planning presentation.

Mr. Gonzales thanked staff for their work on the WAI and throughout the organization.

Mrs. Eagles congratulated Mrs. Thomas Watson for her work on the WAI and also for being recognized by *Prince William Living* magazine as one of the five most influential women in Prince William County. The magazine also featured an article on the Grubbs Environmental Center. Mrs. Eagles commended staff on the important training programs provided by the Authority.

8. ADMINISTRATIVE REPORTS

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

9. CLOSED MEETING

Chairman Eagles announced a closed meeting at 9:00 PM for the purpose of discussing Procurement under Code of Virginia § 2.2-3711A6 and Litigation under § 2.2-3711A7, and requested a motion for same.

Motion : Mr. Ruecker  
Second : Mr. Gonzales  
Ayes : Ruecker, Gonzales, Allen, Carr, Eagles, Kooyoomjian, Voggenreiter  
Absent : Rutherford

Upon conclusion of the closed meeting at 9:49 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 § 2.2-3711A6, 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 : Mr. Ruecker  
Second : Mr. Gonzales  
Ayes : Ruecker, Gonzales, Allen, Carr, Eagles, Kooyoomjian, Voggenreiter  
Absent : Rutherford

10. ADJOURNMENT

Prior to adjournment, Chairman Eagles announced that she appointed Mr. Voggenreiter to the Audit Committee.

The meeting adjourned at 9:50 PM.

  
Janice R. Carr  
Secretary-Treasurer