



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 MAY 11, 2017

Board Members Present : Mark Allen (via telephone), 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, Lyle Beefelt, Samer Beidas, Keenan Howell, Astrid Nelson, Theresa O'Quinn, Don Pannell, Brandon Pfleckl, Jim Pflugshaupt, Lake Akinkugbe, Rachel Carlson, Elena Herrera, Rosalind Jeffries, Glenn Pearson, Adam Shinal, Shannon Spence and Kim Murray.

Legal Counsel : Mark Viani

Guests : John Davis/Brown and Caldwell

1. GENERAL MATTERS

Mr. Allen called into the meeting via telephone at 7:27 PM (from Salt Lake City, Utah due to a personal matter).

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

a) Consideration of Approval of Minutes of April 13, 2017

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

Motion : Mr. Ruecker moved to approve the Minutes of the April 13, 2017 Board meeting.
Second : Mr. Voggenreiter

The April 13, 2017 minutes were approved unanimously.

b) Consideration of Announcements by Staff

Mr. Dickey noted the following items at Board Members' places: (i) "See Your Water In Depth" – a bill insert about the 2017 Water Quality Reports available online beginning June 1 (written in both English and Spanish); (ii) a letter from Prince William County (PWC) Supervisor Ruth Anderson congratulating the Service Authority on winning the Top Green category of the 2017 PWC Green Community Award.

c) Citizens' Time

There were no citizens in attendance who wished to speak.

2. PUBLIC HEARING

a) Establish Groveton Road Sewage Pump Station Local Facilities Charge

Chairman Eagles opened the Public Hearing at 7:32 PM and advised that any member of the public who wishes to speak would be allotted three minutes to do so.

Chairman Eagles advised that the purpose of the Public Hearing was to consider establishing a Groveton Road Sewage Pump Station Local Facilities Charge of \$13,547.04 per gross acre with no expiration date. The Local Facilities Charge is intended to equitably recover the Service Authority's acquisition cost of the Groveton Road Sewage Pump Station from those properties to be served by the Groveton Road Sewage Pump Station which have not contributed a pro-rata share towards the construction of this station or have previously paid certification fees and proceed to change their existing certification.

Chairman Eagles advised that Notice of this Public Hearing to consider establishing a Groveton Road Sewage Pump Station Local Facilities Charge was published in the Prince William Times, a newspaper having general circulation in Prince William County. The Notice appeared in the Prince William Times newspaper on Wednesday, April 12, 2017 and Wednesday, April 19, 2017.

Chairman Eagles further advised that a copy of the foregoing notice was mailed to the Prince William County Executive, the Prince William Board of County Supervisors, the Mayors of the Cities of Manassas and Manassas Park, and the Mayors of the Towns of Dumfries, Haymarket and Occoquan. All users of the facilities owned or leased by the Prince William County Service Authority and all others interested will have an opportunity to be heard concerning the proposed Local Facilities Charge.

Chairman Eagles asked if there were any comments or questions from the public on this matter. No one signed up to speak. With no comments or questions, Mrs. Eagles declared the Public Hearing closed at 7:35 PM.

Chairman Eagles called for a motion to adopt the Resolution to establish a Groveton Road Sewage Pump Station Local Facilities Charge of \$13,547.04 per gross acre.

Motion : Mr. Gonzales moved that the Prince William County Service Authority Board of Directors does hereby adopt a resolution establishing the Local Facilities Charge and making it applicable to all of the properties within the area depicted in Exhibit A – Groveton Road Sewage Pump Station LFC Area and identified in Exhibit B – Groveton Road Sewage Pump Station LFC Parcels (the "Resolution").

Second : Mr. Ruecker

Mr. Rutherford asked if the Authority has heard from any of the property owners affected; Mr. Dickey said none of the property owners has contacted the Authority.

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

3. ACTION MATTERS

Mr. Dickey explained the Authority is integrating systems using geographical information systems (GIS) to manage assets in a more cost-effective and efficient manner. Mr. Pfleckl and Mr. Pannell provided a briefing on Predictive Asset Management Capabilities. General discussion was held.

- a) Approval of Integrated Utility Planning Change Order to Stantec Consulting Services, Inc. to Improve Project Selection and Prioritization Processes

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 authorizes the General Manager to issue a Change Order to Task Order #24 to Stantec Consulting Services, Inc. to provide Integrated Utility Planning to improve project selection and prioritization processes.

Second : Mrs. Carr

Mr. Rutherford expressed concern that the contract language is ambiguous and difficult to understand. Discussion was held. Mr. Voggenreiter asked Mr. Dickey to clarify what he meant by saying current project selections are “subject matter expert-driven.” Mr. Dickey explained the Authority’s decisions are made based on the information available to staff. Some information is complete, some is not, but decisions are essentially made by subject matter experts to the best of their ability based on the information they have. The purpose of this project is to develop a more consistent and transparent decision-making system that includes greater use of data and analytics. Subject matter experts will continue to make decisions at the Authority; however, moving forward, they will have a decision-making framework to follow and more data at their disposal to base those decisions upon.

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

- b) Approval of a Work Authorization to Woolpert, Inc. for Module II of the Computerized Maintenance Management System (CMMS) Replacement Project

Mr. Dickey asked Board Members to approve the Resolution as provided. He noted the first phase of the CMMS upgrade is complete and working effectively.

Motion : Mr. Ruecker moved that the Prince William County Service Authority Board of Directors hereby approves and authorizes the General Manager to execute Work Authorization No. 2 for Cityworks CMMS Module II Implementation.

Second : Mr. Rutherford

Discussion was held.

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

c) Approval of a Task Order to Dewberry Consultants LLC for Implementation Support of the Asset Management System Module II of Computerized Maintenance Management System

Mr. Dickey asked Board Members to approve the Resolution as provided. Dewberry Consultants LLC assisted the Authority with the first phase of the CMMS; they have now been contracted to assist with the second phase.

Motion : Mr. Ruecker moved that the Prince William County Service Authority Board of Directors hereby approves and authorizes the General Manager to execute Task Order No. 15 for Cityworks CMMS Asset Management System (AMS) I Implementation Support.

Second : Mr. Gonzales

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

d) Approval of Capital Improvements Program for Fiscal years 2018-2022

Mr. Dickey advised he received no questions from Board Members about the Capital Improvements Program (CIP), and 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 final Capital Improvements Program for FY 2018-FY 2022 and authorizes it for distribution.

Second : Mr. Rutherford

Dr. Kooyoomjian commended staff on the CIP; Mr. Rutherford agreed it was well done.

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

e) Authorization to Initiate the Eminent Domain Process and to Advertise and Hold a Public Hearing to Secure Easement Rights from Haymarket 15/55, LLC for Easements Needed for Construction of the Route 15 Haymarket Water Main Project

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 authorizes the General Manager to initiate the eminent domain process, to advertise and hold a public hearing to acquire easements by condemnation, including by "quick take" condemnation pursuant to Va. Code § 25.1-300 et seq., on the parcel owned by Haymarket 15/55, LLC, located at 15345 John Marshall Hwy, Haymarket, VA 20169, that are needed to construct the Route 15 Haymarket Water Main Project.

Second : Mrs. Carr

Mr. Rutherford asked if these easements will prevent the installation of a rail siding if the property owner wants to do so in the future. Mr. Viani advised the Authority is taking this action at the invitation of the property owner's attorney.

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

4. GENERAL MANAGER'S REPORT

a) Mr. Dickey reminded Board Members the Town Hall Meeting and Spring Picnic are both on Wednesday, May 24.

b) Mr. Dickey advised he plans to announce the Performance Pay Pool (as approved in the FY18 Budget) at the Town Hall Meeting. He wanted to ensure Board Members had no further questions or concerns about the approved FY18 Budget before doing so. (No questions or concerns were expressed.)

c) 2017 PWC Green Community Awards Ceremony: Mr. Howell is taking RSVPs for Board Members who would like to attend this ceremony on Sunday, June 4 (12:30 PM at Ben Lomond Historic Site in Manassas).

d) Update on Water Academy: Mr. Howell reported 29 participants have enrolled to date for the first class. Several applicants mentioned they are interested in topics such as water quality, the Authority's infrastructure, treatment processes and the Authority's commitment to environmental stewardship. The first session will be held Wednesday, June 7, beginning with an overview provided by Mr. Dickey. The class syllabus is available on the Authority's website.

e) Heritage Hunt: Staff met with the Virginia Department of Forestry (VDOF) to discuss options for the force main to be placed through Conway Robinson State Park. Staff submitted a formal written request to the VDOF to obtain an interpretation from the Attorney General. Staff also met with residents who live near the pump station to discuss options for placement of the station; Mr. Dickey reported the meeting went very well. Mr. Allen asked for the names of the residents who attended the meeting; Chairman Eagles asked that the names be sent to all Board Members. Mr. Beidas will send the list via email.

f) Water Testing in PWC Schools: Mr. Dickey advised laboratory staff has received more than 300 samples and has tested 136 water samples; no lead was found in any of the samples to date. Testing will continue until the water at every school has been tested (at the request of the school system administrators).

g) Architectural Review Selection Committee: The committee is selecting an architect to design the new addition to the Spittle Building. Committee members met on May 10 to review the results of the preliminary evaluations; they chose three firms to submit a conceptual design. The committee will have a "short list" kickoff meeting with those firms to discuss expectations as well as budgetary and possible expanded parameters. The committee will report to the full Board in approximately three weeks. Discussion was held. Mr. Rutherford asked for the acreage size of the Spittle complex; Mr. Beidas will provide the answer to all Board Members via email. Committee members commended Mr. Beefelt and his staff for their work in preparing the bids.

h) Mr. Dickey expressed sympathy on the recent passing of former Board Member, Mr. Bill Becker.

i) 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 Codes of Virginia § 2.2-3711A1, Personnel, and § 2.2-3711A7, General Legal.

6. CONSIDERATION OF MATTERS PRESENTED BY MEMBERS

Dr. Kooyoomjian thanked Mr. Beidas and Mr. Shoop for attending a meeting with Supervisor Anderson regarding Occoquan Forest Owners' Association. Dr. Kooyoomjian appreciated staff's respect in attending Mr. Becker's funeral. He also looks forward to the Audit Committee meeting on June 8.

Mr. Voggenreiter thanked Mr. Pfleckl for his presentation. He stated he looks forward to the Water Academy. Mr. Voggenreiter also wished a Happy Mother's Day to all of the mothers present.

Mr. Allen asked if Mr. Dickey met with the Heritage Hunt Homeowners Association (HOA) Board Members. Mr. Dickey answered in the affirmative and said the meeting went well. Mr. Viani is drafting an agreement. Mr. Dickey feels Authority staff have established a good working relationship with the HOA Board.

Mrs. Carr also thanked Mr. Pfleckl for his briefing. She appreciates staff keeping Board Members informed on Authority news and projects.

Mr. Rutherford echoed his thanks to Mr. Pfleckl. He congratulated staff on winning the PWC Green Community Award. He stated he brags on the Service Authority often and said he is gratified to be a part of the organization.

Chairman Eagles thanked staff for all of their work. She added that Supervisor Principi's staff sends their thanks to Authority staff for being such a good group to work with.

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 9:07 PM for the purpose of discussing Personnel under § 2.2-3711A1 and General Legal under § 2.2-3711A7, and requested a motion for same.

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

Upon conclusion of the closed meeting at 9:38 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 § 2.2-3711A1, Personnel and § 2.2-3711A7, General Legal.

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

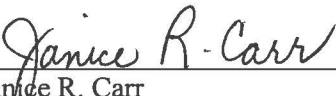
discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered in the closed meeting.

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

9. ADJOURNMENT

The meeting adjourned at 9:40 PM.

Mr. Allen disconnected his call at 9:40 PM.



Janice R. Carr
Secretary-Treasurer

