



# 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 12, 2016

Board Members Present : Mark Allen (via telephone), Janice R. Carr, Joyce P. Eagles, Ernie Gonzales (via telephone), K. Jack Kooyoomjian, Ph.D., Paul E. Ruecker, David A. 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, James Pflugshaupt, Lake Akinkugbe, David Guerra, Elena Herrera, Rosalind Jeffries and Kim Murray.

Legal Counsel : Mark Viani

Guests : Craig Sullivan and Debbie Hamilton

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### 1. GENERAL MATTERS

Mr. Allen called into the meeting via telephone at 7:28 PM (from Indiana, due to a personal matter).

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

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

Mr. Gonzales called into the meeting via telephone at 7:32 PM (from Florida, due to a personal matter).

a) Consideration of Approval of Minutes of April 14, 2016

Chairman Eagles called for approval of the Minutes of the April 14, 2016 Board meeting.

Motion : Mr. Ruecker moved to approve the Minutes of the April 14, 2016 Board meeting.

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

b) Consideration of Announcements by Staff

i. Mr. Dickey noted the following items at Board Members' places: Amended Board Meeting Agenda, Upcoming Events, and updated Board Contact Cards.

ii. Mr. Dickey announced the Authority received several Awards this month: American Web Design Award, Prince William County 2016 Green Community Award, and Virginia Municipal League 2016 Risk Management Award. The awards will be presented to staff at the June 9 Board meeting. Mr. Pflugshaupt presented a topographical map of the Authority's service area which was created by GIS Records Technician I, Jillian Rosche. Ms. Rosche won the first place award for the map gallery competition in the professional category based on a vote by forum attendees at the Loudoun County GIS Forum. Her application will be submitted to the ESRI International Users' Conference Map Gallery Competition. Mr. Dickey also notified Board Members that Chairman Eagles will receive a proclamation at the Prince William Board of County Supervisors' May 17 meeting in recognition of the first annual Drinking Water and Wastewater Professionals Day on June 30, 2016. The Supervisors will also adopt a Resolution recognizing the annual event at that meeting.

c) Citizens' Time

There were no citizens in attendance who wished to speak.

2. COMMENDATIONS/PRESENTATIONS

a) Commendation: Mr. Craig Sullivan

Mr. Dickey read the Resolution commending Mr. Sullivan on his retirement and asked the Board to approve same. Mr. Pannell thanked Mr. Sullivan for his hard work and dedication to the Service Authority.

Motion : Mrs. Carr moved that the Prince William County Service Authority Board of Directors hereby commends Mr. Craig Sullivan 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 : Mr. Rutherford

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

3. ACTION MATTERS

a) Approval of Resolution for Virginia Retirement System Employer Contribution Rate

Mr. Dickey asked the Board to approve the Resolution.

Motion : Mr. Ruecker moved that the Prince William County Service Authority Board of Directors hereby approves the Resolution for the Virginia Retirement System Employer Contribution Rate of 10.50%.

Second : Mrs. Carr

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

b) Approval of Capital Improvements Program (CIP) for Fiscal Year 2017 – Fiscal Year 2021

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 final Capital Improvements Program for FY 2017-FY 2021 and authorizes it for distribution.

Second : Mr. Ruecker

Mr. Rutherford and Dr. Kooyoomjian commended staff on doing an excellent job on the CIP.

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

c) Approval of Biennial Budget for Fiscal Year 2017 through 2018 and Fiscal Year 2017 Salary Scale Adjustment

Mr. Dickey provided additional Budget information with respect to the FTEs (full time equivalent positions) and related financials. He suggested an alternate Resolution, copies of which were provided to Board Members. The alternate Resolution allows management to add five (5) FTEs, for a total of 326.7 authorized FTEs, above the originally requested (and budgeted) amount to be able to manage personnel decisions without juggling temporary and part-time employees. Mr. Dickey asked Board Members to approve the alternate Resolution as provided. (The original Resolution approves the Budget as provided to Board Members at the April 14 Board meeting.)

Motion : Mr. Ruecker moved that the Prince William County Service Authority Board of Directors hereby approves the Prince William County Service Authority Biennial Budget for Fiscal Year 2017 through 2018, including an additional five (5) FTEs, for a total of 326.7 authorized FTEs, and a 4.5% adjustment to the top of the salary scale effective July 1, 2016.

Second : Mr. Rutherford

Mrs. O'Quinn explained the proposed intern-to-employee program and advised that management requests two FTEs be approved initially (separate from the Budget) to provide this opportunity to two employees. Mr. Dickey read the alternate Resolution aloud for the benefit of the Members who were attending remotely via teleconference. Discussion was held. Board Members expressed their support of the intern-to-employee program as well as the increase in the salary scale, and thanked staff for their work on both matters.

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

d) Upper Occoquan Service Authority Disclosure Agreements (UOSA)

Mr. Dickey explained that this information was sent to Board Members later than the other items because it was just recently received from UOSA. He added that the Authority also must complete a

disclosure agreement to provide UOSA the documents to issue the bonds. Mr. Dickey 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 or Deputy General Manager to execute the Disclosure Agreement for UOSA's 2016 bond issuance, as well as all future UOSA Disclosure Agreements required to be executed by the Service Authority.

Second : Carr

General discussion was held.

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

#### 4. GENERAL MANAGER'S REPORT

a) Mr. Beidas reported that all activities and contracts related to the Davis Ford Road project are complete. Additionally, the Authority was notified that on April 18, the Department of Fire and Rescue responded to a fire in the community and was able to use one of the newly-installed fire hydrants on Davis Ford Road to respond quickly to the fire.

b) Mr. Dickey provided a brief presentation on Prince William County's (PWC) Overlay District for Data Centers. General discussion was held. Mr. Gonzales asked if the PWC Planning Commission approved the language for the Comprehensive Plan that accompanies the overlay district. Mr. Dickey replied in the affirmative. Mr. Gonzales asked if Authority Board Members could obtain a copy of the staff report. Mr. Dickey advised that Authority staff will provide copies of the report to Board Members when it becomes available. Mr. Gonzales also asked if the Authority should consider adding verbiage to the overlay district that helps with respect to Authority issues. Mr. Guerra advised that the zoning ordinance does not address water issues; he's not sure if there is an opportunity for the Authority to share its concerns on water availability and water supply. Additional discussion was held. Mr. Gonzales stated it would be helpful if the Authority could include some general language to this effect in the PWC Comprehensive Plan. Mr. Dickey advised he is currently drafting a letter to the County asking that the Authority be included at the table early on in the development process. Chairman Eagles asked when PWC will update the Comprehensive Plan; Mr. Guerra advised it will be at least a year, possibly two years, due to other priorities. Mr. Dickey advised that PWC will vote on the overlay districts for data centers at their May 17 meeting. Board Members asked Mr. Dickey to send a letter to PWC stating that Service Authority staff would appreciate being involved early on in the discussions with data centers and other large water users, as the water and sewer infrastructure are important components to the decision making process.

c) Mr. Dickey asked Board Members if they wish to have the ability to attend Board meetings remotely via videoconference (in conjunction with telephone conference). The cost to provide the necessary equipment is estimated to be approximately \$30,000. Discussion was held. Chairman Eagles asked staff to bring more information to the next Board meeting for the Board's consideration.

d) Mr. Beidas provided an update on Supervisor Principi's May 3 Town Hall meeting with residents about the Willowbrook project. The meeting went well; the community and association both support the Authority's project. Chairman Eagles attended the meeting and commended Authority staff on their professionalism.

e) Copies of the 2015 Performance Measurement Report were provided to Board Members for their information; no action is necessary.

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

5. ATTORNEY'S TIME

Mr. Viani confirmed that a closed meeting needs to be held under Codes of Virginia § 2.2-3711A1, Personnel; § 2.2-3711A6, Procurement and § 2.2-3711A7, Litigation.

6. CONSIDERATION OF MATTERS PRESENTED BY MEMBERS

Mr. Rutherford commended both Arthur Construction and Clark Construction companies for doing a good job on the Occoquan Forest projects.

Dr. Kooyoomjian thanked the Operations and Maintenance department for installing hydrant flags in the Davis Ford Road area. He also mentioned that the Westridge community may be interested in building trails in Authority easements. Dr. Kooyoomjian thanked staff for their work on a number of projects.

Mr. Voggenreiter stated that he appreciates that the Authority places a priority on its employees and what benefits them. He also asked if staff could send the Board Packet documents via email as well as hard copy. Mr. Dickey advised that staff will look into doing this.

Mr. Gonzales thanked Board Members for supporting the intern-to-employee program and the alternate Resolution for the FY17-FY18 Budget. He also congratulated staff on the recent awards.

Mr. Allen thanked staff for their work on the Budget. He noted he is looking forward to the tour of the plant on May 20 and the Town Hall and Picnic on May 25.

Chairman Eagles thanked Mr. Beidas and Mrs. Herrera for their presentation to the Willowbrook residents at Supervisor Principi's Town Hall meeting. She advised she will attend the PWC 2016 Green Community Awards presentation with Mrs. Marlo Thomas Watson on May 22 to accept the award on behalf of the Service Authority. The Chairman also noted that she was elected chair of the Audit Committee at the meeting earlier this evening.

7. 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.

8. CLOSED MEETING

Chairman Eagles announced a closed meeting at 9:05 PM for the purpose of discussing Personnel under Code of Virginia § 2.2-3711A1, Procurement under § 2.2-3711A6 and Litigation under § 2.2-3711A7, and requested a motion for same.

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

Upon conclusion of the closed meeting at 10:15 PM and in compliance with the Freedom of Information Act, a motion was made by Mr. Ruecker and seconded by Mr. Voggenreiter 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; § 2.2-3711A6, 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;

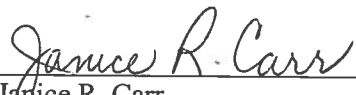
**NOW, THEREFORE, BE IT RESOLVED** that the Prince William County Service Authority Board of Directors hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting 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. Voggenreiter  
Ayes : Ruecker, Voggenreiter, Allen (via telephone), Carr, Eagles, Gonzales (via telephone), Kooyoomjian, Rutherford

9. ADJOURNMENT

The meeting adjourned at 10:16 PM.

Mr. Allen and Mr. Gonzales disconnected their calls immediately afterward.

  
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Janice R. Carr  
Secretary-Treasurer