



# 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 OCTOBER 13, 2016

Board Members Present : Mark Allen, Janice R. Carr, Joyce P. Eagles, K. Jack Kooyoomjian, Ph.D. and Paul E. Ruecker.

Staff : Dean E. Dickey, Leslie A. Griffith, Lyle Beefelt, Keenan Howell, Astrid Nelson, Theresa O'Quinn, Don Pannell, Brandon Pfleckl, James Pflugshaupt, John DeRosa, Kipp Hanley, Rob McElroy, Doug Shoop and Kim Murray.

Legal Counsel : Mark Viani

Absent : Ernie Gonzales, David A. Rutherford and Kurt Voggenreiter II.

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### 1. GENERAL MATTERS

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

a) Consideration of Approval of Minutes of September 8, 2016

Chairman Eagles called for approval of the Minutes of the September 8, 2016 Board meeting.

Motion : Dr. Kooyoomjian moved to approve the Minutes of the September 8, 2016 Board meeting.

Second : Mr. Ruecker

Ayes : Kooyoomjian, Ruecker, Allen, Carr, Eagles

Absent : Gonzales, Rutherford, Voggenreiter

b) Consideration of Announcements by Staff

Mr. Dickey introduced Mr. Brandon Pfleckl, Director of Enterprise Asset Management, and Mr. Rob McElroy, Deputy Director of Operations and Maintenance, to Board Members.

c) Citizens' Time

There were no citizens in attendance who wished to speak.

2. COMMENDATIONS/PRESENTATION

a) Commendation: Mr. Roderick Andrews

Mr. Dickey asked Board Members to approve the Resolution commending Mr. Andrews on his retirement.

Motion : Mr. Ruecker moved that the Prince William County Service Authority Board of Directors hereby commends Mr. Roderick Andrews 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, Eagles

Absent : Gonzales, Rutherford, Voggenreiter

b) Commendation: Mr. Michael Failor

Mr. Dickey asked Board Members to approve the Resolution commending Mr. Failor on his retirement.

Motion : Mr. Ruecker moved that the Prince William County Service Authority Board of Directors hereby commends Mr. Michael Failor 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, Eagles

Absent : Gonzales, Rutherford, Voggenreiter

c) Commendation: Mr. Dennis Troy Sullivan

Mr. Dickey asked Board Members to approve the Resolution commending Mr. Sullivan on his retirement.

Motion : Mr. Ruecker moved that the Prince William County Service Authority Board of Directors hereby commends Mr. Dennis Troy 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 : Dr. Kooyoomjian

Ayes : Ruecker, Kooyoomjian, Allen, Carr, Eagles

Absent : Gonzales, Rutherford, Voggenreiter

d) Presentation: 2016 Virginia Section AWWA Public Information Award of Excellence

Mrs. Eagles presented the 2016 Virginia Section AWWA (American Water Works Association) Public Information Award of Excellence to Mr. Kipp Hanley, Copywriter in the Communications Division. Mr. Dickey explained that the Service Authority received the award in recognition of excellence in public information/communication practices in the category of Social Media.

3. ACTION MATTERS

a) Approval of Banking and Cash Disbursement Policy

Mr. Dickey asked Board Members to approve the Resolution as provided. Mrs. Nelson explained the reasons for updating the policy.

Motion : Mr. Ruecker moved that the Prince William County Service Authority Board of Directors hereby approves the attached Banking and Cash Disbursement Policy as presented.

Second : Dr. Kooyoomjian

General discussion was held.

Ayes : Ruecker, Kooyoomjian, Allen, Carr, Eagles

Absent : Gonzales, Rutherford, Voggenreiter

b) Adoption of Revised Surplus Sales and Asset Disposal Policy

Mr. Dickey explained that the policy is being updated to add more controls and give the Authority additional options, as well as clarification, for disposing of surplus property.

Motion : Dr. Kooyoomjian moved that the Prince William County Service Authority Board of Directors hereby adopts the revised Surplus Sales and Asset Disposal Policy.

Second : Mrs. Carr

General discussion was held.

Ayes : Kooyoomjian, Carr, Allen, Eagles, Ruecker

Absent : Gonzales, Rutherford, Voggenreiter

c) Approval of a Task Order to Prince William Pipeline for the Water Main Replacement across Sudley Manor Drive

Mr. Dickey advised Board Members of the critical nature of this project (there have been leaks due to the corroding pipes and due to induced current coming from a gas line that is just below the water main.

Motion : Mr. Ruecker moved that the Prince William County Service Authority Board of Directors hereby approves Prince William Pipeline's proposal and authorizes the General Manager to issue a Task Order to Prince William Pipeline to replace the 16-inch water main across Sudley Manor Drive.

Second : Mr. Allen

Ayes : Ruecker, Allen, Carr, Eagles, Kooyoomjian

Absent : Gonzales, Rutherford, Voggenreiter

- d) Authorization to Initiate the Eminent Domain Process and to Advertise and Hold a Public Hearing to Secure Easement Rights from Second Irongate Community, Inc. for Easements Needed for Construction of the Barrett Drive Water Main Project

Mr. Dickey reminded Board Members that he withdrew this item from the September Board Meeting Agenda because staff needed to perform more due diligence. Since that time, the Second Irongate Community, Inc. Homeowners Association sent a letter advising they do not object to the Authority initiating the Eminent Domain process to acquire the easements.

Motion : Mrs. Carr moved that the Prince William County Service Authority Board of Directors hereby authorizes the General Manager to initiate the Eminent Domain process and to advertise and hold a Public Hearing to secure easements on property owned by Second Irongate Community Association, Inc., located at 10118 Shiloh Court and 8034 Community Drive, Manassas, VA, that are needed for the construction of the Barrett Drive Water Main Project.

Second : Mr. Ruecker

Mr. Dickey advised the Public Hearing will be held at the November 10, 2016 Board meeting.

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

#### 4. GENERAL MANAGER'S REPORT

- a) Mr. Dickey read a list of some of the Community Outreach events in October.
- b) Backflow Cross-Connector Inspections: Mr. Dickey advised that Prince William County ("the County") plans to return the responsibility for these inspections back to the Service Authority (between July and October 2017). Ms. Griffith said the inspections will be managed by the Division of Environmental Services and Water Reclamation. Staff may incorporate Fats, Oils and Grease (FOG) inspections as well. The new responsibilities will require two additional staff positions to perform the work.
- c) Graham Park Town Hall: Mr. Dickey gave a brief report on the community meeting held on October 4, 2016.
- d) Update on West Longview Drive: Mr. Shoop gave a brief presentation with background information on the water main replacement project. Mr. Shoop explained the pros and cons of performing the work in FY17 vs in FY19 (as it was originally approved in the FY16-FY20 CIP). Discussion was held. Due to safety, operational and cost concerns, staff's recommendation is to not accelerate the project. Board Members supported staff's recommendation.
- e) Hexavalent Chromium (Cr6): Mr. Dickey advised Board Members of customer concerns the Authority has received in response to a recent newspaper article about Hexavalent Chromium. Copies of a proposed letter to the editor of the *Prince William Times*, as well as FAQs (frequently asked questions) about Cr6, were distributed to Board Members for review and comment. Members approved sending the letter as proposed [Mr. Viani later offered edits, which were accepted by Board Members.]
- f) Trail along Blackburn Road: Mr. Dickey explained that the Authority is working with the County to allow the County to construct (and maintain) a trail on the Authority's easement on Blackburn Road after completion of the Authority's sewer construction activities. County staff will notify Supervisor Principi's office of the project.

g) Heritage Hunt Force Main: Mr. Dickey advised that staff is still attempting to locate the force main (shown on old plans to be an existing main) at Heritage Hunt. Mr. Shoop reported that the contractor recently hit a high groundwater table, which caused them to stop work and reassess their excavation procedures. They will be moving closer to the pump station, where staff has a better idea of where the existing force mains exit the building. The contractor will excavate near the existing force mains in an attempt to locate the third force main that was installed 20 years ago. The contractor will provide the necessary pumps for dewatering during excavation.

h) JLARC (Joint Legislative Audit and Review Commission) Update: Mr. Dickey provided information on JLARC's recommendations and options on the effectiveness of Virginia's Water Resource Planning and Management. Mr. Ruecker asked that the information be sent to Board Members.

i) 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 and § 2.2-3711A7, Litigation.

6. CONSIDERATION OF MATTERS PRESENTED BY MEMBERS

Mr. Ruecker thanked Operations and Maintenance staff for mowing the grass on Cardinal Drive (around the water tank).

Mr. Allen thanked Communications and Ms. Murray for their assistance with recent inquiries.

Dr. Kooyoomjian thanked staff for their work on a number of issues, including hexavalent chromium, trail connectors and the Riverview Overlook project. He asked staff to consider providing a briefing to the Board about monitoring the use of fire hydrants.

Chairman Eagles thanked Mr. Pannell and Mr. James McCarroll for their staff's work in Riverview Overlook. She also thanked staff for providing a list of the Woodbridge Magisterial District projects to Supervisor Principi's office.

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 8:53 PM for the purpose of discussing Personnel under Code of Virginia § 2.2-3711A1 and Litigation under § 2.2-3711A7, and requested a motion for same.

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

Upon conclusion of the closed meeting at 9:46 PM and in compliance with the Freedom of Information Act, a motion was made by Mr. Ruecker and seconded by Mr. Allen 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 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. Allen  
Ayes : Ruecker, Allen, Carr, Eagles, Kooyoomjian  
Absent : Gonzales, Rutherford, Voggenreiter

9. ADJOURNMENT

The meeting adjourned at 9:47 PM.

  
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Janice R. Carr  
Secretary-Treasurer