

4 County Complex Court
P. O. Box 2266
Woodbridge, VA 22195-2266

Phone (703) 335-7900
Fax (703) 335-7905
www.pwcsa.org



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 JUNE 8, 2017

Board Members Present : Mark Allen, 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, Leslie Griffith, Lyle Beefelt, Samer Beidas, Evelyn Mahieu, Ph.D., Astrid Nelson, Theresa O'Quinn, Don Pannell, Brandon Pfleckl, Jim Pflugshaupt, Lake Akinkugbe, Ken Horner, Doug Shoop, Yeoanny Venetsanos, Rosalind Jeffries and Kim Murray.

Legal Counsel : Mark Viani

Guests : John Davis and Jay Kirk/Brown and Caldwell

1. CALL TO ORDER

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

2. PUBLIC HEARING

a) Easement Condemnation for Construction of the Route 15 Haymarket Water Main Project

Chairman Eagles opened the Public Hearing at 7:31 PM and advised that any member of the public who wishes to speak would be allotted three minutes to do so.

Chairman Eagles advised the purpose of the Public Hearing was to consider the acquisition of permanent and temporary construction easements by Eminent Domain for the construction of the Route 15 Haymarket Water Main Project. Chairman Eagles further advised Notice of this Public Hearing was published in the *Prince William Times*, a newspaper having general circulation in Prince William County. The notice appeared at least six days apart on Wednesday, May 17, 2017 and Wednesday, May 24, 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 Towns of Dumfries, Haymarket, and Occoquan and the Mayors of the Cities of Manassas and Manassas

Park. Chairman Eagles advised that 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 acquisition of easements by Eminent Domain.

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 7:33 PM.

Chairman Eagles called for a motion to adopt the resolution authorizing the acquisition of permanent and temporary construction easements by Eminent Domain for the construction of the Route 15 Haymarket Water Main Project.

Motion : Mr. Ruecker moved that the Prince William County Service Authority Board of Directors hereby authorizes the General Manager to take all necessary steps to acquire easements by condemnation, including by "quick take" condemnation pursuant to Va. Code § 25.1-300 et seq., on property located at 15345 John Marshall Highway, Haymarket, VA 20169, to secure easement rights required by the Route 15 Haymarket Water Main Project.

Second : Mr. Gonzales

The motion passed by a unanimous vote.

3. GENERAL MATTERS

a) Consideration of Approval of Minutes of May 11, 2017

Chairman Eagles called for approval of the Minutes of the May 11, 2017 Board meeting.

Motion : Mr. Ruecker moved to approve the Minutes of the May 11, 2017 Board meeting.

Second : Dr. Kooyoomjian

The May 11, 2017 minutes were approved unanimously.

b) Consideration of Announcements by Staff

Mr. Dickey noted the following items at Board Members' places: (1) Service Authority Hot/Cold Water Bottles; (2) Service Authority Bookmark which states the Authority's Mission, Vision, Values, Competencies and Stakeholders; and (3) Flyer for the Ice Cream Social on Thursday, June 29 to commemorate Drinking Water and Wastewater Professionals Day in Virginia. Board Members are invited to attend.

c) Citizens' Time

There were no citizens in attendance who wished to speak.

4. ACTION MATTERS

a) Approval of Updated Purchasing Regulations

Mr. Dickey advised Board Members Purchasing Regulations are updated every few years to reflect changes in procedures and in the Virginia Code; he asked Board Members to approve the Resolution as provided. Mr. Dickey noted an additional correction with respect to having Contractors

following the same ethical standards that the Authority requires of its employees (a copy of the policy reflecting the additional change was provided to Board Members).

Motion : Dr. Kooyoomjian moved that the Prince William County Service Authority Board of Directors hereby approves the Prince William County Service Authority's updated Purchasing Regulations and authorizes the General Manager to approve changes to regulations as required by the Code of Virginia and other minor edits as needed.

Second : Mr. Ruecker

General discussion was held.

The motion passed by a unanimous vote.

b) Approval of Agreement for a Construction Contract with D&M Painting Corporation for the Prince William County Training Center Water Storage Tank Rehabilitation Project

Mr. Dickey asked Board Members to approve the Resolution as provided. The Authority operates this water system on behalf of Prince William County. The County pays all of the costs related to this tank and is fully aware of the cost for this project. County representatives said they will pre-pay this project and plan to deliver a check to the Authority next Wednesday, June 14.

Motion : Mr. Ruecker moved that the Prince William County Service Authority Board of Directors hereby approves and authorizes the General Manager to execute the agreement with D&M Painting Corporation for the Prince William County Safety Training Center Water Storage Tank Rehabilitation Project.

Second : Mr. Gonzales

Discussion was held.

The motion passed by a unanimous vote.

c) Approval of the Water, Wastewater & I&I (Global) Engineering Services Agreement with Hazen and Sawyer, P.C. to Prepare a Preliminary Engineering Report for the Manassas Southside Booster Pumping Station

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 approves the Project Agreement for Work Authorization No. 26 and authorizes the General Manager to execute the Project Agreement with Hazen and Sawyer, P.C. to provide Water, Wastewater & I&I (Global) Engineering Services to prepare a Preliminary Engineering Report for the evaluation of the Manassas Southside Booster Pumping Station.

Second : Mrs. Carr

Mr. Gonzales asked when the Preliminary Engineering Report (PER) will be provided; Mr. Beidas noted the final PER is due 26 weeks after the Notice to Proceed, and will then be submitted to the Virginia Department of Health for regulatory approval. Mr. Dickey advised staff will update Board Members on the PER findings at that time.

The motion passed by a unanimous vote.

- d) Approval of Work Authorization No. 21 to GHD, Inc. to Prepare a Preliminary Engineering Report for the Hornbaker Sewage Pumping Station and Force Main Replacements

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 Project Agreement for Work Authorization No. 21 and authorizes the General Manager to execute the Project Agreement with GHD, Inc. to provide Water, Wastewater & I&I (Global) Engineering Services to prepare a Preliminary Engineering Report for the evaluation of alternatives for the replacement of the Hornbaker Sewage Pumping Station and Force Main.

Second : Mr. Voggenreiter

The motion passed by a unanimous vote.

- e) Approval of Work Authorization No. 69 to CH2M Hill Engineers, Inc. for the Design and Bid Phase Services for the Influent Flow Diversion Project at the H.L. Mooney Advanced Water Reclamation Facility

Mr. Dickey advised Board Members this project is needed to manage potential high flows at the plant and to help prevent sewage spills, and asked Members to approve the Resolution as provided.

Motion : Mr. Ruecker moved that the Prince William County Service Authority Board of Directors hereby approves the Project Agreement for Work Authorization No. 69 and authorizes the General Manager to execute the Project Agreement with CH2M Hill Engineers, Inc. to provide General Management and Engineering Services to provide Design and Bid Phase Services for the Influent Flow Diversion project at the H.L. Mooney Advanced Water Reclamation Facility.

Second : Dr. Kooyoomjian

Discussion was held.

The motion passed by a unanimous vote.

- f) Approval of Task Order to Lyttle Utilities for Sanitary Sewer Manhole Rehabilitation

Mr. Dickey asked Board Members to approve the Resolution as provided. Board Members received photos showing the current deteriorated condition of one manhole as well as a picture of what the manholes will look like after rehabilitation. Mr. Pannell explained how hydrogen sulfide has corroded the interior liners of the manholes.

Motion : Mr. Ruecker moved that the Prince William County Service Authority Board of Directors hereby authorizes the General Manager to issue the task order to Lyttle Utilities for Sanitary Sewer Manhole Rehabilitation.

Second : Mrs. Carr

Discussion was held.

The motion passed by a unanimous vote.

- g) Issuance of Four Task Orders for Sanitary Sewer Main Line Relining using Cured-in-Place-Pipe

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 authorizes the General Manager to issue three task orders to AM-Liner East and one task order to Insituform Technologies for Sanitary Sewer Main Line Relining using Cured-in-Place-Pipe.

Second : Mr. Ruecker

Discussion was held.

The motion passed by a unanimous vote.

5. GENERAL MANAGER'S REPORT

a) Chairman Eagles updated Board Members on the Prince William County (PWC) Green Community Award ceremony held on June 4, which she attended along with Dr. Kooyoomjian and Mr. Dickey. She shared the award certificate with Board Members.

b) Water Academy: Mr. Dickey reported the first session of the Water Academy was held June 7.

c) Heritage Hunt: (i) Staff will present the Task Order for investigating an alternative force main route to the Board in July. Staff is waiting for the Virginia Attorney General's office to provide a written confirmation of their verbal interpretation on the restrictions that would preclude the force main from being constructed in the Conway Robinson State Park. Mr. Dickey advised he will come to the Board to review options for alignments, easements, etc. and working with the Homeowners Association (HOA) to ensure the route the Authority chooses is amenable to the residents; (ii) The draft Memorandum of Contingent Agreement between the Authority and the HOA will be finalized and sent to the Heritage Hunt HOA Board.

d) Mrs. O'Quinn provided information on WellDyne Rx's new "Pain Guardian Program," which will be offered/provided to Authority employees effective July 1, 2017.

e) Mr. Dickey discussed recent examples of public officials' personal liability for decisions made in the course of business. Staff will develop guidance and standard operating procedures to help managers and supervisors make operational decisions consistent with the Authority's Mission, Values, and operational philosophy. The intention will be to place any potential liability on the Authority and not on the employees personally. Staff will present the information to the Board at a future meeting. General discussion was held.

f) Board Member Participation in Board Meetings via Teleconference: Mr. Dickey suggested Authority staff will now call Board Members who are participating in meetings via telephone in order to avoid technical difficulties. If more than one member is calling into a meeting, a conference bridge line will be used instead and participating members will continue to call individually.

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

6. ATTORNEY'S TIME

Mr. Viani confirmed a Closed Meeting needs to be held under Code of Virginia § 2.2-3711A6 with respect to Public Procurement.

7. CONSIDERATION OF MATTERS PRESENTED BY MEMBERS

Mr. Rutherford commended staff on the Water Quality Reports. He expressed concern some customers may be alarmed by some of the information in the chart and suggested adding a column

indicating the Authority had no violations for those particular items. He also thanked staff for the monthly Financial Statement, adding that he feels it is very beneficial.

Mr. Gonzales asked if Mr. Dickey will provide a summary of the "Roadmap to a Secure and Resilient Water and Wastewater Sector" report that was included in the packages for this meeting; Mr. Dickey agreed to provide the summary at a future meeting. Mr. Gonzales also wished a happy anniversary to Mr. Dickey on twelve years of employment at the Authority.

Mr. Ruecker commended Customer Service for handling a recent issue.

Mrs. Carr noted she attended the first Water Academy session last evening and appreciated the feedback provided by the participants. She also thanked Mrs. O'Quinn for the information on the Pain Guardian Program and addressing the current opioid crisis, and requested an update on the program at a future Board meeting.

Mr. Allen thanked staff for working with the Heritage Hunt community.

Mr. Voggenreiter expressed his appreciation for the Water Quality Reports.

Dr. Kooyoomjian added his thanks for the Water Quality Reports. He suggested staff include more associated web links in future online reports. He also thanked staff for updating the purchasing regulations. Dr. Kooyoomjian thanked Ms. Samantha Kearney for meeting with church representatives recently on a water and sewer service issue. He also expressed his enjoyment of the awards luncheon on Sunday. He congratulated Mr. Akinkugbe on his promotion to Deputy Director of Management and Budget.

In response to a question, Dr. Mahieu provided a brief update on water testing the laboratory staff has performed to date for Prince William County Schools.

Chairman Eagles noted how busy the month of May was for the Authority. She shared her thanks for the Town Hall Meeting, spring picnic, PWC award, Water Academy, etc. She asked if Board Members could have a field trip to see the other places the architect has visited. Mr. Dickey agreed staff could arrange such a visit.

8. 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.

9. CLOSED MEETING

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

Motion : Mr. Ruecker
Second : Mrs. Carr

The motion passed by a unanimous vote.

Upon conclusion of the closed meeting at 9:36 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 Code of Virginia § 2.2-3711A6 with respect to Public Procurement.

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

The motion passed by a unanimous vote.

10. ADJOURNMENT

The meeting adjourned at 9:37 PM.



Janice R. Carr
Secretary-Treasurer