



# Service Authority

Paul E. Ruecker, Chairman  
Eric A. Young, Vice Chairman  
Janice R. Carr, Secretary-Treasurer  
Joyce P. Eagles, Member  
Ernie Gonzales, Member  
Dr. K. Jack Kooyoomjian, Member  
David A. Rutherford, Member  
L. Ben Thompson, Member

Dean E. Dickey, General Manager  
Leslie A. Griffith, Deputy General Manager/CFO

## MINUTES OF BOARD OF DIRECTORS MEETING OF NOVEMBER 14, 2013

Board Members Present: Janice R. Carr, Joyce Eagles, Ernie Gonzales, K. Jack Kooyoomjian, Ph.D., Paul E. Ruecker, David A. Rutherford, L. Ben Thompson, and Eric A. Young

Staff : Dean E. Dickey, Leslie A. Griffith, Lyle Beefelt, Astrid Nelson, Theresa O'Quinn, Samer Beidas, Don Pannell, James Pflugshaupt, Evelyn Mahieu, Ph.D., Keenan Howell, Steve Bennett, Andrew Higginbotham, Kimberly Murray, and Cheryl Leiby

Legal Counsel : Mark Viani

Guests : None

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### 1. GENERAL MATTERS

Chairman Ruecker called the meeting to order at 7:30 p.m.

a) Consideration of Approval of Minutes of October 10, 2013

Chairman Ruecker called for approval of the Minutes of the October 10, 2013 Board meeting.

Motion: Dr. Kooyoomjian moved to approve the Minutes of the October 10, 2013 Board meeting.  
Second: Mr. Rutherford  
Ayes : Kooyoomjian, Rutherford, Carr, Gonzales, Ruecker, Thompson, Young  
Abstention: Mrs. Eagles

b) Consideration of Announcements by Staff

Mr. Dickey wished a happy birthday to Mr. Young, whose birthday was November 12; to Mrs. Carr, whose birthday is November 17; and to Mr. Gonzales, whose birthday is December 2.

Mr. Dickey announced that oversight of the H. L. Mooney plant has been transferred to Dr. Evelyn Mahieu. Dr. Mahieu is now the Division Director of Environmental Services and Water Reclamation.

Mr. Dickey noted that there were several items at Board Members' places: laminated cards providing updated Board and management contact lists; photos of the recent water main break at Rt. 1 and Wayside Drive; the AWWA 2014 Safety Calendar with a picture of the Mooney Plant on the front cover; notices about the Service Authority holiday luncheon (Wednesday, December 18) and the Service Authority Retirement Celebration

for Cheryl Leiby (Thursday, November 21). Mr. Dickey further advised that it will be necessary to convene a closed meeting.

c) Citizens' Time

No citizens were in attendance who wished to speak.

2. PRESENTATIONS

a) Water Environment Federation Safety Award 2012

Mr. Dickey called Mr. Steve Bennett forward and presented him with two awards for the H. L. Mooney Advanced Water Reclamation Facility (Mooney AWRF). The first award was the Water Environment Federation Safety Award 2012.

Motion : Mrs. Eagles moved that the Prince William County Service Authority Board of Directors hereby congratulates and commends the Water Reclamation personnel for the outstanding safety practices and performance.

Second : Dr. Kooyoomjian

Ayes : Eagles, Kooyoomjian, Carr, Gonzales, Ruecker, Rutherford, Thompson, Young

b) National Association of Clean Water Agencies (NACWA) Gold Peak Performance Award for 2012

Mr. Dickey also presented Mr. Bennett with the National Association of Clean Water Agencies (NACWA) Gold Peak Performance Award 2012.

Motion : Dr. Kooyoomjian moved that the Prince William County Service Authority Board of Directors hereby congratulates and commends the Water Reclamation personnel for this extraordinary accomplishment of achieving 100% compliance of its NPDES permit limits for calendar year 2012.

Second : Mrs. Eagles

Ayes : Dr. Kooyoomjian, Eagles, Carr, Gonzales, Ruecker, Rutherford, Thompson, Young

Mr. Rutherford asked if we issue press releases on these types of awards. Mr. Dickey responded that we do write press releases, but very few are published. We have this award information on the Service Authority website. Dr. Kooyoomjian expressed his pride with the work done at the Mooney plant and congratulated Mr. Bennett on the plant's awards and accomplishments.

3. ACTION MATTERS

a) Approval to Use Construction Management at Risk as a Project Delivery Method for the Air Pollution Control (APC) Upgrades to the Fluidized Bed Incinerator at the H. L. Mooney Advanced Water Reclamation Facility

Mr. Dickey requested the Board of Directors approve the Construction Management at Risk Project Delivery Method for this project because it is critical to the operations of the Mooney Plant.

Motion : Mrs. Eagles moved that the Prince William County Service Authority Board of Directors hereby approves the use of Construction Management at Risk as a Project Delivery Method for the Air Pollution Control (APC) Upgrade to the Fluidized Bed Incinerator at the H. L. Mooney Advanced Water Reclamation Facility and authorizes the General Manger to initiate the procurement process to secure the services of a Construction Manager at Risk.

Second : Dr. Kooyoomjian

Dr. Kooyoomjian expressed his support of this decision. Mr. Ruecker and Mr. Rutherford concurred.

Ayes : Eagles, Kooyoomjian, Carr, Gonzales, Ruecker, Rutherford, Thompson, Young

b) Award of Contract for Gainesville Tank Booster Pump Station Discharge Main

Mr. Dickey advised that the Board of Directors recently approved the construction of the booster pumps at the bottom of this tank. The Service Authority needs to build the line to get the water from the tank to where it needs to go. The Service Authority has done its due diligence and Mr. Dickey recommended the Board approve the award.

Motion : Mr. Young moved that the Prince William County Service Authority Board of Directors hereby approves the Agreement and authorizes the General Manager to execute the Agreement with Corinthian Contractors for construction of the Gainesville Tank Booster Pump Station Discharge Main in the amount of \$306,735.00, plus a contingency of \$30,673.50, for a total authorization not to exceed \$337,408.50.

Second : Mrs. Carr

Ayes : Young, Carr, Eagles, Gonzales, Kooyoomjian, Ruecker, Rutherford, Thompson

c) Rescind Scheduled Availability Fee Increase

Mr. Dickey noted that it would seem counter-productive for us to allow the scheduled availability fee increase to go through when we are going to bring a new rate study to the Board in January or February 2014.

Motion : Mrs. Eagles moved that the rate change scheduled for January 1, 2014 be rescinded.

Second : Mrs. Carr

Board members agreed this is a sensible decision.

Ayes : Eagles, Carr, Gonzales, Kooyoomjian, Ruecker, Rutherford, Thompson, Young

4. GENERAL MANAGER'S REPORT

a) AECOM Task Order: Mr. Dickey stated that the consultant, operations and IT staff have recommended we proceed with a radio communication system as the primary means of communication for our SCADA system, using the internet as a secondary source. The radio system adds security and is more reliable; the internet does not carry the same amount of bandwidth we would need to increase the capabilities of the SCADA system. Although the RFP falls within the procurement levels that Mr. Dickey can approve, he brings this to the Board because if we do go this route, it would increase the budget for SCADA in the future by approximately \$2 million. The General Manager explained the reliability of the commercial cellular network would not be sufficient for our SCADA system during an emergency. Use of cellular or a backup would be more reliable. Additional discussion was held regarding this project.

There were no objections from Board Members for Mr. Dickey to move forward with the SCADA radio communication system RFP.

b) Monitoring for Chlorine Residual: Mr. Dickey noted Service Authority operations and regulatory staff are to be commended for their management of chlorine in our systems.

c) Logo Protection: We submitted an application through McGuire Woods to get trademark protection through the State; the cost is approximately \$320. We have sent the application to get our logo registered in the State.

d) Affordable Care Act: Mr. Dickey said there have been ongoing questions about the Affordable Care Act (ACA). The Service Authority has implemented the measures that were required through our insurance provider to be in compliance. The next compliance requirement involves part-time employees; that measure goes into effect in 2015. We will review all of the ACA issues in the next budget cycle.

e) Route 1 Water Main CIP Plan: A map was distributed to Board Members to provide the status of Service Authority planned upgrades on Route 1. Mr. Dickey said the work north of Featherstone Road has been completed or is being performed in conjunction with county or VDOT projects. Projects to the south are being managed by the Town of Dumfries through grants they have received; the Service Authority will perform necessary work in conjunction with those projects. There are no imminent plans for work in the area from Featherstone Road south to Rt. 234; it is not practical for us to replace that pipeline now and then replace it again in a few years. Work in that area will be done in conjunction with VDOT and/or county projects.

f) Samples of fibrous rags were distributed to the Board Members, representing the type of rags that were recently removed from the sewer line outside of Wegman's grocery store. Service Authority staff has previously spoken with Wegman's about this problem; therefore, Mr. Dickey advised we are going to bill Wegman's for the Service Authority's work to remove the blockage. Dr. Mahieu reported that she recently met with Wegman's maintenance staff to instruct them about proper disposal of grease and other items. Mr. Dickey stated that Dr. Mahieu and her staff are meeting with businesses and their staff about the Fats, Oils and Grease (FOG) program. Mr. Howell reported that FOG is the main feature on the home page of our website; it is also the feature story in the issue of "The Pipeline" being mailed to customers next week. We have increased our efforts to educate our commercial and residential customers before problems occur.

g) Mr. Dickey noted that staff does not have any items to bring to the Board in December. The Chairman asked Board members if anyone objected to not having a meeting in December. There were no objections.

h) Mr. Dickey advised that it will be necessary to have a closed meeting regarding potential litigation, according to Code of Virginia §2.2-3711A7.

Mr. Dickey noted that this is Mrs. Leiby's last Board meeting. He acknowledged what a tremendous asset she has been to the Service Authority, to the Board, and to him, and thanked her for her outstanding service. Mr. Dickey reminded Board members that Mrs. Leiby's retirement celebration is scheduled for Thursday, November 21 at 2:30 PM.

#### 5. ATTORNEY'S TIME

Mr. Viani will present his report in a closed meeting.

#### 6. CONSIDERATION OF MATTERS PRESENTED BY MEMBERS

Mr. Rutherford noted there are 277 positions budgeted, 255 filled, 8% vacancy, and asked if those vacant positions are being advertised. Mr. Dickey answered that part of the 8% is represented by part-time staff; we do have a few vacancies that we are advertising. Mr. Rutherford asked how long it generally takes to fill a position. Mr. Dickey answered that our average time is 57 days; we are below our benchmark of 60 days.

Mr. Gonzales requested an update regarding a recent constituent letter from the Coles District about a connection issue. Mr. Dickey noted that our response will be similar to the responses we have given previously. There was general discussion regarding Service Authority policies, extending service to residences and home-based businesses, and the costs involved.

Mr. Young congratulated Mooney facility staff on the great work they have done and the two awards they received.

Mrs. Carr and Mrs. Eagles recently attended a meeting to meet the new Community Relations Coordinator, Marlo Thomas Watson, and they were impressed with her positive nature and hard work. She also wished a special goodbye to Mrs. Leiby.

Mrs. Eagles added her goodbye to Mrs. Leiby. She also expressed her pleasure with Mrs. Thomas Watson and her knowledge of the school system. Mrs. Eagles announced the Audit Committee meeting scheduled for Thursday, November 21, at 1:30 PM. They expect to have the audit ready in January for Board approval. She also thanked staff for sending a plant after her brother-in-law's unexpected passing.

Mr. Thompson asked if we have a task force appointed to respond to water main breaks. Mr. Dickey answered yes and, in the recent occurrence, it worked very well due to the combined efforts of the Operations and Maintenance, Communications, SCADA, and Environmental Compliance staffs. Mr. Thompson said he appreciates the organization and the workforce that gets it done.

Dr. Kooyoomjian echoed his appreciation for the staff during water main breaks as well as weather events. He also expressed his well wishes to Mrs. Leiby on her retirement. He wished everyone the best of holidays and he looks forward to the get-together at Mrs. Leiby's retirement celebration and other activities.

Mr. Ruecker mentioned his recent personal experience in seeing how the staff works like a well-oiled machine during a water main repair in his neighborhood. Service Authority staff notified residents what was going on and displayed full courtesy to them.

Mr. Ruecker asked that when we lease antennae space on the tanks, does that preclude us from putting something on the tanks ourselves. Mr. Dickey answered no; we have terms in all of our agreements to cover our needs in those situations.

Mr. Ruecker also expressed his thanks to Mrs. Leiby for her years of service and said she will be sorely missed.

#### 7. ADMINISTRATIVE REPORTS

Chairman Ruecker 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 Ruecker announced a closed meeting at 9:10 p.m. for the purpose of discussing potential litigation.

Motion: Mrs. Eagles  
Second: Mrs. Carr  
Ayes : Eagles, Carr, Gonzales, Kooyoomjian, Ruecker, Rutherford, Thompson, Young

Upon conclusion of the closed meeting at 9:51 p.m. and in compliance with the Freedom of Information Act, a motion was made by Mrs. Eagles and seconded by Mr. Rutherford 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 §2.2-3711A7, 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**, §2.2-3711A7 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;

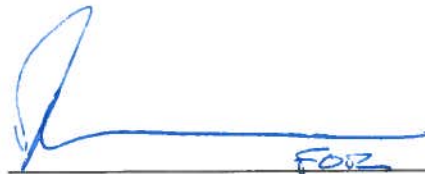
**NOW, THEREFORE, BE IT RESOLVED** that the Prince William County Service Authority Board of Directors hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting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

9. ADJOURNMENT

Motion: Mrs. Carr  
Second: Mr. Rutherford

The meeting adjourned at 9:55 p.m.



Janice R. Carr  
Secretary-Treasurer