

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

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



Alexander I. Vanegas, Chairman  
Joyce P. Eagles, Vice Chairman  
Durward E. Grubbs, Secretary-Treasurer  
Janice R. Carr, Member  
Dr. K. Jack Kooyoomjian, Member  
Paul E. Ruecker, Member  
David A. Rutherford, Member  
L. Ben Thompson, Member

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

# Service Authority

## MINUTES OF BOARD OF DIRECTORS MEETING OF JULY 12, 2012

Board Members Present: Janice R. Carr, Joyce P. Eagles, Dr. K. Jack Kooyoomjian, Paul E. Ruecker, David A. Rutherford, L. Ben Thompson and Alexander I. Vanegas  
Absent : Durward E. Grubbs  
Staff : Dean E. Dickey, Leslie A. Griffith, Lyle Beefelt, Astrid Nelson, Theresa O'Quinn, Don Pannell, James Pflugshaupt, Chuck Weber, Keenan Howell, Evelyn Mahieu, Ph.D., Stephen Bennett, Steven Clark and Cheryl Leiby  
Legal Counsel : Mark Viani

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### 1. GENERAL MATTERS

#### a) Consideration of Approval of Minutes of June 14, 2012

Chairman Vanegas called for approval of the Minutes of the June 14, 2012 Board meeting. Mr. Dickey offered clarification to the Minutes of June 14, 2012 on page 5 whereby the change appears in red. (The word "Hooes" was removed from the Town of Occoquan Sewage Lift Station's name.) A copy of page 5 of the amended Minutes was provided at the Board Members' places.

Motion: Mr. Ruecker moved to approve the Minutes of the June 14, 2012 Board meeting as amended.  
Second: Mrs. Eagles  
Ayes : Ruecker, Eagles, Carr, Kooyoomjian, Rutherford, Thompson, Vanegas  
Absent: Mr. Grubbs

Chairman Vanegas advised that the Minutes were approved as amended.

#### b) Consideration of Announcements by Staff

Mr. Dickey advised that also at the Board Members' places was a modified resolution for Approval of Funding for Water and Sanitary Sewer Betterments Recommended by Staff to be Included in Prince William County Route 1 Improvement Project #6088N00 (Neabsco Mills Road to Featherstone Road), clarifying that the work will be done in accordance with the comprehensive plan. There were several news articles, a copy of the Prince William County Zoning Ordinance relating to the requirements for mandatory water and sewer connections,

a copy of the Consumer Confidence Report (CCR) for all four service areas, the Metropolitan Washington Council of Government's Drought Report, and in a separate envelope, copies of the comments and questions the Service Authority received on Occoquan Forest.

Mr. Dickey wished Mr. Thompson Happy Birthday for July 17<sup>th</sup>. Mr. Dickey also wished Mr. Grubbs Happy Birthday whose birthday is July 25<sup>th</sup>.

c) Citizens' Time

There were no citizens in attendance.

2. COMMENDATION

a) Ms. Sadi Crockett

Mr. Dickey advised that Ms. Sadi Crockett was not able to attend the Board meeting. Mr. Dickey requested that the Board of Directors adopt the resolution before them to commend Ms. Crockett for her years of service to the Service Authority.

Motion: Mrs. Eagles moved that the Prince William County Service Authority does hereby commend Ms. Sadi Crockett for her professional and dedicated service to the customers of the Prince William County Service Authority and to the citizens of Prince William County, and conveys best wishes to her in the future.

Second: Mrs. Carr

Vote : Eagles, Carr, Kooyoomjian, Ruecker, Rutherford, Thompson, Vanegas

Absent: Mr. Grubbs

3. ACTION MATTERS

a) Approval of Funding for Water and Sanitary Sewer Betterments Recommended by Staff to be Included in Prince William County Project #6088N00, Route 1 Improvement Project – Neabsco Mills Road to Featherstone Road

Mr. Dickey advised that this is the third time staff has brought this project to the Board of Directors. Essentially, the project consists of relocating the Service Authority's water line out of the middle of the road to the edge of the right-of-way during the expansion of Route 1. This project was originally planned to meet Virginia Department of Transportation (VDOT) cost sharing requirements when it was first presented to the Board of Directors. The County has since taken over the project, and the funding requirement for the relocation and upsizing of the water lines has changed from 50% (when it was a VDOT project) to 100%. Staff has met with County Transportation representatives in an effort to revert to the 50% funding requirement, but to no avail. Mr. Dickey recommended approval even with the 100% funding requirement, as this is the most efficient and cost-effective way to get this work done. Mr. Dickey added that there is a time element involved for this project, as the County is planning to request approval from the Board of County Supervisors at the end of this month.

Mr. Weber advised that he had spoken with County Transportation Department representatives in an effort to persuade them to agree to the 50% funding requirement. Mr. Weber added that the next utility project, going north on Route 1 from Featherstone Road to nearly the County line, is planned to be with VDOT. VDOT will pay the cost of relocating the line out from under the pavement and the Service Authority will pay for any upsizing.

Motion: Mr. Rutherford moved that the Prince William County Service Authority Board of Directors does hereby authorize the addition of \$3.2 million to the Capital Improvements Program (CIP) to supplement funding of this project, and also authorizes the General Manager to execute a standard agreement with Prince William County for utility adjustments in conjunction with the Route 1 Project (Neabsco Mills Road to Featherstone Road) to include staff recommended betterments at an estimated cost of \$4,991,093, plus a ten percent contingency, for a total authorization not to exceed \$5,490,202.

Second: Dr. Kooyoomjian

Mr. Rutherford noted this is a design/build contract and the County will be the owner; he asked about the Service Authority's role in the project. Mr. Dickey advised that the County will be in charge of the construction and the Service Authority will inspect the lines and pay for the utility work. Upon passing Service Authority inspection and acceptance of the utility lines, the lines will become Service Authority assets. Further discussion followed on the current and new location of the utility lines, reviewing the construction design plans, the cast iron water main in Route 1 which recently broke, the installation method used (tunneling or open cut), a funding agreement with the County, the utility work bids, and improving infrastructure in support of the comprehensive plan.

Chairman stated we have a motion to approve the amended resolution.

Ayes : Rutherford, Kooyoomjian, Carr, Eagles, Ruecker, Thompson, Vanegas  
Absent: Mr. Grubbs

#### 4. GENERAL MANAGER'S REPORT

- a) Commend Staff—Mr. Dickey commended the staff members who kept the Service Authority's systems operating during the surprise storm on June 29, 2012. Mr. Dickey added this is a great testimony to the people in the field and at the plant, and to all the planning and preparation that we do.
- b) Walker Title—Mr. Dickey advised that Walker Title has confirmed receipt of the funds to be held pursuant to the terms of the Newgreen Ventures sales agreement.
- c) Upper Occoquan Sewage Authority (UOSA) Effluent—Mr. Dickey spoke briefly about Fairfax Water's report concerning the use of the water reclamation plant's effluent.
- d) Paid Time Off (PTO)—Mr. Dickey raised the matter of the Paid Time Off Program which was implemented for new hires last year with the idea of offering PTO to all regular full time employees in the future rather than having annual leave and sick leave. There are 18 new employees in the PTO Program. Chairman Vanegas polled the Board Members on the matter of offering PTO to all regular full time employees. The consensus of the Board of Directors was that PTO should be offered to all regular full time employees at this time.

Chairman Vanegas called for a motion.

Motion: Mrs. Eagles moved that the Prince William County Service Authority Board of Directors does hereby authorize offering the Paid Time Off (PTO) Leave Program to all regular full time employees interested in the program.

Second: Mr. Ruecker  
Vote : Eagles, Ruecker, Carr, Kooyoomjian, Rutherford, Thompson, Vanegas  
Absent: Mr. Grubbs

e) **Occoquan Forest—Deadline for questions and comments—**Mr. Dickey suggested putting a time limit on receipt of submittals from the public regarding Occoquan Forest so that staff could compile all the questions and begin writing the report. He advised that the Service Authority is getting requests from people looking for answers to their questions as soon as possible. Mr. Dickey noted that the Board of Directors, at his recommendation, agreed to a process in that the questions/comments would be received and in due deliberation would be considered; staff would then use due diligence to insure issues were addressed as accurately and thoroughly as possible. Mr. Dickey noted that once the public comment period is closed, staff would begin preparing the report. Staff will provide the report to the Board of Directors at the September Board meeting.

Chairman Vanegas suggested Friday, July 20<sup>th</sup> as the last day to submit questions to the Service Authority relative to Occoquan Forest. Dr. Kooyoomjian noted that most review processes include a 30-day comment period. A discussion was held. It was decided that July 20, 2012 would be the deadline for receiving questions and/or comments concerning Occoquan Forest. Mr. Dickey advised the deadline will be posted on the Service Authority's website tomorrow.

f) **Nutrient Exchange Report—**Mr. Dickey was pleased to report that the Service Authority will receive \$111,287 from the Nutrient Exchange Program.

g) **August Board Meeting—**Mr. Dickey advised that traditionally, there is no August Board meeting, unless there is an emergency. Chairman Vanegas polled the Board Members and it was agreed that unless something critical arises, the Board of Directors would not meet in August.

h) **Final Approved FY 2013 Budget—**Mr. Dickey advised that the Board of Directors would receive the final approved budget this evening.

i) **Closed meeting—**Mr. Dickey advised that it would be necessary to hold a closed meeting to discuss contractual negotiations.

## 5. ATTORNEY'S TIME

Mr. Viani advised that the \$10,000 has been received relative to the executed sales contract for the Nottoway Water Tank property. Mr. Viani thanked Messrs. Dickey and Weber for their assistance in this matter.

Mr. Viani further advised that VDOT in Fairfax County has filed a suit against the U. S. Environmental Protection Agency (EPA) protesting the water quality regulations.

## 6. CONSIDERATION OF MATTERS PRESENTED BY MEMBERS

Dr. Kooyoomjian thanked everyone for the Occoquan Forest discussion and giving the public the opportunity to provide their comments. He thanked Messrs. Vanegas and Dickey for the timeliness of the public comment meeting. Dr. Kooyoomjian also thanked Mr. Pannell and the O&M staff for how well they responded to the recent water break and storm events.

Mr. Ruecker advised that the committee met with exhibit designer regarding the exhibit space at the proposed Mooney Laboratory Building. The committee approved going from conceptual design to design development. It is anticipated that very soon there will be a plan available to present to the Board of Directors.

Mr. Ruecker thanked Mr. Pannell for doing an incredible job with a sensitive situation involving a family without water in Triangle recently. Mr. Ruecker was also complimentary of Mr. Pannell and the O&M staff for the quick repair of the 12-inch water main as well as keeping the emergency generators running during power outages. Mr. Ruecker suggested holding perhaps another summer barbecue to recognize staff for their tremendous efforts and the Board of Directors' appreciation of their extra hard work.

Chairman Vanegas concurred with Mr. Ruecker's compliment and also thanked staff for their hard work in keeping things running during the recent emergency events. Chairman Vanegas thanked Messrs. Weber, Bennett and Harvey (recently retired) for their efforts in regard to the Nutrient Exchange Program and the extra revenue it has produced for the Service Authority. Chairman Vanegas thanked staff for a wonderful year.

Mrs. Eagles echoed Mr. Ruecker's and Chairman Vanegas' comments. Mrs. Eagles also thanked Mr. Dickey for meeting with Supervisor Principi about the construction work at the end of Blackburn Road. Mrs. Eagles added that the work is finally completed on the corner and it looks very nice. Mrs. Eagles was also complimentary of the Consumer Confidence Reports.

Mr. Thompson further echoed the previous Board Members' compliments of the staff. Mr. Thompson also advised that he appreciates staff's efforts in compiling the Board packages each month, especially the newspaper articles.

Mr. Rutherford also complimented staff on their efforts during the recent storms and added that it was impressive as to how quickly the water main break on Route 1 was repaired.

Dr. Kooyoomjian noted that perhaps Mr. Howell can capture some of this information and place it on the Service Authority's website so people are aware of what it takes to keep these services available to our customers.

#### 7. ADMINISTRATIVE REPORTS

Chairman Vanegas advised if any Board Member has questions on the administrative reports, to please provide the questions or comments to the respective staff member.

#### 8. CLOSED MEETING

Chairman Vanegas announced a closed meeting at 8:19 p.m. citing Code of Virginia §2.2-3711A3 to discuss real property acquisition/disposition and §2.2-3711A6 to discuss investment of public funds where bargaining or competition is involved.

Motion: Mrs. Eagles moved to enter a closed meeting to discuss real property acquisition/disposition citing Code of Virginia §2.2-3711A3 and investment of public funds where bargaining or competition is involved under Code of Virginia §2.2-3711A6.  
Second: Dr. Kooyoomjian  
Ayes : Eagles, Kooyoomjian, Carr, Ruecker, Rutherford, Thompson, Vanegas  
Absent: Mr. Grubbs

Upon conclusion of the closed meeting at 8:48 p.m. and in compliance with the Freedom of Information Act, a motion was made by Mrs. Eagles and seconded by Mr. Ruecker to return to an open meeting certifying that to the best of each member's knowledge, the only matters considered were those that were appropriate to be discussed under Code of Virginia §2.2-3711A3 (real property acquisition/disposition) and §2.2-3711A6 to discuss investment of public funds where bargaining or competition is involved.

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,

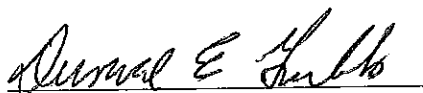
**WHEREAS**, §2.2-3712 of the Code of Virginia requires a certification by the Prince William County Service Authority Board of Directors that such closed meeting was conducted in conformity with Virginia law;

**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: Mrs. Eagles  
Second: Mr. Ruecker  
Ayes : Eagles, Ruecker, Carr, Kooyoomjian, Rutherford, Thompson, Vanegas  
Absent: Mr. Grubbs

9. ADJOURNMENT

Motion: Mr. Thompson moved to adjourn the meeting at 8:49 p.m.  
Second: Mrs. Carr

  
Durward E. Grubbs  
Secretary-Treasurer