



Service Authority

Paul E. Ruecker, Chairman
Dr. K. Jack Kooyoomjian, Vice Chairman
Kurt E. Voggenreiter II, Secretary-Treasurer
Mark Allen, Member
Janice R. Carr, Member
Joyce P. Eagles, Member
Ernie Gonzales, Member
David A. Rutherford, Member

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

MINUTES OF BOARD OF DIRECTORS MEETING OF NOVEMBER 9, 2017

Board Members Present : Mark Allen (via telephone), Janice R. Carr (via telephone), 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, Audrey Arnold, Kathy Bentz, Doug Shoop, Shannon Spence and Kim Murray.

Legal Counsel : Mark Viani.

Guests : John Davis/Brown and Caldwell; Don Lauzon.

Mrs. Carr called into the meeting via telephone at 7:25 PM (from Florida, due to a personal matter). Mr. Allen called into the meeting via telephone at 7:27 PM (from North Carolina, due to a personal matter).

1. GENERAL MATTERS

Chairman Ruecker called the meeting to order at 7:32 PM.

a) Consideration of Approval of Minutes of October 12, 2017

Chairman Ruecker called for approval of the Minutes of the October 12, 2017 Board meeting.

Motion : Dr. Kooyoomjian moved to approve the Minutes of the October 12, 2017 Board meeting.
Second : Mr. Voggenreiter
Ayes : Kooyoomjian, Voggenreiter, Allen (via telephone), Carr (via telephone), Eagles, Ruecker, Rutherford
Absent : Gonzales

b) Consideration of Announcements by Staff

Mr. Dickey noted the following items at Board Members' places: Operational Data Cards; 2018 Calendars; and an article about WSSC (Washington Suburban Sanitary Commission) Water Rates. He also wished happy birthday to Mrs. Carr and Mr. Gonzales. Mr. Dickey advised Board Members the

Community Outreach staff is participating in the Lake Ridge Christmas Parade on Saturday, December 9 (with the Aqua Van); also, the Service Authority Holiday Luncheon will be held Wednesday, December 13 (11:30 AM to 1:00 PM). He noted there is no need for a Town Hall Meeting this month; instead, throughout December he will speak with employees about the results of the recent Employee Engagement Survey.

c) Citizens' Time

There were no citizens in attendance who wished to speak.

Mr. Gonzales arrived at 7:37 PM.

2. COMMENDATION

a) Commendation: David Bell

Mr. Dickey asked Board Members to approve the Resolution recognizing Mr. Bell's 27 years and nine months of service.

Motion : Mr. Rutherford moved that the Prince William County Service Authority Board of Directors hereby commends Mr. David Bell for his exceptional service to the customers of the Prince William County Service Authority and conveys best wishes for happiness in his retirement.

Second : Dr. Kooyoomjian

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

3. ACTION MATTERS

a) Approval of Work Authorization No. 21 to Michael Baker International, Inc. to Conduct the Bull Run Mountain Well Upgrades Study

Mr. Dickey stated the Virginia Department of Health requires the Authority to have a plan in place on how we plan to meet future demands once the well capacity reaches 80% (it is currently at 78%). He asked Board Members to approve the Resolution as presented.

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 Michael Baker International, Inc. to provide Water, Wastewater & I&I (Global) Engineering Services to conduct the Bull Run Mountain and Evergreen Well Systems Upgrades Study.

Second : Mrs. Eagles

Discussion was held. Mr. Gonzales asked about the agreement dated April 2014; Mr. Beefelt advised it is an umbrella agreement under a Basic Ordering Agreement. Mr. Gonzales asked if Michael Baker International, Inc. was the sole source consultant because of the agreement; Mr. Beefelt explained staff developed a task order under an existing contract. Mr. Dickey noted the Authority competed the agreement; it was not sole source. Mr. Dickey stated we built a well but now there are hydrological issues and it is not producing quality water; some areas are experiencing problems with wells since the earthquake several years ago. Mr. Dickey stated the study would include the cost of improvements to the Bull Run area. Mr. Rutherford asked if connection to the Authority's main system depends on the rate at which Dominion Valley builds out; Mr. Dickey answered the proximity of the lines is one of many factors; the developer plans for those lines to get closer to the Authority's Bull Run/Evergreen systems, but staff does not know when that will happen.

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

- b) Approval of Special Reimbursement Agreement between Prince William County Service Authority, Hylton Enterprises, Inc., and Conrad C. Hylton and Katherine M. Waters, Executors of the Estate of Cecil D. Hylton

Mr. Dickey asked Board Members to approve the Resolution as presented. Mr. Beidas explained that, in 1985, the Authority received an easement from Hylton Enterprises to place a 16" water line. The easement agreement stipulated the Authority would relocate the line (at its own expense) when the line conflicted with Hylton's development purposes. Hylton is beginning to develop the property now.

Motion : Mr. Voggenreiter moved that the Prince William County Service Authority Board of Directors hereby authorizes the General Manager to execute a Special Reimbursement Agreement with Hylton Enterprises, Inc., and Conrad C. Hylton and Katherine M. Waters, Executors of the Estate of Cecil D. Hylton, to provide separate Master Plan Utility Adjustment agreements for the design and construction of approximately 3,050 feet of 24-inch water main; and authorizes reimbursement to Hylton Enterprises, Inc., and Conrad C. Hylton and Katherine M. Waters, Executors of the Estate of Cecil D. Hylton, on a monthly basis over multiple years for actual costs related to both the Design Phase and the Construction Phase. The Master Plan Utility Adjustments (MPUA) will be presented for approval to the Prince William County Service Authority Board of Directors at a future date.

Second : Mr. Rutherford

Discussion was held. Mr. Dickey advised staff will bring the MPUA (including the cost estimate) to the Board for approval before the work begins. Mr. Gonzales noted the agreement does not require the Authority to upsize the line from 16" to 24". Mr. Dickey advised the Authority requires the upsizing for future growth in the Authority's system, including Montclair subdivision and Cardinal Drive.

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

4. GENERAL MANAGER'S REPORT

a) Gainesville Tank Update: In response to Mr. Voggenreiter's inquiry at the October Board meeting, Mr. Dickey reported that, in light of current commercial construction in the area, the Gainesville Tank rehabilitation schedule will be moved from the originally planned spring of 2019 to the late spring or summer of 2018. Mr. Pannell does not anticipate an adjustment in funds for the work. However, if an adjustment to the Capital Improvements Program (CIP) is needed, it will be presented to the Board for approval.

b) Potomac Mills Tank Logo: A rendering of the logo that will be placed on the Potomac Mills tank was distributed to Board Members.

c) Occoquan Forest Owners Association: Mr. Dickey advised staff is preparing a Memorandum of Understanding (MOU) for the work to be done in that area. Staff expects to receive the signed agreement soon.

d) Dumfries Force Main Replacement: Mr. Dickey reported Dominion Energy granted the Authority a license to install a force main in Dominion's easement.

e) Antioch Road: Mr. Dickey advised the United States Army Corps of Engineers granted the Authority a wetlands permit for construction on a portion of Antioch Road (to complete the loop in that area). A map showing the location of the work was provided to Board Members.

f) Potomac Shores Tank: The Prince William County (PWC) Planning Commission Public Hearing for the Potomac Shores Tank Public Facilities Review is scheduled for Wednesday, December 20, 2017 (7:00 PM) at the James J. McCoart Building at the PWC Complex.

g) Dr. Mahieu provided an update on the lead analyses (water testing results) for PWC Schools.

h) Mr. Dickey recommended no Board meeting in December unless an emergency arises. Board Members agreed with the recommendation.

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

5. ATTORNEY'S TIME

Mr. Viani confirmed a Closed Meeting needs to be held under Code of Virginia § 2.2-3711A1 with respect to Personnel; § 2.2-3711A6, Procurement; § 2.2-3711A7, Litigation, and § 2.2-3711A19, Public Safety.

6. CONSIDERATION OF MATTERS PRESENTED BY MEMBERS

Mrs. Carr wished everyone a Happy Thanksgiving.

Mr. Allen asked if there were any updates on Heritage Hunt. Mr. Dickey advised Mr. Beidas is meeting with the Homeowners Association Board of Directors on November 28. Staff is still trying to find the appropriate easements; the pump station is on hold as well. We will have more information after Mr. Beidas' meeting. Mr. Allen also asked about the water and gas line breaks in Haymarket on November 5. Mr. Dickey advised no customers were out of water during the break. Mr. Pannell reported the gas company continued excavation today; the status of their repair is unknown. The Authority completed its road paving work; staff still needs to repair the brick paver sidewalk. It is a gas company project at this time.

Mrs. Eagles commented on the sign at the H.L. Mooney Advanced Water Reclamation Facility ("Mooney"), which states the tour hours for the Grubbs Environmental Center. She also enjoyed the Model Water Tower Competition and Innovation Awards displays. Mrs. Eagles reported the Audit Committee met tonight and the audit is on schedule.

Mr. Voggenreiter thanked staff for their assistance with a recent customer inquiry. He appreciates staff's work on scheduling the Gainesville tank rehabilitation.

Mr. Rutherford added his comments on the Model Water Tower competition and the Innovation Awards projects. He also asked if the Authority could provide 13 months of statistical data on the monthly H.L. Mooney Advanced Water Reclamation Facility reports. Mr. Dickey advised staff would provide that information on future reports.

Mr. Gonzales asked for an update on the Mooney projects discussed at the October 2017 Board meeting. Mr. Dickey advised staff is studying the projects and the information is not yet complete. Mr. Gonzales expressed interest in discussing the General Manager's approval authorization with Board Members.

Dr. Kooyoomjian commented on the Audit Committee meeting held this evening. He stated it was the first time the full Comprehensive Annual Financial Report (CAFR) was available at the meeting; he thanked Mrs. Click and staff for their work on the CAFR. He thinks some of the Innovation Award projects should be shared with our colleagues in the water industry. He also thanked staff (especially Ms. Bentz and Ms. Arnold) for their work on the Model Water Tower competition. Dr. Kooyoomjian will share a flyer about a meeting of the Prince William County Committee of 100. He also asked if a rendering for the new building is available; Mr. Dickey advised there is nothing available yet.

Mr. Ruecker stated he was impressed with the Model Water Tower competition and the students' excitement.

7. ADMINISTRATIVE REPORTS

Chairman Ruecker asked Board Members to 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 8:40 PM for the purpose of discussing Personnel under Code of Virginia § 2.2-3711A1, Procurement under § 2.2-3711A6, Litigation under § 2.2-3711A7, and Public Safety under § 2.2-3711A19, and requested a motion for same.

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

Upon conclusion of the closed meeting at 10:14 PM and in compliance with the Freedom of Information Act, a motion was made by Mrs. Eagles 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 § 2.2-3711A1 with respect to Personnel; § 2.2-3711A6, Procurement; § 2.2-3711A7, Litigation; and § 2.2-3711A19, Public Safety.

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

9. ADDITIONAL ACTION MATTERS

a) Approval of Emergency Procurement for Fume Hoods

Chairman Ruecker called for a motion for the referenced Resolution.

Motion : Mrs. Eagles moved that the Prince William County Service Authority Board of Directors hereby directs the General Manager to immediately proceed with the following procurement actions, without competitive bidding or competitive negotiation, as permitted by § 2.2-4303F of the Code of Virginia:

- 1) The General Manager is authorized to engage ARCADIS U.S., INC. to provide a design for the replacement fume hoods; and,
- 2) The General Manager is authorized to engage either Kent Island Mechanical or Dominion Mechanical to construct and install the replacement hoods; and,
- 3) The combined cost of this procurement action may not exceed \$500,000, plus a 20% contingency, without the prior written authorization of the Board of Directors; and,
- 4) The General Manager is directed to utilize such competitive means to effectuate this procurement action as may be prudent under the circumstances; and,
- 5) Time is of the essence and the General Manager is directed to proceed immediately with these procurement actions and to provide such notice of this emergency procurement as may be required under the Virginia Public Procurement Act and the Prince William County Service Authority's Purchasing Regulations.

Second : Mr. Gonzales

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

b) Authorization to Sign General Manager's Fourth Amended Employment Agreement

Chairman Ruecker called for a motion for the referenced Resolution.

Motion : Mrs. Eagles moved that the Prince William County Service Authority Board of Directors hereby authorizes its Chairman to execute the General Manager's Fourth Amended Employment Agreement (extending the General Manager's employment term through August 1, 2021).

Second : Mr. Gonzales

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

c) Approval to Amend the Number of Authorized Full Time Equivalent Positions

Chairman Ruecker called for a motion for the referenced Resolution.

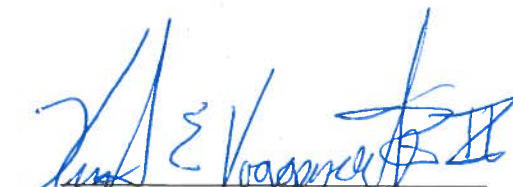
Motion : Mrs. Eagles moved that the Prince William County Service Authority Board of Directors hereby authorizes the General Manager to add five (5) full time equivalent (FTE) positions to Service Authority staff by amending the Fiscal Year 2017-2018 Budget, for a total of 337.7 FTEs.

Second : Mr. Gonzales

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

10. ADJOURNMENT

The meeting adjourned at 10:20 PM.



Kurt E. Voggenreiter II
Secretary-Treasurer