

LOUDOUN WATER

44865 Loudoun Water Way • P.O. Box 4000 • Ashburn, Virginia 20146 • www.loudounwater.org

Minutes of the Loudoun Water Board Meeting, October 14, 2010

The Board Meeting was held at 3:00 pm in the Boardroom of the Loudoun Water building located at 44865 Loudoun Water Way, Ashburn, Virginia.

Board Members:

Chairman Fred Jennings	Ed Burrell	Dimitri Kesari-Absent
Tanja Thompson	Mark Koblos	Johnny Rocca
Patti Psaris	Hobie Mitchel	Chuck Harris

General Counsel – Stanley Franklin, Jonathan Rak

Loudoun Water Staff in Attendance:

Dale Hammes-GM/ Treasurer	Jewell Lilly/Secretary
Mary Arnsbarger-DGM Administration	Tom Broderick-DGM Operations
Carla Burleson-DGM Finance	

AGENDA ITEM 1 – CALL TO ORDER

The meeting was called to order by Chairman Jennings at 3:00 pm.

AGENDA ITEM 2 – GENERAL MATTERS

2A. Approval of Minutes

Mr. Hammes offered a correction to the minutes regarding the motion for the Engineering Design Manual presented at the September 2010 Board Meeting as follows:

“Upon **Motion** by Mr. Kesari to amend the original motion by adding clarifying language, second by Mr. Rocca, the Board moved to approve the use of the Engineering Design Manual dated September 2010, and authorized the manual as substitution for the previously adopted Water and Sewer Standards and Extensions, and Sections E and F of the Statement of Policy.”

Upon **MOTION** of Mr. Mitchel, second by Ms. Psaris, the minutes of the meeting of September 9, 2010 were approved to include the amended language for the Engineering Design Manual Motion.

Vote: Mr. Jennings-Aye, Ms. Psaris-Aye, Mr. Koblos-Aye, Ms. Thompson-Aye, Mr. Rocca-Aye, Mr. Mitchel-Aye, Mr. Kesari-Absent, Mr. Harris-Aye, Mr. Burrell-Aye.

2B. Public Speakers

- Matthew Flanigan and Gita Far, Residents of Potomac Green each spoke and provided comments about their recent water bill.
- Chairman Jennings thanked Mr. Flanigan and Ms. Far and referred the matter to Loudoun Water staff for further follow-up.
- Laura Maschler, Tara Brill and Holly Krauss of Raspberry Falls each spoke on their concerns about their water system.
- Ms. Tara Brill of Raspberry Falls provided a letter (available from the Board Secretary) prior to the Board Meeting, which was provided to each Board Member.
- Chairman Jennings acknowledged that the Loudoun Water Board ensures staff adheres to the permits and regulations required by the State, VDH, and DEQ and works for a solution within those boundaries. He referred the Raspberry Falls speakers to Loudoun Water legal counsel.

2C. General Manager's Report

- The DEQ and EPA held a stimulus recognition event at Loudoun Water on September 29th to recognize Loudoun Water's use of stimulus funds.
- A tour to Henrico County Water Treatment Plant was well attended by Board Members on October 7.
- Loudoun Water staff received an AWWA award for our "Water you thinking" campaign.
- Kevin Wood received a national award for his efforts in serving the Virginia WEF.

2D. Board Member Comments

- Mr. Harris – Thanked staff for the Henrico tour. Appreciated the Bay Workshop information. Thanked public speakers. Requested more information on Potomac Green, including the volume of water used.
- Mr. Rocca – Enjoyed the Henrico Tour, thanked staff.
- Ms. Psaris – Appreciated comments and information on the Bay Workshop. Congratulated Mr. Koblos on new grandchild.
- Mr. Burrell – Appreciated information from Bay Workshop and Henrico Tour.
- Mr. Mitchel – Sorry he missed the Bay Workshop. Requested copies of the information. Verified the EDC monthly meetings would be held at Loudoun Water. Requested a closed meeting to discuss Raspberry Falls issues.
- Mr. Koblos – Would also like Potomac Green water use volume and information. Enjoyed the Bay Workshop and looks forward to sustainability discussions.
- Mr. Mitchel – Requested an update on the Campus Master Plan. (Staff will provide at the November Board Meeting)
- Chairman Jennings:
 - Staff generated a great deal of effort in working with Potomac Green Residents. The volume of water consumed resulted in a conservation tier billing level which is intended to send the message that water is an undervalued resource and should be conserved.
 - The Board and Loudoun Water staff are not callous to the Raspberry Falls concerns and will further discuss in closed session.
 - Complimented the stimulus event, learned how Loudoun Water's reuse program is central to the County's economic development.

AGENDA ITEM 3 – AMENDMENT/ADOPTION OF AGENDA

Mr. Harris requested that the Chesapeake Bay Resolution be referred to the Policy Committee for review and recommendation. Mr. Jennings added a Closed Session as Agenda Item 10A.

Upon **MOTION** of Mr. Harris, second by Ms. Koblos, the agenda was adopted as amended.

Vote: Mr. Jennings-Aye, Ms. Psaris-Aye, Mr. Koblos-Aye, Ms. Thompson-Aye, Mr. Rocca-Aye, Mr. Mitchel-Aye, Mr. Kesari-Absent, Mr. Harris-Aye, Mr. Burrell-Aye.

AGENDA ITEM 4 – BOARD COMMITTEE ACTION

Finance - Mr. Mitchel – Met on September 28th. Mr. Mitchel requested information on disposition of property (campus master plan) to be presented to the CIP Committee, then Finance.

CIP - Mr. Rocca – Also met on September 28th. Discussed Mobile Work Management and recommended to full Board as an action item with complete support of the CIP Committee.

PNC - Mr. Burrell – The next meeting is October 20th at 4:30 pm.

Policy – Ms. Psaris – The Policy Committee will meet on October 20th at 4:00 pm. A draft Board Governance document will be recommended to the full Board in November.

AGENDA ITEM 5 – CONSENT AGENDA

There were no consent items on the agenda.

AGENDA ITEM 6 – ACTION AGENDA

Item 6A. Approval of BOA Task Order No. 3 to Gannet Fleming for Mobile Work Management Pilot Project – Tom Broderick and Mike Beardslee

Loudoun Water currently utilizes laptops in the field to support some work activities, but these laptop configurations are inadequate to meet the growing demand for real-time information and automated work processes. We have therefore identified the need to have a mobile work management system for our field staff to automate data entry and data management, boost data integrity, provide mapping and routing functions, decrease ‘windshield’ time and increase time on task, and ultimately improve customer service.

In May 2010 Loudoun Water issued an initial Task Order (No. 1) for \$48,036 to Gannett Fleming to prepare a Mobile Work Management Implementation Plan. This plan made recommendations for phasing of the mobile work management program, and also recommended specific technical solutions. These recommendations form the basis for this task order for the Mobile Work Management Pilot project. The pilot project will establish the framework for the mobile work management platform, and it will also implement application modules on iPhones and iPads in support of two key business processes: hydrant flushing, and meter-related service work. These two work processes are well understood and require a modest amount of data exchange between the office and the field. At the same time, they entail a significant amount of field staff labor (4,847 hydrants were flushed in 2010), and have fairly tight time constraints, so the impact of implementing mobile applications should be observed immediately. This project will also develop the database middleware and data exchange protocols that will be used to move data back and forth from the mobile devices to the back office systems. The middleware, once established, will be the foundation for developing future modules of the mobile work management system.

The 2010 Capital Spending Plan allocates \$500,000 for the Mobile Work Management program, with an additional \$400,000 in 2011. Our current forecast is that \$150,000 will be spent in 2010 (including both this Task Order and previous Task Order) and \$500,000 will be spent in 2011. An additional \$450,000 is programmed in the CIP budget for 2012, for a total projected program cost of \$1,100,000. Expenditures in 2011 will include development of additional functional modules for the mobile work management system and will be authorized as part of a new, separate procurement action. Loudoun Water expects to see a significant return on this investment as the mobile platform matures. A properly implemented mobile solution can reduce mileage driven and associated costs by up to 20%, as well as reduce the time needed to perform field service and maintenance tasks. A mobile application for hydrant flushing alone will produce a labor savings of approximately \$20,000 to \$40,000 a year. An analysis of the Return on Investment for the overall program will be completed as part of the pilot.

This program is a key objective of the Loudoun Water Strategic Plan, and is needed to increase operational efficiency and data accuracy, and improve service to our customers. Approval at this time will allow this work to proceed without delay, providing significant benefits to both internal and external stakeholders.

Upon **MOTION** by Mr. Harris, second by Mr. Mitchel, the Board approved Task Order No. 3 with Gannett Fleming for an estimated not to exceed cost of \$186,600 and authorized an approximate 10 percent contingency to be controlled by the General Manager, for an authorized budget ceiling not to exceed \$205,000 without further Board approval.

Vote: Mr. Jennings-Aye, Ms. Psaris-Aye, Mr. Koblos-Aye, Ms. Thompson-Aye, Mr. Rocca-Aye, Mr. Mitchel-Aye, Mr. Kesari-Absent, Mr. Harris-Aye, Mr. Burrell-Aye.

AGENDA ITEM 8 – REPORTS

- A. Water and Sewer Agreements** – Staff will provide response to Mr. Burrell on W&S item #8.
- B. Central Water Supply Plan Monthly Report** – Tim Coughlin provided an update on recent and upcoming activities. Mr. Mitchel recognized Mr. Coughlin’s achievements and congratulated him on his upcoming retirement.

AGENDA ITEM 9 – INFORMATIONAL ITEMS

- A. Update on Customer’s Response** – Mary Arnsbarger introduced Mark Peterson and Mike McGill and provided a description of their roles in Community Relations. Mr. McGill distributed a handout and provided an update on customer response to the rate increase.
- B. Summary of 2010A Refunding Results** – Carla Burleson provided a brief verbal update. We saved \$1.6 million and a link to the official statement will be sent out tomorrow.
- C. Virginia Watershed Implementation Plan (WIP)** – Provided a verbal update and will provide handouts or pdf format if further information is requested.

Ms. Psaris recognized Todd Danielson’s achievements. Mr. Hammes stated that Mr. Danielson’s last day will be October 28. Mr. Danielson has accepted a position in Ohio. A farewell gathering will be held the last week of October.

AGENDA ITEM 10 – CLOSED MEETING

10A. Consultation with Legal Counsel Pertaining to Personnel Issues and Actual or Probable Litigation Discussion – Stanley Franklin and Jonathan Rak, Legal Counsel.

Upon **MOTION** of Mr. Jennings, second by Ms. Psaris, the Board moved to enter into Closed Meeting pursuant to Section 2.2-3711(A) Subsection 7. **Vote:** Mr. Jennings-Aye, Ms. Psaris-Aye, Mr. Koblos-Aye, Ms. Thompson-Aye, Mr. Rocca-Aye, Mr. Mitchel-Aye, Mr. Kesari-Absent, Mr. Harris-Aye, Mr. Burrell-Aye.

The items to be discussed were: Subsection 7 - Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation and consultation with legal counsel regarding specific legal matters requiring the provision of legal advice by such counsel.

Upon **MOTION**, by Mr. Mitchel, second by Ms. Psaris, the Board voted to return to Open Meeting. **Vote:** Mr. Jennings-Aye, Ms. Psaris-Aye, Mr. Koblos-Aye, Ms. Thompson-Aye, Mr. Rocca-Aye, Mr. Mitchel-Aye, Mr. Kesari-Absent, Mr. Harris-Aye, Mr. Burrell-Aye.

Upon **MOTION**, by Mr. Mitchel, second by Mr. Rocca, the Board adopted the following Certification for Closed Meeting. Pursuant to Section 2.2-3711(d) of the Code of Virginia the Loudoun County Sanitation Authority 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, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Loudoun County Sanitation Authority. **Vote:** Mr. Jennings-Aye, Ms. Psaris-Aye, Mr. Koblos-Aye, Ms. Thompson-Aye, Mr. Rocca-Aye, Mr. Mitchel-Aye, Mr. Kesari-Absent, Mr. Harris-Aye, Mr. Burrell-Aye.

There being no further business, this meeting adjourned at 5:45 pm.

Chairman

Secretary