



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

Minutes of the Loudoun Water Board Meeting, January 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
Tanja Thompson	Mark Koblos	Johnny Rocca
Patti Psaris	Hobie Mitchel	Chuck Harris

General Counsel – Stanley Franklin

LCSA Staff in Attendance:

Dale Hammes-GM/ Treasurer	Jewell Lilly/Secretary	Carla Burleson
Tom Bonacquisti	Dave Linski	Mary Arnsbarger
Todd Danielson	Samantha Villegas	Liza Young
Tom Broderick	Kevin Wood	Roddy Mowe
Mike Beardslee	Matt McGowan	Beate Wright
Sue Bour	Mike Latham	Tim Coughlin
Lola Stith	Ben Shoemaker	Bruce Ringrose

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

Upon **MOTION** of Mr. Rocca, second by Mr. Burrell, the minutes of the meeting of December 10, 2009 were approved. **Vote:** Mr. Jennings-Aye, Ms. Psaris-Aye, Mr. Koblos-Aye, Ms. Thompson-Aye, Mr. Rocca-Aye, Mr. Mitchel-Absent for the vote, Mr. Kesari-Aye, Mr. Harris-Absent for the vote, Mr. Burrell-Aye.

2B. Public Speakers

There were no public speakers at this meeting.

2C. General Manager's Report

- Loudoun Water has received the Certificate of Achievement for Financial Reporting for the 22nd year in a row.
- Provided legislative updates on HB 115, HB 132, and HB 396
(At this point in the meeting Mr. Mitchel arrived)
(At this point in the meeting Mr. Harris arrived)
- Samantha Villegas distributed the communications plan for press release and a visual of the updated Loudoun Water website and updated that Loudoun Water and the developer for Raspberry Falls (Van Metre) has reached an agreement on planned upgrades.
- Mr. Hammes noted that at the request of Raspberry Falls' community, Malcolm Field of the EPA will introduce a tracer study on the Raspberry well. Loudoun Water is pushing to ensure that all stakeholders are involved, especially VDH. Additional information will be provided as it becomes available.

2D. Board Member Comments

- The Board members welcomed Mr. Koblos and Mrs. Thompson as new members of the Loudoun Water Board.
- Mr. Harris has volunteered to help the League of Women Voters with water issues. The League would like a tour of the Broad Run plant.
- Mr. Mitchel has been appointed to the County's Economic Development Committee (EDC).
- Chairman Jennings congratulated Mr. Mitchel on his appointment to the County's EDC.
- Chairman Jennings presented the results of the meeting time survey and the majority vote will keep the meeting at 3:00pm.
- Chairman Jennings provided an update to the Committee assignments effective immediately:
 - Koblos – CIP participant
 - Psaris – PNC Chairperson
 - Thompson – Policy participant
 - Kesari – PNC participant
 - Harris – Policy Chairperson
 - Discontinue Raspberry Falls Committee
- Chairman Jennings stated that the focus of the Board in 2010 will be on governance. Thinking about what and how this Board should function; establishing continuity and sustainability which will be discussed further at the retreat.
- Chairman Jennings asked that Board members complete the survey for the Board retreat and get the forms to Jewell as soon as possible.

AGENDA ITEM 3 – AMENDMENT/ADOPTION OF AGENDA

Upon **MOTION** of Mr. Mitchel, second by Mr. Kesari, the agenda was amended to add a request for a Resolution of Appreciation for Mr. Whitmore and Mr. McKinney. Chairman Jennings added the Resolution as Action agenda item 5A. **Vote:** Mr. Jennings-Aye, Ms. Psaris-Aye, Mr. Koblos-Aye, Ms. Thompson-Aye, Mr. Rocca-Aye, Mr. Mitchel-Aye, Mr. Kesari-Aye, Mr. Harris-Aye, Mr. Burrell-Aye.

Upon **MOTION** of Mr. Rocca, second by Mr. Mitchel, the agenda was approved as amended. **Vote:** Mr. Jennings-Aye, Ms. Psaris-Aye, Mr. Koblos-Aye, Mr. Rocca-Aye, Mr. Mitchel-Aye, Mr. Kesari-Aye, Mr. Burrell-Aye, Ms. Thompson-Aye, Mr. Harris-Aye.

AGENDA ITEM 4 - CONSENT AGENDA

Upon **MOTION** of Mr. Mitchel, second by Mr. Kesari, the Board approved the following Consent Agenda Items: **Vote:** Mr. Jennings-Aye, Ms. Psaris-Aye, Ms. Thompson-Aye, Mr. Rocca-Aye, Mr. Mitchel-Aye, Mr. Kesari-Aye, Mr. Burrell-Aye, Mr. Koblos-Aye, Mr. Harris-Aye.

Item 4A. Approval of Basic Ordering Agreement for Environmental Engineering and Related Services – Kevin Wood.

To supplement Loudoun Water staff resources, a “Request For Proposals” (RFP) was issued on September 14, 2009 to select engineering firms for a Basic Ordering Agreement (BOA) for Environmental Engineering and Related Services. The purpose of this outsourcing activity will be to utilize engineering firms to assist in the program development, analysis, design and assistance during construction of pumping stations, water storage tanks, water and wastewater treatment facilities, transmission mains, interceptors, and other related services.

Twelve firms submitted proposals as an expression of interest. The proposals were reviewed by a five-member Selection Committee made up of Loudoun Water senior staff and scored based upon evaluation criteria provided in the RFP. The six highest ranked firms were interviewed on November 3-4, 2009.

After careful consideration, staff recommends a contract be extended to each of the six firms interviewed. This recommendation is not a reflection of an increased volume of work, but of the broad spectrum of services needed over the term of this contract. In addition to our traditional pump/pipeline facility needs; we must now also support several existing and emerging programs including the BRWRF, water reuse, asset management, CMOM, FOG, energy management, as well as an increased focus on Community Systems and County-driven projects. This recommendation allows us to take full advantage of the strengths each firm brings to the table, and provides maximum contract flexibility by providing multiple options to accomplish the work.

The Board approved a one-year basic ordering agreement with Gannett Fleming, Hazen and Sawyer, Michael Baker, Camp Dresser McKee, CH2M-Hill, and Malcolm Pirnie with the option of two one-year extensions for Environmental Engineering and Related Services subject to final approval by Loudoun Water counsel. Future Task Orders related to the agreement will be presented to the Board in concert with Loudoun Water Board policy.

Item 4B. Approval of Change Order No. 1 for North Water Reuse Main on Commonwealth Center Property, Phase 2 – Liz Sitter.

This change order reallocates unused Stimulus funding that remains from the Virginia Department of Environmental Quality (DEQ) original allocation to Loudoun Water for construction of water reuse mains. This change order will be 100 percent funded by DEQ and will authorize Tessa to construct the change order work with their current construction project.

Change Order No. 1 is for an extension of the reclaimed water main currently under construction by Tessa to serve George Washington University (GWU) and provide for future extension to Howard Hughes Medical Institute (HHMI). This change order involves the construction of 1,450 linear feet of 16-inch main, and appurtenances, including valves, and other miscellaneous work and materials. DEQ has reallocated \$495,169 of Stimulus funding for this change order.

Loudoun Water staff received competitive quotes from Tessa and another contractor for the change order. DEQ has approved funding for this change order. The CIP Committee was updated on this change order at their December 15, 2009 meeting. Loudoun Water staff executed documents with DEQ, Virginia Resources Authority, and Tessa to begin the work.

The Board approved Change Order No. 1 to the contract for the North Water Reuse Main on Commonwealth Center Property, Phase 2 for \$495,169. The new contract amount will be \$1,079,000 with an approximate 3% contingency, for a new total authorized budget of \$1,112,169. This represents no change in the cost to Loudoun Water. Additional expenditures will require further Board Approval.

AGENDA ITEM 5 – ACTION AGENDA

Item 5A. Resolution of Appreciation for Mr. Charles McKinney and Mr. John Whitmore.

Upon **MOTION** of Mr. Rocca, second by Mr. Kesari, the Board unanimously requested a Resolution of Appreciation for Mr. McKinney and Mr. Whitmore for the February Board Meeting. **Vote:** Mr. Jennings-Aye, Ms. Psaris-Aye, Ms. Thompson-Aye, Mr. Koblos-Aye, Mr. Rocca-Aye, Mr. Mitchell-Aye, Mr. Kesari-Aye, Mr. Harris-Aye, Mr. Burrell-Aye.

AGENDA ITEM 6 – REPORTS

Item 6A – Water & Sewer – Presented and reviewed Dale Hammes

Item 6B – Finance Committee Report – Presented by Hobie Mitchel

The Committee is moving forward to adopt the rate changes and the focus will be on set-up. The Committee is also reviewing the investment portfolio.

Item 6C – Audit Committee Report – Presented by Dimitri Kesari

The Committee provided direction to auditors.

Item 6D – CIP Committee Report – Presented by Johnny Rocca

Reports on the CWS and BOA are included in the Board package.

Item 6E – Central Water Supply Program Monthly Report - Presented by Tim Coughlin

Provided a verbal monthly update and noted that the changes to the template are highlighted in yellow.

AGENDA ITEM 7 – INFORMATIONAL ITEMS

Item 7A. Preliminary Report on Loudoun County Health Department Identified Areas of Potential Failing Onsite Systems – Kevin Wood.

A PowerPoint presentation was provided (Copies are available from the Board Secretary).

AGENDA ITEM 8 – CLOSED MEETING

8A. None

There being no further business, this meeting adjourned at 4:48 pm.

Chairman

January 2010

Secretary

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