



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

Minutes of the Loudoun Water Board Meeting, July 9, 2009

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
Charles McKinney	John Whitmore	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
Karen Arnold	Dave Linski	Mary Arnsbarger
Tom Bonacquisti	Samantha Villegas	Liza Young
Rick Jacobson	Beate Wright	Marc Schwartz
Kevin Wood	Matt McGowan	Bruce Ringrose
Mike Latham	Tom Broderick	Roddy Mowe
Mark Guanco	Craig Lees	Mike Beardslee
Todd Danielson	Tim Coughlin	Liz Sitter

AGENDA ITEM 1 – CALL TO ORDER

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

Mr. Franklin introduced his associate Mark Viani, who was in attendance.

AGENDA ITEM 2 – GENERAL MATTERS

2A. Approval of Minutes

Upon **MOTION** of Mr. Mitchel, second by Mr. McKinney, the minutes of the meeting of June 11, 2009 were approved. **Vote:** Mr. Jennings-Aye, Ms. Psaris-Aye, Mr. Whitmore-Aye, Mr. McKinney-Aye, Mr. Rocca-Aye, Mr. Mitchel-Aye, Mr. Kesari-Absent for the vote, Mr. Harris-Absent for the vote, Mr. Burrell-Aye.

(At this point in the meeting, Mr. Harris arrived)

2B. Public Speakers - There were no public speakers at this time.

2C. General Manager's Report

(At this point in the meeting, Mr. Kesari arrived)

- Mr. Hammes gave a brief overview of various groups that have taken tours of the Loudoun Water facilities over the past few weeks.
- Loudoun Water is working with the County on a community energy plan.
- The Potomac Water Supply Plan is moving forward, transitioning to Tim Coughlin as program manager with the departure of Rick Thoesen.

2D. Board Member Comments

- Mr. Harris will be unable to attend the September meeting. He would also like to see the meetings scheduled later in the evening.
- Mr. Mitchel mentioned that Loudoun Water needs to protect our bond rating and that we must look at infrastructure costs.
- Mr. Whitmore noticed that children are fascinated with the small "house" in the lobby and suggested that staff add some interactive animals or figures. He recognized the sudden and untimely passing of Mr. Mike Lunsford of LCPS, who will be missed by so many in Loudoun County.
- Ms. Psaris addressed Mr. Harris' comment and requested that staff look into whether the public would be interested in attending meetings if they were held later in the day or evenings.
- Mr. McKinney suggested better advertising our current meeting time on our bills and the website.
- Mr. Rocca noted that staff has held numerous public hearings and community events during evening and weekend times which are poorly attended by the public and he is not in favor of changing the meeting time to later in the evening.
- Mr. Jennings asked staff to look into possible ideas to promote the current Board meeting to the community.

AGENDA ITEM 3 – ADOPTION OF AGENDA

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

Upon **MOTION** of Mr. Rocca, second by Mr. McKinney, the following Consent Agenda item was approved. **Vote:** Mr. Jennings-Aye, Ms. Psaris-Aye, Mr. Whitmore-Aye, Mr. McKinney-Aye, Mr. Rocca-Aye, Mr. Mitchel-Aye, Mr. Kesari-Aye, Mr. Harris-Aye, Mr. Burrell-Aye.

AGENDA ITEM 4 - CONSENT AGENDA

4A. Award of Services for Hansen Project Tracking System Integration and Upgrade – Presented by Mike Beardslee

In 2005 Loudoun Water implemented a Project Tracking System (Hansen PTS) to support the Engineering and Inspections departments for their core daily business processes. Key functions of this software include tracking all facets of construction projects including plan submission, review, and approval, construction inspection and approval, bond tracking, and tracking of all associated fees (including plan review fees, inspection fees, and availability fees).

Hansen PTS was initially implemented using “Hansen 7”, a software solution that has been widely used in our industry. This software is at the end of its lifecycle, and the vendor, Infor Global Solutions (Michigan), Inc. (Infor) is replacing it with “Hansen 8”. Hansen 8 is based on industry-standard web-based technology, and represents a major change in software architecture. It offers significant improvements in customization, security, and performance. Many elements of the current Hansen PTS must be re-engineered in order to operate on the Hansen 8 platform. Hansen PTS was identified in both the 2007 and 2008 audits as having control deficiencies. Approved employees are able to waive fees in Hansen PTS without making a log entry describing the waiver. Hansen PTS does not offer the flexibility to address this deficiency, and it also does not meet industry standards for information security. This upgrade will also merge Loudoun Water’s two Hansen systems into one unified platform, providing significant workflow automation benefits.

Loudoun Water has received a sole-source proposal from Infor for \$286,100 to accomplish this upgrade. The sole source Basis for Determination is shown as Attachment A. Infor is the vendor of the Hansen 8 software, and is uniquely qualified to perform this work. Infor has implemented and upgraded all previous versions of Loudoun Water’s Hansen solutions. The scope of work includes design and development of interfaces, migrating all data to the new Hansen 8 platform and merging with the existing Hansen 8 system, testing, deployment, training, and support. This project is listed as Critical on the 2009 Capital Financing Plan, and is within the CIP allocation (\$200,000 in 2009, and \$150,000 in 2010). \$22,500 has been spent of the 2009 allocation on a needs assessment and scope development project with Infor, for a remaining 2009 allocation amount of \$177,500. The project schedule is designed to fit within the remaining allocation. This project will offer significant improvements to organizational efficiency and effectiveness through enhanced software functionality and workflow automation.

The Board determined that only one source is practicably available for contractual services in concert with the attached Basis for Determination.

And further, awarded a service contract to Infor Global Solutions (Michigan), Inc. for an estimated, not to exceed, fee of \$286,100, and authorized an approximate 10 percent contingency, to be controlled by the General Manager, for a budget ceiling not to exceed \$315,000 without further Board approval.

Basis for Determination
Sole Source Procurement

Infor Global Solutions (Michigan), Inc.
Hansen Project Tracking System Integration and Upgrade

In 2005 Loudoun Water implemented a Project Tracking System (Hansen PTS) to support the Engineering and Inspections departments for their core daily business processes. Key functions of this software include tracking all facets of construction projects including plan submission, review, and approval, construction inspection and approval, bond tracking, and tracking of all associated fees (including plan review fees, inspection fees, and availability fees).

Hansen PTS was initially implemented using the Hansen 7 software suite. This software is at the end of its lifecycle, and the vendor, Infor Global Solutions (Michigan), Inc., is replacing it with "Hansen 8". Hansen 8 is based on industry-standard web-based technology, and represents a major change in software architecture. It offers significant improvements in customization, security, and performance. This upgrade will also merge Loudoun Water's two Hansen systems into one unified platform, providing significant workflow automation benefits.

Loudoun Water requires implementation services to perform this upgrade. The scope of work for this upgrade includes: design and development of user and data interfaces and application types, migrating all Hansen PTS data to the new Hansen 8 PTS database platform and integrating with the existing Hansen 8 Maintenance Management System (MMS) system, testing of all interfaces, web configuration, deployment (go-live), train-the-trainer and application administrator training, and post implementation support.

As the developer and vendor for both the Hansen 7 and Hansen 8 software suites, Infor Global Solutions (Michigan), Inc. is uniquely qualified to provide these services. Infor Global Solutions (Michigan), Inc. has implemented and upgraded all previous versions of Loudoun Water's Hansen solutions. This includes the initial implementation of Loudoun Water's Hansen MMS in 2003, the subsequent upgrade to Hansen 8 MMS in 2007, and the initial implementation of Hansen PTS in 2005. Infor Global Solutions (Michigan), Inc. also prepared a needs assessment and a detailed requirements analysis in 2009 as part of a "Readiness Assessment" for Loudoun Water's Hansen PTS upgrade. Infor Global Solutions (Michigan), Inc. also provides continued support services, including minor upgrade support services, for both Hansen implementations on an on-going basis.

The Hansen PTS upgrade requires integration of two existing, disparate Hansen platforms. This complexity, coupled with Infor Global Solutions (Michigan), Inc.'s overall experience with Hansen 8 upgrades and specific experience with Loudoun Water, as well as the ability to leverage their capabilities as developer of the software source code, makes Infor Global Solutions (Michigan), Inc. uniquely qualified to provide these services.

The Authority hereby determines that only one source is practicably available to provide services for the Hansen Project Tracking System Integration and Upgrade and therefore this will be a sole source procurement to Infor Global Solutions (Michigan), Inc. and will be issued in accordance with the Virginia Public Procurement Act.

AGENDA ITEM 5 – ACTION AGENDA

5A. Award of Construction Contract for North Water Main on Commonwealth Center Property – Phase 2 – Liz Sitter

Loudoun Water received bids on June 25, 2009 for the construction of the North Water Reuse Main on Commonwealth Center Property, Phase 2. This main is to serve the office building for a data center that is a top economic focus of Loudoun County. This main will also provide future connections for two other developments (One Loudoun and Commonwealth Center). This project involves the construction of 4,100 linear feet of 16-inch reclaimed water main, and appurtenances, including valves, and other miscellaneous work and materials. DEQ selected this project to receive \$580,000 of Stimulus funding. As part of the requirements to receive stimulus funding, Loudoun Water and the contractor have to document solicitation of Disadvantaged Business Enterprise (DBE) firms. The following attached table presents the bid results.

Staff has reviewed Tessa Construction and Tech Co., LLC 's Bid and other information required by the Contract Documents. This review process includes input from Loudoun Water's legal counsel and DEQ. Staff recommends award to Tessa Construction and Tech Co., LLC, contingent upon DEQ approval. DEQ needs to review and approve the bidding process to confirm that the Stimulus fund requirements are met both by Loudoun Water and the apparent low bidder. Award of the contract will be to the lowest, responsive and responsible bidder. Upon Board approval, staff will submit documentation of the bid process to DEQ, including the DBE solicitation by Loudoun Water and Tessa Construction and Tech Co.

There is funding in CIP WW28.6 to address the cost in excess of the DEQ funding amount because the contractual obligation for the existing work have been less than anticipated.

Project: North Water Reuse Main on Commonwealth Center Property, Phase 2
Virginia DEQ Project Identifier VCWSTG 500 - Project ID 20090041
Bid Opening Date: Thursday, June 25, 2009 at 2:00 p.m.
Loudoun Water Administrative Services Facility

BID TABULATION

BIDDER CONTACT INFORMATION	BID
Tessa Construction and Tech Co., LLC Mo Pourkiani - mo@tessaconstruction.com 43149-101 John Mosby Hwy Chantilly, VA 20152-4263 Ph 703.327.4481/Fax 703.327.4486 www.tessaconstruction.com	\$584,000.00
General Excavation, Inc. Jack Tucker - jtucker@gei-va.com 9757 Rider Rd Warrenton, VA 20187 Ph 540.439.2202/Fax 540.439.3795 www.gei-va.com	\$692,540.00
William A. Hazel Mike King - Mike_King@wahazel.com 4305 Hazel Park Court, P.O. Box 600 Chantilly, VA 20151 Ph 703.378.8300/Fax 703.378.7623 www.wahazel.com	\$779,300.00

H.G. Buracker Construction, L.L.C Tom Newman - rwilliams@hgburacker.com 12150 Tac Court Manassas, VA 20109 Ph 703.393.4985/Fax 703.393-2711	\$799,980.00
R.L. Rider & Co. Donnie Hall - donnierlr@verizon.net 30 John Marchall St Warrenton, VA 20186 Ph 347.1611 or 1612/Fax 540.349.4770	\$815,455.00
Teague Enterprises, Inc dba: Teague Utility Contracting, Inc. VA Bonnie Teague, President - teipipe@comcast.net 5305 Jefferson Pike, Unit C-8 Frederick, MD 21703 Ph 301.473.7473/Fax 301.473.7476 www.teipipe.com	\$864,518.40
Martin & Gass, Inc. Jack Lane - martingass@martingass.com 6433 General Green Way Alexandria, VA 22312 Ph 703.256.4900/Fax 703.256.2315 www.martingass.com	\$972,632.00
Shirley Contracting Company, LLC Sean J. Maloney, Estimator - sean.j.maloney@shirleycontracting.com 8435 Backlick Road Lorton, VA 22079 Ph 703.550.3547/Fax 703.550.7899 www.shirleycontracting.com	\$978,650.00
Total Development Solutions Ed Doucette - edoucette@totaldevelopmentsolutions.com 7805 Progress Court Gainesville, VA 20155 Ph 703.222.0497/Fax 703.753.5781 www.totaldevelopmentsolutions.com	\$1,109,200.00
Engineer's Opinion of Cost (DEQ STIMULUS FUND AMOUNT)	\$580,000.00

RECOMMENDED MOTION:

Upon **MOTION** of Mr. Mitchel, second by Mr. Kesari, The Board moved, contingent upon DEQ approval, to award the contract for construction of the North Water Reuse Main on Commonwealth Center Property, Phase 2 to Tessa Construction and Tech Co., LLC for \$584,000.00 with an approximate five percent contingency to be controlled by the General Manager for a total authorized budget of \$613,000.00. Additional expenditures will require further Board Approval. **Vote:** Mr. Jennings-Aye, Ms. Psaris-Aye, Mr. Whitmore-Aye, Mr. McKinney-Aye, Mr. Rocca-Abstained, Mr. Mitchel-Aye, Mr. Kesari-Aye, Mr. Harris-Aye, Mr. Burrell-Aye

5B. Authorization to Execute Certain Documents – Dale Hammes

On June 10, 1988 the Loudoun Water Board passed a resolution authorizing the General Manager to execute Water and Sewer Agreements to provide for developer and landowner installation of onsite and offsite water and sewer facilities. At that meeting, the Board also authorized the General Manager to execute Deeds of Easement and Vacation on behalf on the organization. Since that time, all such executed documents are reported at regular Loudoun Water Board meetings and listed in the official Minutes of the Board meeting.

The Loudoun Water By-Laws authorize the Deputy General Manager to act on behalf of the General Manager in the General Manager's absence so a second member of staff is available to execute these documents if necessary.

Although execution of Water and Sewer Agreements is not normally time sensitive, prompt review, approval and execution of a Deed of Easement and Vacation is often warranted because most of these documents are executed by landowners and Loudoun County as a part of the subdivision process. This document must be recorded in the land records of Loudoun County prior to County subdivision approval. Loudoun Water's Engineering Division is tasked with the document review and Engineering Division approval is documented prior to execution by the General Manager.

While the Deputy General Manager position is vacant it is recommended that the Director of Engineering be authorized to execute Deeds of Easement and Vacation. This action will maintain our current level of assurance that important documents can be processed efficiently.

Upon **MOTION** of Mr. Rocca, second by Mr. Harris, the Board authorized the Director of Engineering to execute Deeds of Easement and Vacation on behalf of Loudoun Water. **Vote:** Mr. Jennings-Aye, Ms. Psaris-Aye, Mr. Whitmore-Aye, Mr. McKinney-Aye, Mr. Rocca-Aye, Mr. Mitchel-Abstained, Mr. Kesari-Aye, Mr. Harris-Aye, Mr. Burrell-Aye

5C. Cancellation of August Board Meeting – Dale Hammes

Mr. Hammes explained that Loudoun Water historically follows the practice of the Loudoun Board of Supervisors and cancels the August Board Meeting.

Upon **MOTION** of Mr. Rocca, second by Mr. Mitchel, the Board moved to cancel the August Board Meeting. Mr. Rocca called to question. **Vote:** Mr. Jennings-Aye, Ms. Psaris-Aye, Mr. Whitmore-Aye, Mr. McKinney-Aye, Mr. Rocca-Aye, Mr. Mitchel-Aye, Mr. Kesari-Absent, Mr. Harris-Aye, Mr. Burrell-Aye.

AGENDA ITEM 6 – REPORTS

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

6B. CIP Committee – Presented and reviewed by Vice Chairman Rocca.

6C. Finance Committee – Mr. Mitchell invited all members to the next Finance meeting to discuss rate issues and policy implementation. The Finance and CIP Committees have "switched" times. In the future, the Finance Meeting will begin at 8:00 am and the CIP will begin at 9:00 am.

6D. Personnel/Nominating Committee – Presented and reviewed by Mr. McKinney.

6E. Policy Committee – Ms. Psaris stated that the Policy Committee is moving through the information and the next meeting is on July 23rd.

Mr. Jennings thanked the Board Members for their committee work.

AGENDA ITEM 7 – INFORMATIONAL ITEM

7A. Central Water Supply Program Monthly Update – Tim Coughlin

Mr. Coughlin presented and reviewed a three page handout on the CWSP (available from the Board Secretary).

AGENDA ITEM 8 – CLOSED MEETING

8A. IDENTITY THEFT PREVENTION PROGRAM – Stanley Franklin, Mark Viani of McGuire Woods

Upon **MOTION** of Mr. Mitchel, second by Mr. McKinney, the Board moved to enter into Closed Meeting pursuant to Section 2.2-3711(A) Subsection 4. The items to be discussed are: Protection of the privacy of individuals in personal matters not related to public business. **Vote:** Mr. Jennings-Aye, Ms. Psaris-Aye, Mr. Whitmore-Aye, Mr. McKinney-Aye, Mr. Rocca-Aye, Mr. Mitchel-Aye, Mr. Kesari-Aye, Mr. Harris-Aye, Mr. Burrell-Aye.

Upon **MOTION** of Mr. Rocca, second by Mr. Kesari, the Board voted unanimously to return to Open Meeting.

Upon **MOTION** of Mr. Kesari, 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. Whitmore-Aye, Mr. McKinney-Aye, Mr. Rocca-Aye, Mr. Mitchel-Aye, Mr. Kesari-Aye, Mr. Harris-Aye, Mr. Burrell-Aye.

Upon **MOTION** of Mr. Mitchel, second by Mr. Kesari, the Board approved the updated Identity Theft Prevention Program document as presented.

Vote: Mr. Jennings-Aye, Ms. Psaris-Aye, Mr. Whitmore-Aye, Mr. McKinney-Aye, Mr. Rocca-Aye, Mr. Mitchel-Aye, Mr. Kesari-Aye, Mr. Harris-Aye, Mr. Burrell-Aye.

There being no further business, this meeting adjourned at 4:30 pm.

Chairman

Secretary