

VIRGINIA:

At a regular meeting of the King George County Service Authority Board of Directors, held on Tuesday, the 5th day of October 2010, at 6:00 p.m. in the Board Room of the Revercomb Building at 10459 Courthouse Drive, King George, Virginia:

PRESENT: Dale W. Sisson, Jr., Chairman
Cedell Brooks, Jr., Vice-Chairman
Joseph W. Grzeika, Member
John P. LoBuglio, Member
James F. Mullen, Member
A. Travis Quesenberry, County Administrator
Matthew J. Britton, County Attorney

The Chairman, Mr. Sisson, called the meeting to order.

Mr. Grzeika provided the Invocation.

Mr. Mullen led the Pledge of Allegiance.

Public Comment:

The Chairman opened the floor for public comment. There being none, the Chairman closed that portion of the meeting.

Reports of Members of the Board:

Mr. Grzeika

Mr. Grzeika reported receiving calls from Service Authority customers regarding billing issues and forwarded those concerns to the County Administrator. The County Administrator noted that a report on this issue would be presented later in the meeting.

Mr. Mullen

Mr. Mullen also had received several calls from residents about billing issues and would await a report from the County Administrator.

Mr. Sisson

Mr. Sisson received several calls regarding meter readings and subsequent billing issues and forwarded those inquiries to the County Administrator for the ongoing independent evaluation.

SA-10-01 – Consent Agenda:

On a motion by Mr. Grzeika, seconded by Mr. Mullen, and carried unanimously, each member voting as follows: Mr. Sisson Aye; Mr. Brooks Aye; Mr. Grzeika Aye; Mr. LoBuglio Aye; and Mr. Mullen Aye, the King George County Service Authority Board of Directors approved the Consent Agenda, as presented, which included the following:

Authorized the issuance of warrants against the FY10-11 KGCSA Operating Fund in the total amount of \$31,695.30

Authorized the issuance of warrants against the FY10-11 KGCSA Capital Reserve Projects Fund in the total amount of \$3,793.00

Approved Minutes for August 2010.

SA-10-02 – County Attorney Report

The County Attorney had no report.

Action Items:

SA-10-03 – Approval of Budget Transfer, Appropriation, and Approval of Change Order #2 for the Dahlgren Pump Station Improvement Project

Mr. Thomas explained that the Board, at its December 4, 2007 meeting, appropriated \$600,000 for the engineering, design and construction of the Dahlgren Pump Station Improvement Project. At its October 6, 2009 meeting, the Board transferred an additional \$60,000 to the project for the award of the construction contract, and an additional \$49,750 was transferred in March 2010 for the construction administration, easement preparation, wetlands permitting, and additional design for a new pump station at Williams Creek.

He further explained that the change order is required to provide an emergency repair of an old eight-inch sewer line that was near failure and causing significant infiltration. The change order is also required to modify the power supply at the Williams Creek pump station for a 240 volt open delta service and also accounts for the additional quantities required to repair the paving at the Dahlgren WWTP entrance, and the entrance to the Williams Creek Office Building.

Mr. Thomas noted that the transfer will reduce the available fund balance in the WQIF reimbursement fund to approximately \$860,000 and that Davenport is scheduled to present potential funding sources for future CIP projects, debt restructuring and CIP reconciliation options at the November 2, 2010 Board meeting.

On a motion by Mr. Grzeika, seconded by Mr. Mullen, and carried unanimously, each member voting as follows: Mr. Sisson Aye; Mr. Brooks Aye; Mr. Grzeika Aye; Mr. LoBuglio Aye; and Mr. Mullen Aye, the King George County Service Authority Board of Directors approved a fund transfer of \$35,640 from the WQIF reimbursement funds to the Dahlgren Pump Station Improvement Project and authorized the General Manager to issue Change Order #2 in the amount of \$35,640 for the Dahlgren Pump Station Improvement Project.

Discussion Items :

SA-10-04 – Update on Service Authority Billing Issues

Ms. Harper, Deputy County Administrator, provided follow up information relative to customer inquiries concerning meter readings for the last billing cycle, referencing particularly three customers who spoke during the public comment period at the previous Board meeting of September 21, 2010. She noted that, of those customers, one meter was an actual mis-read and the customer's account has been adjusted. Ms. Harper reported that on October 1, 2010, a team comprised of herself, the County Administrator,

Service Authority meter readers and two County employees visited Chatham Village subdivision and physically read 150 meters and also obtained touchpad readings. She reported that there were no discrepancies to date in those reads. The next phase will be to test the wireless equipment to determine if any issues exist with the transfer of information. The President of the Chatham Village Homeowners' Association has been notified of the findings to date. Research and testing will continue and the County Administrator has tasked the County Inspector with randomly reading meters at various locations throughout the County in order to get an independent assessment of objective readings. Those readings will then be compared with Chatham Village readings. Any inquiries received about meter readings will be reread by both Service Authority personnel and the County Inspector. A team consisting of Ms. Harper, Service Authority employees, utility billing staff, and IT Manager has also been established to examine the entire billing process.

SA-10-05 – Preliminary FY2009/2010 Year End Financial Update

Ms. Harper provided a financial update of year end preliminary revenues and expenditures for FY2009-2010. She reported that the Service Authority is projected to have a year-end deficit of \$44,500. She noted that this deficit does not represent a cash figure but includes necessary year end adjustments. Mr. Grzeika requested that quarterly financial reports also be made available on the County's website.

SA-10-06 – Update on County Drought Status

Mr. Thomas stated that the Board adopted the King George County Drought Assessment and Response Plan in October 2009. That plan required monitoring of several drought indicators and recommendations based on the following indicators for the County: local precipitation records, monitoring of a local groundwater monitoring well (located in Westmoreland County), and four KGCSA public water production wells.

Draper Aden Associates evaluated each indicator and recommends that the current conditions do not warrant a drought declaration. However, Draper Aden recommends that KGCSA continue to monitor all indicators.

Mr. Thomas also provided the production well static level, drawdown, and recovery monitoring for the wells at Sealston, Monmouth 1, Purkins Corner, and Oakland Park 1A, as recommended in the Drought Assessment and Response Plan. In addition, KGCSA has provided additional static water level history for other KGCSA wells and will continue to monitor those wells.

SA-10-07 – General Manager's Report

Mr. Thomas presented the following items of interest to the Board:

- KGCSA has provided customer service addresses and phone numbers to Emergency Services for incorporation into the City Watch notification system. These were provided for each service area so any or all may be contacted regarding any service outage, maintenance activity or other public notification need via phone message. It is anticipated that this service will be available by November 1, 2010. Recognizing that some numbers on record may not be current, KGCSA will utilize the web site and customer mailing to inform and request any updated information. KGCSA will also establish a utility data base for the KG Alert system. This information will require customer initiation thru the existing KG Alert system. Emergency Services will send a message notifying existing users to modify their profiles as desired. KGCSA will also include the KG Alert registration information in the City Watch customer mailing and web site posting. The Board will be provided with an anticipated availability date upon establishment of the utility data

base function. KGCSA will also post public service announcements and notifications on the web site as timely as possible.

- KGCSA is prepared to begin review of the KGCSA Regulations and anticipates that a draft revision will be available early in 2011. Mr. Thomas suggested a work session be scheduled some time in January to receive input from the Board.
- Discussed recent water outage in the St. Paul's area on October 4th in the early morning hours. Service was restored to the area by 1:00 p.m. that afternoon.

Closed Session:

On a motion by Mr. Brooks, seconded by Mr. LoBuglio, and carried unanimously, each member voting as follows: Mr. Sisson Aye; Mr. Brooks Aye; Mr. Grzeika Aye; Mr. LoBuglio Aye; and Mr. Mullen Aye, the King George County Service Authority Board of Directors went into closed session pursuant to State Code Section 2.2-3711(A)1 for the purpose of discussing the annual performance evaluation for the General Manager.

On a motion by Mr. Brooks, seconded by Mr. Mullen, and carried unanimously, each member voting as follows: Mr. Sisson Aye; Mr. Brooks Aye; Mr. Grzeika Aye; Mr. LoBuglio Aye; and Mr. Mullen Aye, the King George County Service Authority Board of Directors returned to public session and certify that only public business matters lawfully exempt from open meeting requirements by Virginia law, and only such public business matters as were identified in the motion convening the closed session were heard, discussed or considered.

There being no further business to come before the Board, the Chairman adjourned the meeting on a motion by Mr. Grzeika, seconded by Mr. Mullen, and carried unanimously.