MINUTES OF BOARD OF DIRECTORS MEETING OF SEPTEMBER 13, 2012

Board Members Present: Janice R. Carr, Joyce P. Eagles, Durward E. Grubbs, Dr. K. Jack Kooyoomjian, Paul E. Ruecker, David A. Rutherford, L. Ben Thompson and Alexander I. Vanegas

Staff: Dean E. Dickey, Leslie A. Griffith, Lyle Beesfelt, Astrid Nelson, Theresa O’Quinn, Don Pannell, Chuck Weber, Keenan Howell, Evelyn Mahieu, Ph.D., James Pflugshaupt, Joe Carney, Andrew Higginbotham, and Cheryl Leiby

Legal Counsel: Mark Viani

Guests: Mr. & Mrs. Michael Barry
        Mr. Thomas Simonian

I. GENERAL MATTERS

a) Consideration of Amended Agenda

Chairman Vanegas called for approval of the amended agenda.

Motion: Dr. Kooyoomjian moved to approve the amended agenda provided at the Board Members’ places.

Second: Mrs. Eagles

Ayes: Unanimous

b) Approval of Minutes of July 12, 2012

Chairman Vanegas called for approval of the Minutes of the July 12, 2012 Board meeting.

Motion: Dr. Kooyoomjian moved to approve the Minutes of the July 12, 2012 Board meeting.

Second: Mr. Ruecker

Ayes: Kooyoomjian, Ruecker, Eagles, Carr, Rutherford, Thompson, Vanegas

Abstention: Mr. Grubbs

Chairman Vanegas advised that the Minutes were approved. Dr. Kooyoomjian was very complimentary of the Minutes.
c) Consideration of Announcements by Staff

Mr. Dickey congratulated Chairman Vanegas on his recent appointment to the Virginia Board of Conservation and Recreation by Governor Bob McDonnell. Mr. Dickey advised that there are a number of items at the Board Members’ places: a copy of the Service Authority’s external newsletter that is sent to our customers, a copy of the Occoquan Forest community newsletter, news articles concerning the Potomac Landfill and Supervisor May’s Town Hall meetings, and also a folder which contains the two items which have been added to the agenda.

d) Citizens’ Time

There were no citizens in attendance who wished to speak.

2. COMMEMDATION

a) Mr. Michael J. Barry

Mr. Dickey read the resolution commending Mr. Barry for his 25 years and 8 months of service to the Service Authority. Mr. Dickey advised that Mr. Barry was the Manager of the Service Authority Laboratory. Mr. Dickey requested that the Board of Directors adopt the resolution before them to commend Mr. Barry for his years of service to the Service Authority.

Motion: Mr. Ruecker moved that the Prince William County Service Authority does hereby commend Mr. Michael Barry for his professional and dedicated service to the customers of the Prince William County Service Authority and to the citizens of Prince William County, and conveys best wishes to him in the future.

Second: Mr. Rutherford

Ayes: Ruecker, Rutherford, Carr, Eagles, Grubbs, Kooyoomjian, Thompson, Vanegas

3. PRESENTATION

a) FY 2012 Accomplishments and FY 2013 Business Goals

Mr. Dickey reviewed the FY 2012 Accomplishments and the FY 2013 Business Goals with the Board of Directors (copies were provided in the Board packages). Mr. Dickey highlighted the significant accomplishments and goals. Mr. Dickey advised that the Service Authority staff has worked hard to provide clean water and quality service to our rate payers and the residents of Prince William County.

A discussion followed on the Supervisory Control and Data Acquisition (SCADA) system which the Service Authority is in the process of upgrading, Information Technology security, facility security, outreach to the community, and savings realized through the upgrade of Information Technology systems.

4. ACTION MATTERS

a) Award of Contract for Construction of Belmont Water System Improvements

Mr. Dickey advised there are some areas with old pipes needing replacement in the Service Authority’s system; this is a project to replace some of those aging pipes. Mr. Weber advised that this project will replace the 4-inch and 6-inch unlined cast iron pipe in the Belmont area.

The lowest responsive bidder was Arthur Construction Company who constructed the replacement water line in Mine Road. Arthur Construction Company did a great job on the Mine Road project. Mr. Weber advised that one more easement is needed from the Prince William County Parks Department (formerly Prince William County Park Authority). The easement has been promised. Staff recommends approval of the Agreement
contingent upon receiving the easement before the General Manager executes the Agreement. Staff recommends approval to award a contract in the amount of $1,499,729, plus a 10 percent contingency, for a total authorization not to exceed $1,649,702.

Motion: Mrs. Eagles moved that the Prince William County Service Authority Board of Directors does hereby approve the Agreement provided, and contingent upon receiving the required easement, authorizes the General Manager to execute the Agreement with Arthur Construction Company for construction of the Belmont Bay Phase I Water Main Replacement and Water System Improvements project in the amount of $1,499,729, plus a contingency of $149,973, for a total authorization not to exceed $1,649,702.

Second: Dr. Kooyoomjian

A discussion followed on the age and type of pipe of the existing water lines in the area, digging up the existing pipe and appurtenances and replacing with new, how the community will be affected, and communication with the potentially affected residents.

Ayes : Eagles, Kooyoomjian, Carr, Grubbs, Ruecker, Rutherford, Thompson, Vanegas

b) Approve Delay of User Rates and Fees

Mr. Dickey requested that the Board of Directors approve delay of the implementation of the next approved rate increase since we are still in a period of peak use charges combined with hot weather. Chairman Vanegas discussed this matter with the Board Members individually. Since the Board of Directors approved the rates and implementation schedule, it is necessary for the Board of Directors to ratify delaying implementation of the rate increase until January 1, 2013.

Motion: Dr. Kooyoomjian moved that the Prince William County Service Authority Board of Directors does hereby delay implementation of the FY 2013 User Rate and Fee increases until January 1, 2013. (See Resolution 12-09-33 attached.)

Second: Mrs. Carr

A discussion was held.

Ayes : Kooyoomjian, Carr, Eagles, Grubbs, Ruecker, Rutherford, Thompson, Vanegas

c) Approval of Amendment to Water Capacity Purchase and Service Agreement with City of Manassas Park

Mr. Dickey noted this is an administrative change to the agreement whereby this amendment removes a paragraph that references a paragraph that no longer exists. Legal counsel worked with the City representatives to make this change. Mr. Viani added that the City is enacting its copy on September 18, 2012.

Motion: Dr. Kooyoomjian moved that the Prince William County Service Authority Board of Directors does hereby approve the Amendment and authorizes the Chairman to execute the Amendment to the Water Capacity Purchase and Service Agreement with the City of Manassas Park.

Second: Mr. Rutherford

Ayes : Kooyoomjian, Rutherford, Carr, Eagles, Grubbs, Ruecker, Thompson, Vanegas
d) Approval of Resolution: County Participation in Upper Occoquan Service Authority (UOSA)

Mr. Dickey presented a resolution seeking the Board of Directors’ approval for the General Manager to negotiate with Prince William County representatives to formalize an agreement outlining the County’s use of Service Authority credits for funds the County previously paid. Mr. Dickey advised that the matter of these credits has been raised during the Occoquan Magisterial District Town Hall meetings for the Davis Ford Road water and sewer issue. Mr. Dickey requested that the Board of Directors authorize the General Manager to negotiate an agreement with Prince William County for Board approval.

Motion: Dr. Kooyoomjian moved that the Prince William County Service Authority Board of Directors authorizes the General Manager to negotiate the terms of an agreement to issue the County a credit which may be applied towards the purchase of availability fees or other Service Authority assets equal to the amount the County has paid, and to absorb the County of any future debt service payments to UOSA under the Amended Funding Agreement. The negotiated agreement will be submitted to the Prince William County Service Authority Board of Directors and the Prince William Board of County Supervisors for final approval.

Second: Mr. Rutherford

A brief discussion was held. Chairman Vanegas reiterated that approving the resolution presented does not commit the Service Authority to anything; it is just a request for authorization to negotiate with the County representatives on this matter.

Ayes: Kooyoomjian, Rutherford, Carr, Eagles, Grubbs, Ruecker, Thompson, Vanegas

e) Approval of Sole Source Repairs

Mr. Dickey advised there are three centrifuges at the H. L. Mooney Advanced Water Reclamation Facility (AWRF) to dewater sludge, a critical part of the operation of the AWRF. There is only one company that can repair the centrifuges. One centrifuge has been repaired and another is in need of repair. After evaluating the centrifuges, the provider advised that the repair would cost over $100,000. All costs over $100,000 are to be brought to the Board of Directors for approval. Staff is requesting the Board of Directors approve this sole source purchase so the necessary repairs can be made.

Motion: Mrs. Eagles moved that the Prince William County Service Authority Board of Directors does hereby amend the FY’13 – 17 Capital Improvements Program to expand the scope of project WRF-3 to include the rehabilitation and upgrade of the centrifuges, and authorizes the rehabilitation and upgrade of two centrifuge rotating assemblies for an estimated amount of $171,600, plus a contingency of $17,000, for a total authorization not to exceed $188,600.

Second: Mr. Thompson

Ayes: Eagles, Thompson, Carr, Grubbs, Kooyoomjian, Ruecker, Rutherford, Vanegas

5. GENERAL MANAGER’S REPORT

a) Potomac Landfill (news articles) – Mr. Dickey referred to the two news articles that were at the Board Members’ places. Mr. Dickey took the opportunity to compliment Dr. Mahieu on her many accomplishments this year during his discussion of the status of the Potomac Landfill. The Service Authority prepared and sent its first Industrial Wastewater Discharge Permit to Potomac Landfill Inc. (PLI).

Dr. Mahieu advised that the landfill was discharging high levels of hydrogen sulfide, a toxic gas. Dr. Mahieu has been working with the County staff to amend the County’s Pretreatment Ordinance. The Prince William Board of County Supervisors has approved a public hearing to be held on this matter on October 2, 2012. If
no comments are voiced, the Pretreatment Ordinance would be adopted and then sent to the Virginia Department of Environmental Quality to advertise for public notice and final approval.

b) H. C. Land v. Beazer Homes Corp.—Mr. Dickey advised that the Service Authority received a subpoena to provide information in a legal matter concerning H. C. Land and Beazer Homes. Mr. Viani reported it was a request for information. The Service Authority is not a substantive party to the case. Mr. Viani noted the property is in the Dale Service and Virginia-American service area.

c) George Mason University—Mr. Dickey stated that George Mason University representatives recently signed the agreement letter relative to their student housing project.

d) Mr. Dickey noted that the Service Authority has already received almost half of what was budgeted in availability fee receipts for FY 2013.

Mr. Weber added that the Service Authority began the fiscal year July 1, 2012 flat. 1700 units, ($25 million) is what was budgeted for the fiscal year. During July only $1.5 million in availability fees were collected. However, during August the Service Authority received payment of availability fees for two major apartment complexes: Stone Bridge - 328 units, and Orchard Bridge on Route 28 - 368 units. $8.2 million was received for the 696 apartment units. A total of $10,200,000 was received during the month of August as there were some residential and commercial projects for which availability fees were also paid. Availability fees received year to date total $11.8 million.

c) Occoquan Forest Public Comment Report—Mr. Dickey advised that the Board of Directors instructed him to compile a report to address the comments that were given at the Public Comment meeting on June 28, 2012 as well as through various other means of communication. A copy of the draft Occoquan Forest Report was then handed out to the Board Members, as Mr. Dickey previously advised would take place at the September meeting. Mr. Dickey requested that the Board Members review the Report and stated staff will ask for acceptance at the next Board meeting. Mr. Dickey advised that once the Report is accepted and authorized for public release, the Report will be placed on the Service Authority’s website. A hard copy will be placed in each of the four major public libraries in the County. A copy would also be available at the Service Authority for anyone wishing the review it.

A discussion was held on the redacted names, Town Hall meetings and Board Member review.

Mr. Dickey advised that there have been two Town Hall meetings. Mr. Dickey further advised that Chairman Vanegas, Dr. Kooyoomjian and staff participated. Mr. Dickey gave the briefing at the Town Hall meetings. County staff also attended the Town Hall meetings.

Chairman Vanegas added he believes that the Town Hall meetings have gone well and thanked staff for their efforts. Dr. Kooyoomjian complimented Mr. Dickey for being so candid and forthright at the Town Hall meetings.

Mr. Tom Simonian, who was in attendance, also attended the Town Hall meetings. Mr. Simonian stated he was very impressed with Mr. Dickey’s presentation and that all who attended the Town Hall meetings learned so much. Mr. Simonian thanked Mr. Dickey for his presentation and for the information provided at the Town Hall meetings.

f) A brief discussion was held about the chemistry taking place at the landfill with the gypsum and how the leachate has to be pretreated before it enters the Service Authority’s sanitary sewer system.
g) Update on new Lien Law—Mr. Dickey advised that recent lien legislation established new requirements for tenants, property owners, and the Service Authority when providing service to tenants. The implementation of this law has been extremely problematic for the utilities in the state. Mr. Dickey advised that the Service Authority must comply with the Virginia Water and Waste Authorities Act (Act) which states authorities must attempt to recover all money that is owed to them. In order to comply with the Act, we need to comply with the legislation. There are some unhappy customers. Service Authority staff has developed a new lien system which we anticipate will streamline the process and make it somewhat less onerous on tenants and landlords.

Mrs. Nelson added that although the legislation requires the Service Authority to have the owner authorization form signed and collect the deposit before giving service, we are billing the deposit on the first invoice which gives the customer up to 56 days to pay it, and also we are giving them up to 30 days to provide the owner authorization form. With this change, the process allows for two written notices to provide notification to the customer before they are cut off for noncompliance for that piece. That is more customer centric and it only increases our collection risk slightly for those customers who move out within the first two months. We began to implement these changes this week.

Chairman Vanegas added that with new legislation there is always a learning curve and one can find better ways to do things. He complimented Mrs. Nelson and her staff for working to streamline this process.

6. ATTORNEY’S TIME

Mr. Viani did not have anything to report. There will be a closed meeting.

7. ADMINISTRATIVE REPORTS

Chairman Vanegas asked the Board Members to please give the appropriate staff members their questions on the reports.

Mr. Ruecker stated he and Mrs. Eagles accompanied Mr. Dickey to the O&M workshop where they were introduced to a new device that staff is building, and he would like this information shared with the rest of the Board.

Mr. Pannell advised that several months ago, the Board of Directors authorized the building of a prototype rechlorination trailer, another tool which will aid staff in managing the water quality in the Service Authority’s distribution system. The Service Authority is taking a very proactive approach to managing the water quality. One of the water quality challenges the Service Authority faces is nitrification. Staff currently addresses nitrification by draining water tanks, flushing mains, and changing the pumping and valving schemes. With the rechlorination trailer, staff can take it to the site of water quality issues and inject chlorine or chloramines where needed. A design and engineering firm was commissioned to design the trailer which was constructed by Service Authority staff. Field testing of the trailer is scheduled for next week. We plan to document our experiences and share them with the water community.

A discussion was held on using automatic flushing devices and water mixing equipment available to deter the process of nitrification. Mr. Ruecker stated he was very impressed and complimented staff for their ingenuity. Dr. Kooyoomjian also complimented staff for their inventiveness and suggested that an article be written and sent to WET (the Water Environment Federation periodical) so as to share this information with the broader community.

8. CLOSED MEETING

Chairman Vanegas announced a closed meeting at 8:42 p.m. to discuss potential litigation.
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Motion: Mrs. Eagles moved to enter a closed meeting citing Virginia Code §2.2-3711A7 (litigation).
Second: Mr. Ruecker
Ayes: Eagles, Ruecker, Carr, Grubbs, Kooyoomjian, Rutherford, Thompson, Vanegas

Upon conclusion of the closed meeting at 8:50 p.m. and in compliance with the Freedom of Information Act, a motion was made by Mrs. Eagles and seconded by Mr. Ruecker to return to an open meeting certifying that to the best of each member’s knowledge, the only matters considered were those that were appropriate to be discussed under Code of Virginia §2.2-3711A7 (litigation).

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. Ruecker
Ayes: Eagles, Ruecker, Carr, Grubbs, Kooyoomjian, Rutherford, Thompson, Vanegas

A brief discussion was held concerning whether the Clerk should attend a closed meeting.

9. CONSIDERATION OF MATTERS PRESENTED BY MEMBERS

Mrs. Eagles stated that she was at the ice cream social which was very nice and noted that it was well appreciated by the people who attended. Mrs. Eagles also commented on how impressive the rechlorination trailer is.

Dr. Kooyoomjian thanked staff for the invitation to the ice cream social, but unfortunately, he was not able to attend. Dr. Kooyoomjian thanked Mr. Dickey and supporting staff for the openness and vigorous dialogue at the recent Occoquan Magisterial District Town Hall meetings for the Davis Ford Road water and sewer issue.

Mrs. Carr thanked Mr. Pannell and his staff for assistance recently provided to an immobile customer who had a sewer back up. The customer called a plumbing company and the plumbing company told her to call the Service Authority. Mrs. Carr spoke with Mr. Steve Clark, in Mr. Pannell’s absence, about this matter. Mrs. Carr complimented Mr. Clark on his efficiency and professionalism. Mrs. Carr stated she appreciates the consideration shown to this customer and asked that her appreciation also be conveyed to the O&M staff.

Mr. Thompson advised he called the Service Authority recently with a question about filling the swimming pool at Dunbarton from a fire hydrant. He thanked staff for their assistance.

Mrs. Eagles also advised that recently she noticed water running down the street from her neighbor’s property while they were not at home. Her husband called the Service Authority. O&M staff responded and discovered that the homeowner’s sprinkler system was leaking near the meter. O&M staff came back that
evening and helped the customer get the water back on. Mrs. Eagles stated that her neighbors were very appreciative of the Service Authority’s employees.

Chairman Vanegas thanked the Board Members for having him serve as Chairman over the last two years. He stated it has been an honor and a privilege to serve. Chairman Vanegas thanked Mr. Dickey for his leadership, for the excellent job that the staff has done and the accomplishments, cost savings and innovative ideas.

Chairman Vanegas advised he spent the week at the American Waterworks Association Water JAM conference this week where the Service Authority was well-represented. Chairman Vanegas stated that everybody speaks highly about the Prince William County Service Authority leadership.

Chairman Vanegas asked Mr. Dickey to provide information on the cost savings from the salary portion of the budget as he would like to release the money from the cost savings and give it to staff as performance pay in recognition of their accomplishments. Mr. Dickey advised that there was approximately $219,000 which was budgeted but not paid to staff. Chairman Vanegas stated that the Board of Directors appreciates the effort that staff puts forth.

Motion: Mrs. Eagles moved that the Prince William County Service Authority Board of Directors does hereby release the remainder of the budgeted amount (approximately $219,000) and authorizes the General Manager, at his discretion, to distribute the funds to the employees based on their individual performance, not to be added to the employees’ base pay.

Second: Mr. Ruecker

A discussion was held concerning when the performance pay was given last year and how much money would be provided per employee from the proposed pay for performance award now before the Board of Directors.

Ayes : Eagles, Ruecker, Carr, Grubbs, Kooyoomjian, Rutherford, Thompson, Vanegas

Mr. Dickey conveyed his sincere appreciation to the Board of Directors on behalf of the employees for this generous award.

10. **ELECTION OF OFFICERS**

Mr. Viani advised that the current officers’ terms have expired and explained the process by which the elections would be held. Mr. Viani then asked for a motion to open the nominations for the Office of Chairman.

Motion: Mr. Ruecker moved to open the nominations for the Office of Chairman.

Second: Mr. Rutherford

Vote : By Acclamation

Mr. Ruecker nominated Mr. Grubbs for the Office of Chairman.

Mr. Thompson seconded the nomination.

Dr. Kooyoomjian nominated Mrs. Eagles for the Office of Chairman.

Mrs. Carr seconded the nomination.

Motion: Mr. Ruecker moved to close the nominations for the Office of Chairman.

Second: Mr. Vanegas

Vote : By Acclamation

A hand vote was taken for the Office of Chairman with the following results:

Mr. Grubbs 5
MRS. Eagles 3
Mr. Viani announced that Mr. Grubbs is Chairman.

Mr. Viani then asked for a motion to open nominations for the Office of Vice Chairman.

Motion: Mr. Vanegas moved to open the nominations for the Office of Vice Chairman.
Second: Mr. Grubbs
Vote : By Acclamation

Mr. Grubbs nominated Mr. Ruecker for the Office of Vice Chairman.
Mr. Vanegas seconded the nomination.

Motion: Mrs. Carr moved to close the nominations for the Office of Vice Chairman.
Second: Dr. Kooyoomjian
Vote : By Acclamation

Vote for the Office of Vice Chairman: By a vote of Acclamation, Mr. Viani announced that Mr. Ruecker is Vice Chairman.

Mr. Viani then asked for a motion to open nominations for the Office of Secretary-Treasurer.

Motion: Mr. Rutherford moved to open the nominations for the Office of Secretary-Treasurer.
Second: Mr. Grubbs
Vote : By Acclamation

Mr. Grubbs nominated Mrs. Janice Carr for the Office of Secretary-Treasurer.
Mr. Vanegas nominated Dr. Kooyoomjian for the Office of Secretary-Treasurer.
Mr. Ruecker moved to close the nominations for the Office of Secretary-Treasurer.

A hand vote was taken for the Office of Secretary-Treasurer with the following results:
Dr. Kooyoomjian 2
Mrs. Carr 6

Mr. Viani announced that Mrs. Carr is the Secretary-Treasurer.

Mr. Viani congratulated the new officers for the next year (2012-2013); Durward E. Grubbs, Chairman; Paul E. Ruecker, Vice-Chairman; and Janice R. Carr, Secretary-Treasurer.

11. ADJOURNMENT

Motion: Mr. Vanegas moved to adjourn the meeting at 9:07 p.m.
Second: Mr. Thompson

[Signature]
Janice R. Carr
Secretary-Treasurer
Resolution: 12-09-33
September 13, 2012

DELAY OF USER RATES AND FEES

WHEREAS, the Board of Directors adopted on July 8, 2010 User Rate and Fee increases for fiscal years 2011, 2012, and 2013;

NOW, THEREFORE, BE IT RESOLVED that the Prince William County Service Authority Board of Directors does hereby delay implementation of the following fiscal year 2013 User Rate and Fee increases until January 1, 2013.

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<td>$6.45</td>
<td>$6.80</td>
<td>$7.15</td>
</tr>
<tr>
<td>Industrial</td>
<td>$6.10</td>
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<td>$7.15</td>
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### OTHER FEE CHANGES

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<tr>
<th></th>
<th>Existing</th>
<th>9/1/2010</th>
<th>9/1/2011</th>
<th>9/1/2012</th>
<th>1/1/2013</th>
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<tbody>
<tr>
<td>Monthly Grinder Pump Maintenance Fee</td>
<td>$24.00</td>
<td>$25.00</td>
<td>$26.00</td>
<td>$27.00</td>
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<tr>
<td>Hydrant Water (per tgal.)</td>
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<td></td>
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<tr>
<td>Peak Season</td>
<td>$6.01</td>
<td>$6.30</td>
<td>$6.60</td>
<td>$6.90</td>
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<tr>
<td>Off-peak Season</td>
<td>$4.35</td>
<td>$4.45</td>
<td>$4.65</td>
<td>$4.90</td>
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### Commercial High Demand Charge

<table>
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<tr>
<td>High Demand I</td>
<td>$1.00</td>
<td>$2.00</td>
</tr>
<tr>
<td>High Demand II</td>
<td>$1.00</td>
<td>$2.00</td>
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</tbody>
</table>

**Motion:** Kooyoomjian  
**Second:** Carr  
**Ayes:** Kooyoomjian, Carr, Eagles, Grubbs, Ruecker, Rutherford, Thompson, Vanegas