

Prince William County Service Authority  
4 County Complex Court  
P. O. Box 2266  
Woodbridge, VA 22195-2266

Phone (703) 335-7900  
Fax (703) 335-7905  
www.pwcsa.org



**Service Authority**  
Prince William County

Paul Colangelo, Jr., Chair  
B. Paul O'Meara, Jr., Vice Chair  
Joyce P. Eagles, Secretary/Treasurer  
Jim Almond, Member  
Dean E. Dickey, Member  
Charles A. Grymes, Member  
K. Jack Kooyoomjian, Ph.D., Member  
Marlo Thomas Watson, Member

Calvin D. Farr, Jr., P.E., General Manager/CEO

MINUTES OF BOARD OF DIRECTORS  
ANNUAL BUSINESS PLAN WORK SESSION OF APRIL 22, 2024

Board Members Present: Paul Colangelo, Jr., Dean E. Dickey, Charles A. Grymes, K. Jack Kooyoomjian, Ph.D., B. Paul O'Meara, Jr., and Marlo Thomas Watson.

Board Members Absent: Jim Almond, Joyce P. Eagles.

Staff: Calvin D. Farr, Jr., Hari Kurup, Astrid Nelson, Don Pannell, Najee Alleyne, Eileen Anderson, Lyle Beefelt, Samer Beidas, Kathy Bentz, Jackie Bragayrac, Rachel Carlson, Lee-Ann Dandrea, Michael Fox, Andrew Cockram, Debbie Maxwell, Jonathan Okafor, Glenn Pearson, Tony Piccione (*via MS Teams*), Shailaja Poluru, Ian Sansoni, Doug Shoop, Brian Sipes, Shannon Spence, Renee Thompson, Jeanetta Williams, April Bean, and Kim Murray.

Legal Counsel: Mark Viani/Bean, Kinney & Korman, P.C.

Guests: David Hyder/Stantec.

---

1. CALL TO ORDER

Chair Colangelo opened the Work Session at 9:00 AM.

Dr. Kooyoomjian announced today is the 54<sup>th</sup> anniversary of Earth Day. He spoke of the Service Authority's ongoing environmental stewardship and how staff practices it every day in everything they do.

2. STAFF PRESENTATION

Proposed Fiscal Year 2025 (FY25) Annual Business Plan

Mr. Farr welcomed Board Members to the work session. He stated the draft FY25 Annual Business Plan is aligned with the Board's vision and each of the Areas of Excellence. He noted that Dave Hyder, the Service Authority's rate consultant from Stantec, was present should there be any questions for him. Mr. Farr asked Mr. Beefelt to present the details of the FY25 Annual Business Plan for the Board's consideration.

Mr. Beefelt introduced and thanked members of the Management and Budget team who worked on the Annual Business Plan. He reviewed the Board's Vision and Guidance, FY25 high priority Capital Improvement Program (CIP) projects, rate impacts, options for rate increases and a rate-setting timeline. He reviewed the Operating Budget including People and Talent; Purchased Resources, Materials, and Supplies; Utilities; Contractual Services; and Other Expenses and Debt Service.

During discussion, Ms. Nelson offered to share the Service Authority's health insurance premium schedule. Chair Colangelo also asked to see a comparison of the Service Authority's health insurance premiums to other water utilities' premiums. Board Members supported keeping the cost to employees as low as possible.

Mrs. Thomas Watson asked if turnover data was available from other jurisdictions. Mr. Fox answered that based on the information he obtained from local utilities, the latest annualized total turnover rate averages 8-12%.

In the discussion on Pay for Performance, Mr. Beefelt noted that the annualized CPI (Consumer Price Index) is roughly 3-3.5%. Mrs. Thomas Watson advocated for a higher Pay for Performance increase. Chair Colangelo asked staff to model the increase up to seven percent (7%) and share additional details with the Board for consideration.

Mr. Beefelt reviewed the Annual Business Goals by Area of Excellence. He discussed alignment from the Board's vision down to division and individual employee goals. Discussion was held on various key performance indicators and goals.

Mr. Grymes advised that at some point [not necessarily in this budget year] he would like to see a KPI added (for consideration) to implement the Community Energy & Sustainability Master Plan (CESMP) adopted by PWC last year. He noted he would like the Service Authority to be at least as good as the County in implementing the CESMP. Mr. O'Meara noted that PWC staff (in various meetings) have acknowledged there is very little chance they will be able to meet any of those goals. Mr. Grymes stated he wants the Service Authority to do better. Dr. Kooyoomjian later supported Mr. Grymes' request. The Chair asked staff to bring this item back for discussion.

Mr. Beefelt reviewed the Proposed Next Steps:

- May 11, 2024: May Board Meeting: Staff requests approval of Annual Plan.
- May 12, 2024: Employee Open Enrollment for Health Care begins with an effective date of July 1, 2024.
- July 1, 2024: New Fiscal year Begins.

3. DISCUSSION

Additional discussion was held.

Mr. Farr noted that he is proud of staff for their work. Board Members thanked staff as well.

4. CLOSED MEETING

Mr. Viani confirmed a Closed Meeting is needed under Code of Virginia § 2.2-3711A3, Real Estate; and 2.2-3711A19, Security.

Chair Colangelo requested a motion to authorize a closed meeting to discuss items as specified by Mr. Viani.

Motion: Mrs. Thomas Watson  
Second: Mr. O'Meara  
Ayes: Thomas Watson, O'Meara, Colangelo, Dickey, Grymes, Kooyoomjian  
Absent: Almond, Eagles

Chair Colangelo announced a closed meeting at 11:06 AM to discuss items under Code of Virginia § 2.2-3711A3, Real Estate; and 2.2-3711A19, Security.

Upon conclusion of the closed meeting at 11:57 AM, and in compliance with the Freedom of Information Act, a motion was made by Dr. Kooyoomjian and seconded by Mr. O'Meara to return to an open meeting certifying that to the best of the Members' knowledge, the only matters considered were those that were appropriate to be discussed under Code of Virginia § 2.2-3711A3, Real Estate; and 2.2-3711A19, Security.

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,

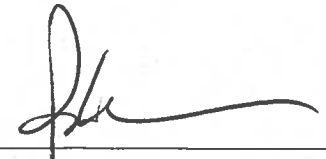
**WHEREAS**, § 2.2-3712 of the Code of Virginia requires a certification by the Prince William County Service Authority Board of Directors that such closed meeting was conducted in conformity with Virginia law;

**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: Mr. Dickey  
Second: Mr. O'Meara  
Ayes: Dickey, O'Meara, Colangelo, Grymes, Kooyoomjian, Thomas Watson  
Absent: Almond, Eagles

5. ADJOURNMENT

The meeting adjourned at 11:58 AM.

  
for Joyce P. Eagles  
Secretary/Treasurer