



Service Authority

K. Jack Kooyoomjian, Ph.D., Chairman
Joyce P. Eagles, Vice Chairman
Marlo Thomas Watson, Secretary-Treasurer
Mark Allen, Member
Jim Almond, Member
B. Paul O'Meara, Jr., Member
Harry W. Wiggins, Member

Dean E. Dickey, General Manager

MINUTES OF BOARD OF DIRECTORS MEETING OF APRIL 8, 2021

Board Members Present: Jim Almond (via telephone), Joyce P. Eagles, K. Jack Kooyoomjian, Ph.D., B. Paul O'Meara, Jr., Marlo Thomas Watson, and Harry Wiggins.

Staff : Dean Dickey, Astrid Nelson, Lake Akinkugbe, Lyle Beefelt, Samer Beidas, Doug Shoop, Shannon Spence, April Bean and Kim Murray.

Legal Counsel : Mark Viani/Bean Kinney & Korman.

Absent : Mark Allen.

Mr. Almond called into the meeting at 6:41 PM (from home for personal reasons).

1. CALL TO ORDER and GENERAL MATTERS

Chairman Kooyoomjian called the meeting to order at 6:45 PM. He announced that Mr. Voggenreiter resigned from the Board of Directors on April 3, 2021; he added that Mr. Allen will be resigning soon.

a) Approval of Minutes of March 11, 2021 Board Meeting

Chairman Kooyoomjian called for approval of the Minutes of the March 11, 2021 Board Meeting.

Motion: Mrs. Thomas Watson moved to approve the Minutes of the March 11, 2021 Board meeting.

Second: Mr. O'Meara

Ayes : Thomas Watson, O'Meara, Almond (via telephone), Eagles, Kooyoomjian, Wiggins

Absent: Allen

b) Approval of Minutes of March 20, 2021 Board Meeting

Chairman Kooyoomjian called for approval of the Minutes of the March 20, 2021 Board meeting.

Motion: Mr. O'Meara moved to approve the Minutes of the March 20, 2021 Board meeting.
Second: Mr. Almond
Ayes : O'Meara, Almond (via telephone), Eagles, Kooyoomjian, Thomas Watson, Wiggins
Absent : Allen

c) Consideration of Announcements by Staff

i. Mr. Dickey wished happy birthday to Chairman Kooyoomjian and Mrs. Eagles.
ii. Mr. Dickey noted the following items at members' places: (1) A hard copy of Agenda item 3.a); and (2) A corrected copy of the February 2021 Monthly Financial Report.

d) Citizens' Time

There were no citizens attending.

2. COMMENDATIONS

Board Members approved both commendation resolutions concurrently.

a) Commend: Terry R. Dye, Jr.

Motion: Mr. Wiggins moved that the Prince William County Service Authority Board of Directors does hereby commend Terry R. Dye, Jr. for his dedicated service to the customers of the Prince William County Service Authority and the citizens of Prince William County, and conveys best wishes in his retirement.
Second: Mrs. Thomas Watson
Ayes : Wiggins, Thomas Watson, Almond (via telephone), Eagles, Kooyoomjian, O'Meara
Absent : Allen

b) Commend: Frances Lee Hefner

Motion: Mr. Wiggins moved that the Prince William County Service Authority Board of Directors does hereby commend Frances Lee Hefner for his exceptional service to the customers of the Prince William County Service Authority and the citizens of Prince William County, and conveys best wishes in his retirement.
Second: Mrs. Thomas Watson
Ayes : Wiggins, Thomas Watson, Almond (via telephone), Eagles, Kooyoomjian, O'Meara
Absent : Allen

3. ACTION MATTERS

a) Approval of Agreement SA 2103 with Hankin Environmental Systems, Inc. for Fabrication and Installation Services for the Fluidized Bed Incinerator.

Mr. Dickey noted this work is critical to plant operations. The Authority needs to have a spare heat exchanger available; the current spare unit is at the end of its life. He asked Board members to approve the resolution.

Motion: Mrs. Eagles moved that the Prince William County Service Authority Board of Directors hereby approves and authorizes the General Manager to execute Agreement SA 2103 with Hankin Environmental Systems, Inc. for Fabrication and Installation Services for the Fluidized Bed Incinerator for the amount of \$1,731,230, plus a [10%] contingency of \$173,123, for a total not to exceed \$1,904,353.

Second : Mr. Wiggins

Discussion held.

Ayes : Eagles, Wiggins, Almond (via telephone), Kooyoomjian, O'Meara, Thomas Watson
Absent : Allen

- b) Approval of an Agreement between the Prince William Board of County Supervisors and the Prince William County Service Authority for the Relocation of Water and Sanitary Sewer Facilities on the Prince William Parkway Interchange at Realigned Balls Ford Road Project.

Mr. Dickey asked Board Members to approve the resolution. He noted Prince William County (PWC) is doing work at Balls Ford Road (increasing the road to seven lanes); working concurrently with PWC, the Authority is relocating water and sewer lines to be more accessible for maintenance and also upsizing the water main to a standard size.

Motion: Mr. Wiggins moved that the Prince William County Service Authority Board of Directors hereby authorizes the General Manager to execute an Agreement between the Prince William Board of County Supervisors and Prince William County Service Authority to design and construct approximately 1,200 linear feet of 16-inch water main, 575 feet of 3-inch low pressure force main, and appurtenances as part of Prince William County's Prince William Parkway Interchange at Realigned Balls Ford Road project in the amount of \$816,867, plus a thirty percent (30%) contingency in the amount of \$245,060, for a total authorization not to exceed \$1,061,927.

Second : Mr. O'Meara

Ayes : Wiggins, O'Meara, Almond (via telephone), Eagles, Kooyoomjian, Thomas Watson
Absent : Allen

- c) Approval of a Work Order to Core Contractors, LLC to Perform Services for the Replacement of the Water Main in West Longview Drive as part of the Water Distribution Asset Replacement Program.

Mr. Dickey noted the line replacement was delayed several years ago due to another utility performing work in the area. He asked Board Members to approve the Resolution.

Motion: Mr. Wiggins moved that the Prince William County Service Authority Board of Directors hereby approves and authorizes the General Manager to execute a Work Order to Core Contractors, LLC to perform services for the replacement of the water main in West Longview Drive, as part of the Water Distribution Asset Replacement Program, in the amount of \$745,110, plus a ten percent (10%) contingency in the amount of \$74,511, for a total authorization not to exceed \$819,621.

Second : Mrs. Thomas Watson

Discussion was held.

Ayes : Wiggins, Thomas Watson, Almond (via telephone), Eagles, Kooyoomjian, O'Meara
Absent : Allen

4. GENERAL MANAGER'S REPORT

a) COVID-19 Update: Mr. Dickey noted the Authority does not plan on bringing back employees who are teleworking until the governor's emergency order is lifted. Discussion was held about a phased return-to-work plan. Mr. Dickey advised the Authority's COVID-19 Task Force, senior leadership team, safety manager, and a variety of staff will have input into the work-from-home discussion.

b) Mr. Dickey proposed the Board schedule a Budget Work Session to review and discuss the Fiscal Year 2022 (FY22) Budget. Board Members agreed to hold the Budget Work Session on Monday, April 26, 2021 at 6:45 PM.

c) Mr. Dickey noted staff will provide hard copies of the Draft FY22 Budget and FY2022-2026 Capital Improvements Program, as well as a memorandum (memo) regarding Prevailing Wage, after the meeting. (Note: The memo regarding Prevailing Wage was also emailed to Board Members late this afternoon.)

d) Mr. Dickey stated a closed meeting is not needed.

5. CONSIDERATION OF MATTERS PRESENTED BY MEMBERS

Mr. Wiggins referenced the Prevailing Wage change that will be effective May 1, 2021. He also referenced Mr. Dickey's memo on the subject. Mr. Beefelt shared that when an Authority project is funded by the Virginia Clean Water Revolving Loan Fund (CWRLF), there is a requirement of Prevailing Wage on those projects. The Service Authority requested pricing under those CWRLF requirements as part of the Design Build Request for Proposal (RFP). Mr. Wiggins stated he would like to see the Authority's contracts contain two sets of numbers: one for prevailing wage and one for welfare wages. Mr. Dickey noted that is one of the options provided in the Prevailing Wage memo to the Board. Mr. Dickey emphasized that, prior to this year, Virginia law prohibited requiring contractors to pay prevailing wages.

Mr. Wiggins referenced the February Monthly Financial Report and discussion was held.

- Mr. Akinkugbe indicated service demand exceeded the FY21 Budget projection, therefore increasing revenue. He also advised that expenses will be under budget, mostly due to the Authority's constraints on hiring and spending, as well as personnel and purchased resources. Mr. Dickey reported capital spending is under budget as the Authority delayed several projects due to uncertainty during the pandemic. These projects are now resuming.
- Mr. Wiggins asked why Availability Fees are significantly over Budget; Mr. Akinkugbe explained that the FY21 Budget projected much slower growth due to COVID-19 than occurred.

- Mr. Wiggins asked about the projected fund balance for the fiscal year and the opportunity to use fund balances above the minimum targets. Mr. Akinkugbe explained the targets are based on the Authority's asset replacement schedule; if the Authority doesn't replace the assets, the targets increase as additional assets expire. He noted that any amount in the Operating Fund over the minimum target is transferred to the Replacement Fund.
- Mr. Wiggins asked why UOSA's (Upper Occoquan Service Authority) debt service totals seem to keep going up. Mr. Dickey answered that UOSA's debt funding requirements continue to go up significantly. Since they do not set money aside to pay cash for replacement and expansion costs, their capital improvement program is almost entirely funded by debt.
- Mr. Wiggins asked if the Authority uses a broker on its investments. Mr. Akinkugbe stated the Authority's Investment Policy requires at least three brokers and the Authority is currently using three brokers.
- Mr. Wiggins asked about the allocation of Municipal Utility Relief Program (MURP) funds. Mrs. Nelson confirmed that that the \$1.375 million was applied to customer accounts: \$800,000 applied to balances over 90 days past due and the remaining funds applied to balances less than 90 days past due. Mr. Wiggins asked how many accounts may be eligible for payment plans. Mrs. Nelson advised there are approximately 3,000 accounts that are 90 days past due. She added that staff received notice that there may be additional municipal utility relief funds and other federal funds available to assist customers;

Mrs. Thomas Watson thanked Mr. Beidas and Mr. Pearson for their assistance with an issue on behalf of Supervisor Angry.

Mrs. Eagles thanked Mr. Hanley for the social media article he wrote about her for Women's History Month.

Mr. O'Meara noted two documents are still outstanding and need to be completed in order to provide direction to the General Manager: The Board's Bylaws and the Compensation Committee Charter. He suggested a work session for the Board to finalize the draft documents for the Board's consideration at the May Board meeting. Dr. Kooyoomjian suggested the Board may want to wait for the new General Manager to come on board; Mr. O'Meara noted the Board has been working on both documents for a while; he suggested they should resolve any outstanding items before the new General Manager starts. Discussion was held. Mr. O'Meara offered to follow up with the Board via email.

Mr. O'Meara referenced the Prince William Board of County Supervisors' discussions about a watershed study; Chair Ann Wheeler mentioned the Service Authority, ground water and surface water. At the last meeting, she also referenced a Regional Watershed Study. Mr. O'Meara asked if any information has been shared with Chair Wheeler from the Authority's archives on that study. Mr. Dickey noted a previous Regional Water Supply Plan (RWSP) was completed and PWC was provided a copy. The RWSP is run by the Northern Virginia Regional Commission; however, the Authority is the County's appointee to prepare the RWSP and manages the plan for Prince William County. Mr. O'Meara requested a copy of the RWSP that is currently in place.

Mr. Viani recommended a closed meeting under Code of Virginia § 2.2-3711A1, Personnel.

Chairman Kooyoomjian suggested that, once the new General Manager is on board, Board members visit some of the facilities to get an appreciation of their operations. Dr. Kooyoomjian also referenced the Code of Ethics document dated January 9, 2007 and asked if it has been updated. Mr. Dickey confirmed the employee Code of Ethics was updated. Chairman Kooyoomjian noted that the Board's Code of Ethics was another Board policy that needs to be finalized.

6. CLOSED MEETING

Chairman Kooyoomjian announced a closed meeting at 7:59 PM to discuss Personnel under Code of Virginia § 2.2-3711A1, and requested a motion for same.

Motion: Mrs. Eagles
Second: Mrs. Thomas Watson
Ayes : Eagles, Thomas Watson, Almond (via telephone), Kooyoomjian, O'Meara, Wiggins
Absent : Allen

Upon conclusion of the closed meeting at 8:18 PM, and in compliance with the Freedom of Information Act, a motion was made by Mrs. Thomas Watson and seconded by Mr. Wiggins 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 § 2.2-3711A1, Personnel.

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. Wiggins
Second: Mrs. Thomas Watson
Ayes : Wiggins, Thomas Watson, Almond (via telephone), Eagles, Kooyoomjian, O'Meara
Absent : Allen

Chairman Kooyoomjian moved to amend the agenda.

Motion: Mrs. Thomas Watson
Second: Mr. Wiggins
Ayes : Thomas Watson, Wiggins, Almond (via telephone), Eagles, Kooyoomjian, O'Meara
Absent : Allen

7. ADDITIONAL BUSINESS

Chairman Kooyoomjian requested a motion to approve the offer for the position of General Manager to Calvin Farr pursuant to the current draft of the contract which is consistent with the additional offer.

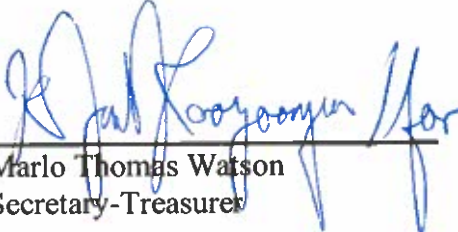
Motion: Mr. Wiggins
Second: Mrs. Thomas Watson
Ayes : Wiggins, Thomas Watson, Almond (via telephone), Eagles, Kooyoomjian, O'Meara
Absent : Allen

Mr. Viani noted that, consistent with the provisions of the Virginia Freedom of Information Act, the final employment contract is a public document and will be entered into the record.

8. ADJOURNMENT

The meeting adjourned at 8:22 PM.

Mr. Almond disconnected his call at 8:23 PM.



Marlo Thomas Watson
Secretary-Treasurer