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Service Authority

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

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

MINUTES OF BOARD OF DIRECTORS MEETING OF FEBRUARY 10, 2022

Board Members Present: Jim Almond, Paul Colangelo, Jr., Dean E. Dickey, Joyce P. Eagles, K. Jack Kooyoomjian, Ph.D., B. Paul O'Meara, Jr., and Harry Wiggins.

Board Members Absent: Marlo Thomas Watson

Staff : Calvin D. Farr, Jr., Astrid Nelson, Don Pannell, Lake Akinkugbe, Lyle Beefelt, Samer Beidas, Kathy Bentz (remotely), Rachel Carlson (remotely), Michael Fox, Keenan Howell (remotely), Charles Huppman, Debbie Maxwell, Jonathan Okafor, Glenn Pearson (remotely), Doug Shoop, Brian Sipes, Shannon Spence, Tony Piccione (remotely), Jeanetta Williams (remotely), April Bean and Kim Murray.

Legal Counsel : Mark Viani/Bean Kinney & Korman.

Guests : Dale, Mary and Brian Arrington.

1. CALL TO ORDER and GENERAL MATTERS

Chairman O'Meara called the meeting to order at 6:45 PM.

Mr. Almond arrived at 6:46 PM.

a) Approval of Minutes of January 13, 2022 Board Meeting

Chairman O'Meara asked if there were any corrections to the Minutes of the January 13, 2022 Board Meeting; hearing none, the minutes were approved as presented.

b) Consideration of Announcements by Staff

Mr. Farr wished happy birthday to Chairman O'Meara and Mr. Dickey. He also noted the Service Authority puffer vests at Members' places.

c) Citizens' Time

There were no citizens attending who signed up to speak.

2. COMMENDATION/PRESENTATION

a) Commend: Dale A. Arrington

Mr. Farr welcomed Mr. Arrington and his family and read the resolution commending Mr. Arrington. The Chairman requested a motion to approve the resolution.

Motion: Mr. Dickey moved that the Prince William County Service Authority Board of Directors does hereby commend Mr. Dale A. Arrington for his exceptional service to the customers of the Prince William County Service Authority and conveys best wishes for happiness in his retirement.

Second: Dr. Kooyoomjian

Ayes : Dickey, Kooyoomjian, Almond, Colangelo, Eagles, O'Meara, Wiggins

Absent : Thomas Watson

Mr. Arrington thanked Board Members and Service Authority leadership for their support over the years.

b) Presentation: Supervisory Control and Data Acquisition (SCADA) Upgrade Project (Phase I)

Mr. Farr explained that Supervisory Control and Data Acquisition (SCADA) is one of many examples of the Service Authority's effort to obtain real-time data and information to make timely data-driven decisions. Ms. Spence provided brief information about what SCADA does. She presented and explained the work that is included in Phase 1 of the upgrade project as well as the next phase of work to come.

Mr. Wiggins asked if there is a fixed price to add equipment and engineering to anything new the Service Authority may add (another pump station, water tower, etc.). Ms. Spence said there is not a fixed price; however, there is the SCADA Design & Configuration Standards document that sets how the programming is done and how the panels are built. Mr. Pannell added that because it is non-proprietary equipment, when a new station is built, there is competition for who is going to perform the SCADA component of that new station. That gives the Service Authority confidence, as owners, that it is a good value. Mr. Wiggins also asked how much of the contingency (built into the price) has been used; Ms. Spence noted less than 50% of the contingency has been used.

Mr. Dickey asked if the specifications for the new lift stations are included in the Utility Standards Manual (USM); Mr. Pannell advised they are included by reference in the USM.

3. CONSENT AGENDA

Chairman O'Meara asked if any Board Members wished to pull any items from the Consent Agenda. Hearing none, he called for a motion to approve the following two action matters:

- a) Authorize the Execution of Certain Amendments to Financing Agreements between the Prince William County Service Authority and the Virginia Resources Authority, as Administrator of the Virginia Water Facilities Revolving Fund, and Certain Allonges to its Water and Sewer System Revenue Bond, Taxable Series 2007 (Parity Indebtedness) and Water and Sewer System Revenue Bond, Taxable Series 2009 (Parity Indebtedness) to Decrease the Cost of Funds Thereon.
- b) Provide Guidance to Staff regarding Future Prince William County Service Authority Acquisition of Water Supply to Meet Customer Demand and Growth Requirements in Support of County Comprehensive Plan and Land Use Policies.

Motion: Mr. Dickey moved that action matters 3.a) and 3.b) be approved as presented.
Second: Mr. Colangelo
Ayes : Dickey, Colangelo, Almond, Eagles, Kooyoomjian, O’Meara, Wiggins
Absent : Thomas Watson

4. GENERAL MANAGER’S REPORT

- a) Mr. Farr announced that after an extensive national search and recruitment effort, the Service Authority hired a Chief People and Talent Officer (CPTO), Sandra Hardeman. Ms. Hardeman will join the Service Authority on Monday, March 7, 2022. (Mr. Farr shared information about Ms. Hardeman’s work experience.)
- b) Mr. Farr reported the supplemental pay adjustment approved by the Board in January will be reflected in employees’ paychecks tomorrow, February 11. Employees have stated it is a meaningful pay adjustment and they are very appreciative.
- c) Mr. Farr shared a General Assembly update. He noted there has been a significant improvement in the Per- and Polyfluoroalkyl Substances (PFAS) legislation.
- d) Mr. Farr shared information from the NACWA (National Association of Clean Water Agencies) Winter Conference he recently attended. Topics included Environmental Justice, Climate Change, the federal Infrastructure Investment and Jobs Act (IIJA) and its implementation, and extreme drought on the West Coast. Mr. Farr served on a panel regarding data management which was a segue to a separate panel discussion about cybersecurity. He will work with Ms. Hardeman/CPTO (and the contractor hired to write grants) to apply for the Environmental Protection Agency’s (EPA) workforce development grants. Mr. Colangelo commended Mr. Farr for attending conferences and developing necessary relationships. Mr. Wiggins asked Mr. Farr to tell the Board about Senate Bill 567; Mr. Farr shared that the bill would allow a “package plant” for Bristow Manor for treatment of wastewater for the 22 homes in that community. Mr. Viani confirmed the bill passed through the committee and will likely survive crossover. It essentially authorizes the State Water Control Board to issue a permit for a Virginia NPDES (National Pollutant Discharge Elimination System) permit. This would be an exception to the Occoquan Policy.

Dr. Kooyoomjian stated he sees a need to review the Occoquan Policy to try to improve it and be good stewards. Mr. Wiggins noted the Occoquan Policy is a state regulation developed by the State Water Control Board and it covers the Occoquan Watershed. He agreed with Dr. Kooyoomjian that staff should be talking with the State Water Control Board about that and what the proposed comprehensive plan does to that policy. He noted that should be done sooner rather than later.

Mr. Farr also reported he accepted an invitation to be an Executive Sponsor of the VA AWWA (Virginia Section American Water Works Association) Diversity, Equity, and Inclusion Committee. This effort is aligned with the Service Authority’s efforts to recruit and retain the best talent

to the water and wastewater industry, and to provide career opportunities for current and future generations.

e) COVID-19 Update: Mr. Farr noted the case numbers are trending down in the county and the state. Staff is working to roll out the return-to-office plan as part of the hybrid telework structure. Customer account disconnects have begun; Mr. Akinkugbe will provide detail in the monthly briefing later in the meeting.

f) Budget Update: Mr. Farr advised staff has started the fiscal year (FY) 2023 budget process. He advised staff will give a high-level overview of some of the initial priorities and assumptions; review the budget schedule; and seek any input the Board has to offer. Mr. Akinkugbe provided the briefing to the Board. Discussion was held. Mr. Colangelo emphasized Human Capital includes Workforce Excellence, Employee Engagement, and Employee Retention. Mr. Almond asked about the initiative to progress on Diversity and Inclusion (D&I); Mr. Farr noted it means the Service Authority has the opportunity to open the door to more people, educate the next generation of workers that the water industry is a great career; the Service Authority wants the workforce to look more like the county. There is a shortage of minorities and women in the water industry; staff has to make sure they understand there are opportunities. The goal is always to get the best talent and continue to be high performing. Mr. Farr added the goal is to appeal to everyone. Staff needs to be diverse, high performing and to feel included. He advised he will give an update next month on the D&I efforts. Mr. Almond asked if Mr. Farr has considered having a staff member/position dedicated to handling D&I only; Mr. Farr advised he will discuss this with Ms. Hardeman/CPTO. Mr. Almond noted the importance of people being comfortable and feeling included in their organization; staff must emphasize inclusion too.

Mrs. Eagles asked what happens if the budget of 1,750 ERUs (equivalent residential units) is not met. Mr. Akinkugbe noted it is not uncommon to be over or under the budget, as ERUs are an indication of new customer accounts [i.e., new development, which is less predictable].

Mr. Wiggins referenced interest rates increasing in the next six months; he feels they may have a deleterious effect on new housing and the ERUs.

Mr. Dickey asked if there are any other policies that may be changed that will affect the budget; Mr. Farr indicated there were no anticipated policy changes.

Look ahead:

g) Mr. Farr noted the Water Art Invitational Virtual Awards Ceremony will be broadcast in the Board Room on Thursday, March 10 at 6 PM, prior to the regular Board meeting at 6:45 PM.

h) Mr. Farr advised there are many ongoing efforts with D&I; as noted before, he plans to provide the Board an update on D&I efforts month.

i) As requested by the Board, staff is working on a deposit interest program and will provide those details at the March Board meeting.

j) Mr. Farr stated a closed meeting is needed.

5. ATTORNEY'S TIME

Mr. Viani confirmed a closed meeting is needed under Code of Virginia § 2.2-3711A3, Acquisition of Real Estate; § 2.2-3711A6, Procurement; and § 2.2-3711A7, Litigation.

Chairman O'Meara requested a motion to authorize a closed meeting to discuss Acquisition of Real Estate under Code of Virginia § 2.2-3711A3; Procurement under § 2.2-3711A6; and Litigation under § 2.2-3711A7.

Motion: Mrs. Eagles

Second: Dr. Kooyoomjian
Ayes : Eagles, Kooyoomjian, Almond, Colangelo, Dickey, O'Meara, Wiggins
Absent: Thomas Watson

6. ADMINISTRATIVE REPORTS

Mr. Akinkugbe provided a presentation on the December 2021 Monthly Financial and Operational Report. Discussion was held.

Mr. Wiggins asked if there is any cooperation between [local] counties if a customer with a past-due balance moves from one county to another. When a customer vacates a home in Prince William County (PWC) and becomes a customer in another home in PWC, they keep that overdue balance with the Service Authority. If a customer moves to another county, there is no agreement in place between other counties and the Service Authority; however, the Service Authority has the ability to place liens and use collection agencies.

In response to Mr. Wiggins' questions about collections, Mr. Viani provided additional context regarding collections for commercial customers (bankruptcies, disputes, etc.).

7. CONSIDERATION OF MATTERS PRESENTED BY MEMBERS

Dr. Kooyoomjian stated he is looking forward to the PWC Regional Science Fair in February-March; he serves as an organizational judge for the Federal Water Quality Association (FWQA). He added that March 22 is World Water Day.

Mr. Wiggins asked about the savings from refinancing debt and thanked staff for their work on the matter; Mrs. Nelson advised the amount was \$1.3 million.

Mrs. Eagles thanked Mr. Pannell for sending her information on Woodbridge District projects for Supervisor Franklin's recent Boards, Committees and Commissions meeting. She also thanked Ms. Bentz for her assistance with a customer issue.

Mr. Dickey congratulated Mr. Farr and staff for the great job they are doing; he appreciates the support provided to the Board by the Executive Office. He added that the SCADA presentation was very good.

8. CLOSED MEETING

Chairman O'Meara announced a closed meeting at 8:23 PM to discuss Acquisition of Real Estate under Code of Virginia § 2.2-3711A3; Procurement under § 2.2-3711A6; and Litigation under § 2.2-3711A7.

Upon conclusion of the closed meeting at 9:12 PM, and in compliance with the Freedom of Information Act, a motion was made by Mr. Dickey and seconded by Mrs. Eagles 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, Acquisition of Real Estate; § 2.2-3711A6, Procurement; and § 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,

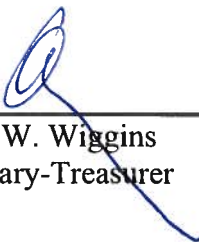
WHEREAS, § 2.2-3712 of the Code of Virginia requires a certification by the Prince William County Service Authority Board of Directors that such closed meeting was conducted in conformity with Virginia law;

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

9. ADJOURNMENT

The meeting adjourned at 9:14 PM.



Harry W. Wiggins
Secretary-Treasurer