



Service Authority

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

Dean E. Dickey, General Manager

MINUTES OF BOARD OF DIRECTORS MEETING OF JANUARY 14, 2021

- Board Members Present : Mark Allen (via telephone)*, Joyce P. Eagles, K. Jack Kooyoomjian, Ph.D., B. Paul O'Meara, Jr., Marlo Thomas Watson, Kurt Voggenreiter, and Harry Wiggins.
- Staff : Dean Dickey, Astrid Nelson, Theresa O'Quinn, Don Pannell, Brandon Pfleckl, Lake Akinkugbe, Lyle Beefelt, Samer Beidas, Debbie Maxwell, Glenn Pearson, Tony Piccione, Doug Shoop, Brian Sipes, Jeanetta Williams, April Bean, and Kim Murray.
- Legal Counsel : Mark Viani/Bean Kinney & Korman.
- Guest : Mike Garber/PB Mares.

Mr. Allen called into the meeting at 6:40 PM via Microsoft Teams (from his home office due to the COVID-19 pandemic).

1. CALL TO ORDER

Chairman Kooyoomjian called the meeting to order at 6:45 PM.

2. PUBLIC HEARING

a) Amend the Groveton Road Sewage Pump Station Local Facilities Charge

Chairman Kooyoomjian opened the Public Hearing at 6:46 PM. Secretary-Treasurer Thomas Watson advised that any member of the public who wishes to speak would be allotted three minutes to do so.

Mrs. Thomas Watson advised the purpose of the Public Hearing was to consider the amendment of the Groveton Road Sewage Pump Station (GRSPS) Local Facilities Charge (LFC) to add an additional parcel to the LFC and to amend the required timing of LFC payment to the time certification occurs and availability fees are paid.

* Due to the COVID-19 pandemic, Board Members are allowed to remotely attend more than two Board meetings per year.

The parcel to be added is located at 7300 Century Park Drive, Manassas, VA 20109 and is identified by Prince William County as GPIN # 7597-54-1387. The parcel is comprised of 40.56 acres and is owned by Freedom I-66 Land LLC.

Mrs. Thomas Watson stated a Notice of this Public Hearing was published in the *Prince William Times*, a newspaper having general circulation in Prince William County. The notice appeared in the *Prince William Times* newspaper on Wednesday, December 16, 2020 and Wednesday, December 23, 2020. The notice also appeared in the *Inside NOVA* newspaper on Thursday, December 10, 2020 and Thursday, December 17, 2020.

Mrs. Thomas Watson further advised that a copy of the foregoing notice was mailed to the Property Owner of the parcel under consideration to be added to the GRSPS LFC, and to each Property Owner currently subject to the LFC, the Prince William County Executive, the Prince William Board of County Supervisors, the mayors of the towns of Dumfries, Haymarket, Occoquan, and Quantico and the mayors of the cities of Manassas and Manassas Park. All users of the facilities owned or leased by the Prince William County Service Authority and all others interested will have an opportunity to be heard concerning the proposed amendment of the GRSPS LFC.

Mrs. Thomas Watson asked if there were any comments from the public. Chairman Kooyoomjian confirmed no one signed up to speak.

With no comments or questions, Chairman Kooyoomjian declared the Public Hearing closed at 6:49 PM.

Mrs. Thomas Watson called for a motion to adopt the resolution to authorize the proposed amendment of the Groveton Road Sewage Pump Station Local Facilities Charge to add an additional parcel located at 7300 Century Park Drive, Manassas, VA to the LFC and to amend the required timing of LFC payment to the time certification occurs and availability fees are paid.

Motion: Mr. Voggenreiter moved that the Prince William County Service Authority Board of Directors does hereby amend the approved Groveton Road Sewage Pump Station Local Facilities Charge to (a) add 40.56 acres held by Freedom I-66 Land LLC to the area subject to the Groveton Road Sewage Pump Station Local Facilities Charge; (b) assess Freedom I-66 Land LLC \$549,467.94, less the \$461,133.00 previously paid by Prologis, for a net assessment due of \$88,334.94 as its fair pro-rata share contribution to the Groveton Road Sewage Pump Station, plus the requisite Consumer Price Index adjustment as of the date the Local Facilities Charge is paid; and (c) require that the payment of the Groveton Road Sewage Pump Station Local Facilities Charge be due at the time of certification.

Second: Mr. O'Meara

Chairman Kooyoomjian called for a vote on the resolution.

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

3. GENERAL MATTERS

a) Approval of Minutes of November 12, 2020 Meeting

Chairman Kooyoomjian called for approval of the Minutes of the November 12, 2020 Board meeting.

Motion: Mrs. Thomas Watson moved to approve the Minutes of the November 12, 2020 Board meeting.

Second: Mr. O'Meara

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

b) Consideration of Announcements by Staff

Mr. Dickey wished happy birthday to Mr. O'Meara and Mr. Allen. Mr. Dickey noted the following item at members' places: Final Approved Compensation Committee Charter.

c) Citizens' Time

There were no citizens attending.

4. COMMENDATION/PRESENTATION

a) Commend: Maureen Knight

Mr. Dickey asked Board Members to approve the resolution honoring Maureen Knight for 30 years and nine months of service. (Mrs. Knight was unable to attend the meeting.)

Motion: Mrs. Thomas Watson moved that the Prince William County Service Authority Board of Directors does hereby commend Maureen Knight for her exceptional service to the customers of the Prince William County Service Authority and the citizens of Prince William County, and conveys best wishes in her retirement.

Second: Mr. Wiggins

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

b) Presentation: Audit Committee Chair Joyce Eagles introduced Mike Garber, Audit Partner, with PB Mares. Mr. Garber provided the Fiscal Year 2020 audit briefing. PB Mares gave the audit an unmodified (clean) opinion (which means there were no recommendations or findings); they also issued a clean opinion on internal control and compliance. He added his compliments on the Authority's Comprehensive Annual Financial Report.

5. ACTION MATTERS

- a) Approval of Agreement SA-2021 with EMH Environmental, Inc. for the Manassas Southside Booster Pumping Station Modifications Construction Contract.

Mr. Dickey asked Board Members to approve the resolution. Mr. Pannell briefly explained the project.

Motion: Mrs. Eagles moved that the Prince William County Service Authority Board of Directors hereby approves Agreement SA-2021 and authorizes the General Manager to execute the contract with EMH Environmental, Inc. for the construction of the Manassas Southside Booster Pumping Station Modifications in the amount of \$935,000, plus a ten percent (10%) contingency in the amount of \$93,500, for a total authorization not to exceed \$1,028,500.

Second: Mrs. Thomas Watson

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

- b) Route 1/Dumfries/Sudley Road Bundled Projects

Mr. Dickey explained why these projects are critical to both the eastern and western parts of the county. Mr. Pannell gave a brief orientation of the projects. Mr. Dickey asked Board Members to approve the three resolutions individually.

- i. Approval of Agreement SA-2022 with Utilities Unlimited, LLC for Construction Contract for Route 1 Water Main Replacement Phase 1, Route 1 Water Main Replacement Phase 2, Dumfries Force Main Replacement, and Sudley Road Sewer Main Replacement and Upgrade Projects.

Motion: Mrs. Thomas Watson moved that the Prince William County Service Authority Board of Directors hereby approves Agreement SA-2022 and authorizes the General Manager to execute the contract with Utilities Unlimited, LLC for the construction of the Route 1 Water Main Replacement Phase 1, Route 1 Water Main Replacement Phase 2, Dumfries Force Main Replacement, and Sudley Road Sewer Main Replacement and Upgrade projects in the amount of \$24,321,792.14, plus a five percent (5%) contingency in the amount of \$1,216,089.61, for a total authorization not to exceed \$25,537,881.75.

Second: Mr. O'Meara

Discussion held.

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

- ii. Approval of Task Order No. 02 to Michael Baker International, Inc. to Provide Construction Administration and Construction Management Services for SA-2022 for the Route 1 Water Main Replacement Phase 1, Route 1 Water Main Replacement

Phase 2, Dumfries Force Main Replacement, and Sudley Road Sewer Main Replacement and Upgrade Projects.

Motion: Mrs. Thomas Watson moved that the Prince William County Service Authority Board of Directors hereby approves the award of the Project Agreement for Task Order No. 02 and authorizes the General Manager to execute the Project Agreement to Michael Baker International, Inc. for Construction Administration and Construction Management Services for SA-2022 for Route 1 Water Main Replacement Phase 1, Route 1 Water Main Replacement Phase 2, Dumfries Force Main Replacement, and Sudley Road Sewer Main Replacement and Upgrade projects in the amount of \$1,202,037.00, plus a five percent (5%) contingency in the amount of \$60,101.85, for a total authorization not to exceed \$1,262,138.85.

Second: Mrs. Eagles

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

iii. Approval of Task Order No. 06 to Rummel, Klepper & Kahl to Provide Construction Inspection and Project Management Services for SA-2022 for the Route 1 Water Main Replacement Phase 1, Route 1 Water Main Replacement Phase 2, Dumfries Force Main Replacement, and Sudley Road Sewer Main Replacement and Upgrade Projects.

Motion: Mr. O'Meara moved that the Prince William County Service Authority Board of Directors hereby approves the award of the Project Agreement for Task Order No. 06 and authorizes the General Manager to execute the Project Agreement to Rummel, Klepper & Kahl for Construction Inspection and Project Management Services for SA-2022 for Route 1 Water Main Replacement Phase 1, Route 1 Water Main Replacement Phase 2, Dumfries Force Main Replacement, and Sudley Road Sewer Main Replacement and Upgrade projects in the amount of \$1,659,323.14, plus a five percent (5%) contingency in the amount of \$82,966.16, for a total authorization not to exceed \$1,742,289.30.

Second: Mr. Voggenreiter

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

c) Approval of an Agreement for Task Order No. 4 to Dewberry Engineers, Inc. for the Bull Run Service Area Well Development Project – Final Design.

Mr. Dickey asked Board Members to approve the resolution. Mr. Pannell explained the project. He noted public outreach was critical for the project and included community meetings, meeting with landowners, and direct mailings. All interactions were very positive and well-received.

Motion: Mrs. Eagles moved that that the Prince William County Service Authority Board of Directors hereby authorizes the General Manager to execute the Project Agreement for Task Order No. 4 to Dewberry Engineers, Inc. for the Bull Run Service Area Well Development Project – Final Design in the amount of \$330,031, plus a ten percent (10%)

contingency of \$33,003 and, if required by Prince William County, a Public Facilities Review (PFR) fee of \$23,400, for a total authorization not to exceed \$386,434.

Second: Mr. Voggenreiter

Discussion was held.

Ayes : Eagles, Voggenreiter, Allen (via telephone), Kooyoomjian, O’Meara, Thomas Watson, Wiggins

d) Approval of the Municipal Utility Relief Program Allocation Method

Mr. Dickey asked Board Members to approve the resolution. Mrs. Nelson explained the program.

Motion: Mr. O’Meara moved that the Prince William County Service Authority Board of Directors does hereby approve the following Municipal Utility Relief Program allocation method that prioritizes oldest past due balances; benefits residential customers to the maximum extent possible; sets an allocation cap on non-residential accounts unless sufficient funds remain after the allocation of funds to residential accounts; and reimburses the Service Authority for direct program costs only if available funds remain at the end of the program.

Allocation Priority ¹		Eligible Balances	
		Residential	Non-residential
Priority 1:	> 90 days	100% eligible	Capped at the average residential award.
	61 - 90 days	100% eligible	Capped at the typical residential monthly bill of \$69.50.
Priority 2:	31 – 60 days	100% eligible	Capped at the typical residential monthly bill of \$69.50.
Priority 3:	Current balances	100% eligible	Capped at the typical residential monthly bill of \$69.50.
Priority 4:	Remove Non-residential Caps	--	Cap removed - Allocation to commercial and multi-family based on equivalent residential units certified.
Priority 5:	Administrative program costs shall be reimbursed only if available funds remain at the end of the program.		
Note ¹: When funding runs out within a priority level, available funds shall be allocated to the applicant pool based on the customer’s eligible past due amount (within that aging category) as a percent (%) of the total eligible past due amount (within that aging category).			

Second: Mr. Voggenreiter

Discussion was held. Mrs. Nelson shared that staff plans to extend the program deadline to February 10, 2021. If available funds remain, the Authority will re-open the program for two to three

months at a time until all funds have been allocated to customers. Mr. Dickey noted the aggressive outreach campaign and that the Service Authority received compliments on its outreach efforts in the Metropolitan Washington Council of Governments Community Engagement Committee virtual meeting earlier today.

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

6. GENERAL MANAGER'S REPORT

- a) Partial Deposit Refund Update: Mr. Dickey reported the partial deposit credits of \$50 were processed to approximately 9,000 customer accounts.
- b) Service Disconnect and Payment Plan: The Authority does not plan to suspend service for, or disconnect, any accounts during the pandemic's emergency declaration. Staff will notify customers whose accounts are past due that payment plans of six to 24 months are available. Customers may choose whether they want to have a payment plan as well as the length of the plan.
- c) Occoquan Forest Wastewater Treatment Plant: Mr. Dickey noted the work is substantially complete.
- d) Covid-19 Update: Mr. Pannell and Mrs. O'Quinn provided a brief update.
- e) Families First Coronavirus Response Act (FFCRA) Benefits: The federal mandate for employers to provide FFCRA benefits expired December 31, 2020. Mr. Dickey noted Prince William County extended the benefit to their employees through June 30, 2021. Mr. Dickey extended the benefit to Service Authority employees through March 31, 2021; he will reevaluate at that time to consider a further extension.
- f) Mr. Dickey recommended the Board hold a Budget Work Session in February to provide preliminary guidance regarding Fiscal Year 2022 budget preparation. Board Members agreed to meet Thursday, February 11 at 5 PM (prior to the regular Board meeting that day at 6:45 PM).
- g) Due to the pandemic situation and because the Board is potentially holding some virtual meetings, Mr. Dickey asked IT staff to provide new laptops to Board Members who may need one. He asked Members to contact Ms. Murray to make their request. The devices will be provided next week.
- h) Mr. Dickey stated a closed meeting is needed.

7. ATTORNEY'S TIME

Mr. Viani confirmed a closed meeting is needed under Code of Virginia § 2.2-3711A1, Personnel; § 2.2-3711A3, Real Property; § 2.2-3711A6, Expenditure of Public Funds; § 2.2-3711A7, Litigation; and § 2.2-3711A19, Public Safety.

8. CONSIDERATION OF MATTERS PRESENTED BY MEMBERS

Mr. Wiggins, Compensation Committee Chair, advised he would like to postpone the Compensation Committee meeting scheduled for January 25 until after the Budget Work Session on February 11. He complimented staff on the Comprehensive Annual Financial Report and asked about printing costs and the number of copies. Mr. Wiggins referenced the Authority's contract multiplier rate and said he wants to see the contracts/bidders break out their General and Administrative (G&A) expenses and profit margins stated in their contracts (as separate line items). Mr. Dickey noted contractors currently provide the components of the multiplier (to include an audited G&A Report)

during the contract negotiation process and they are reviewed for reasonableness. Staff will check the regulations and look at incorporating the break-out in the contract.

Chairman Kooyoomjian advised Board Members that Mr. Paul Ruecker submitted his resignation from the Authority's Board effective January 1, 2021. He sent Authority staff the issue of the Federal Water Quality Association (FWQA) newsletter that included information about the virtual tour that staff provided FWQA members in October; he asked Ms. Murray to send the newsletter to Board Members. He reminded Board Members that their Statements of Economic Interests are due to the Clerk of the Board of County Supervisors by February 1, 2021.

9. ADMINISTRATIVE REPORTS

Chairman Kooyoomjian asked Board Members to provide any questions they may have on the Administrative Reports to Mr. Dickey for dissemination to the appropriate staff member.

10. CLOSED MEETING

Chairman Kooyoomjian announced a closed meeting at 8:05 PM to discuss Personnel under Code of Virginia § 2.2-3711A1; Real Property under § 2.2-3711A3; Expenditure of Public Funds under § 2.2-3711A6; Litigation under § 2.2-3711A7; and Public Safety under § 2.2-3711A19; and requested a motion for same.

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

Upon conclusion of the closed meeting at 9:32 PM, and in compliance with the Freedom of Information Act, a motion was made by Mrs. Eagles 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 § 2.2-3711A1, Personnel; § 2.2-3711A3, Real Property; § 2.2-3711A6, Expenditure of Public Funds; § 2.2-3711A7, Litigation; and § 2.2-3711A19, Public Safety.

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

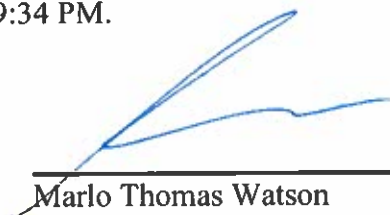
Second: Mr. O'Meara

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

11. ADJOURNMENT

The meeting adjourned at 9:33 PM.

Mr. Allen disconnected his call at 9:34 PM.



Marlo Thomas Watson
Secretary-Treasurer