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Service Authority

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

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

MINUTES OF BOARD OF DIRECTORS MEETING OF JULY 8, 2021

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

Board Members Absent : Jim Almond.

Staff : Calvin Farr, Astrid Nelson, Don Pannell, Lyle Beefelt, Samer Beidas, Tony Piccione, Doug Shoop, Shannon Spence, Lake Akinkugbe, Debbie Maxwell, April Bean and Kim Murray.

Legal Counsel : Mark Viani/Bean Kinney & Korman.

Mrs. Thomas Watson called into the meeting at 6:32 PM from her home for personal reasons.

1. CALL TO ORDER and GENERAL MATTERS

Chairman Kooyoomjian called the meeting to order at 6:47 PM.

a) Approval of Minutes of June 10, 2021 Board Meeting

Chairman Kooyoomjian called for approval of the Minutes of the June 10, 2021 Board Meeting.

Motion : Mr. O'Meara moved to approve the Minutes of the June 10, 2021 Board meeting.
Second : Mr. Colangelo
Ayes : O'Meara, Colangelo, Eagles, Kooyoomjian, Thomas Watson (via telephone), Wiggins
Abstain : Dickey
Absent : Almond

b) Consideration of Announcements by Staff

Mr. Farr welcomed Mr. Dickey to the Board of Directors. He wished happy birthdays to Mr. Almond and Mrs. Thomas Watson. Mr. Farr also noted the updated Board Contact List at Members' places.

c) Citizens' Time

There were no citizens attending who signed up to speak.

2. ACTION MATTERS

a) Approval of Task Order No. 5 to Kimley-Horn and Associates, Inc. to Provide Professional Engineering Design Services for the Unity Reed (F14) Booster Pumping Station and Discharge Main Project.

Mr. Farr explained this is the primary water booster station for the west water system. The project was deferred from last year due to anticipated stalled growth during the pandemic; instead, there has been rapid growth and the project is needed to ensure adequate capacity. Mr. Farr recommended Board Members approve the resolution.

Motion: Mrs. Eagles moved that the Prince William County Service Authority Board of Directors hereby approves the award of the Project Agreement for Task Order No. 5 and authorizes the General Manager to execute the Project Agreement to Kimley-Horn and Associates, Inc. for Professional Engineering Design Services for the Unity Reed (F14) Booster Pumping Station and Discharge Main project in the amount of \$928,244, plus a ten percent (10%) contingency in the amount of \$92,824, for a total authorization not to exceed \$1,021,068.

Second: Mr. Colangelo

Discussion was held. Mr. Wiggins reminded staff that he has asked about including G&A (general and administrative expenses) on all contracts that are put out to bid. He thought staff agreed that when contracts are being procured, staff would include a bid sheet showing bid costs, G&A and profit. [In regard to agenda item 2. b), which is a competitively sealed bid awarded on low bid] Mr. Beefelt advised that if the Board wishes, staff can request that information from vendors but cannot consider this information in the award of low-bid contracts. Discussion was also held about obtaining prevailing wage rate in the bids; Mr. Beefelt advised that the bid for the contract [in agenda item 2. b)] pre-dated Mr. Wiggins' request for that information.

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

Absent : Almond

Mr. Farr requested clarity on Mr. Wiggins' concerns regarding the multipliers. Mr. Pannell reported he understood the Board's past request was to include in the task orders a clear delineation of the profit and overhead in professional services contracts (and referenced that information in the current action matter). Mr. Dickey suggested, if the Board chooses, that staff ask contractors for

their G&A for any bid and suggested that staff consult further with legal counsel before moving forward with such additional requests from bidders.

b) Approval of Agreement SA-2108 with Kiewit Infrastructure South Co. to Construct the Graham Park Sewage Pumping Station and Force Main Replacement (L13).

Mr. Farr briefly explained the need for the project and recommended the Board approve the resolution.

Motion: Mr. Wiggins moved that the Prince William County Service Authority Board of Directors hereby approves Agreement SA-2108 and authorizes the General Manager to execute the contract with Kiewit Infrastructure South Co. for the construction of the Graham Park Sewage Pumping Station and Force Main Replacement (L13) in the amount of \$2,581,500, plus a five percent (5%) contingency in the amount of \$129,075, for a total authorization not to exceed \$2,710,575.

Second: Mr. O'Meara

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

Absent : Almond

c) Approval of a Work Order to W.C. Spratt, Inc. to Relocate and Right Size the Existing 16-Inch Water Transmission Main between Benita Fitzgerald Boulevard and Neabsco Creek defined as the Brightwood Water Transmission Main Phase 1 Project.

Mr. Farr explained that normally the developer is responsible for this type of cost. However, the Prince William County Service Authority (Authority) bears the cost for relocating this particular water main based on the terms of this water line easement, which was negotiated in 1985. In response to a question, Mr. Farr assured the Board that the Authority will not be responsible for the cost of moving water line easements in the future. Mr. Pannell added that this is an exceptional easement which covers the span of this particular property; the owner of this property is only developing one-half of the property at this time; therefore, the Authority is only relocating one-half of the water line as part of this project. Staff expects in the future to have to relocate the other half of the water line if and when the property owner develops the other half of this property [again, per the terms of the easement].

Motion: Mr. O'Meara moved that the Prince William County Service Authority Board of Directors hereby approves and authorizes the General Manager to execute a Work Order to W.C. Spratt, Inc. to relocate and right size the existing 16-inch water transmission main between Benita Fitzgerald Boulevard and Neabsco Creek defined as the Brightwood Water Transmission Main Phase 1 project, in the amount of \$682,812, plus a twenty percent (20%) contingency in the amount of \$136,563, for a total authorization not to exceed \$819,375.

Second: Mr. Colangelo

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

Absent : Almond

- d) Approval of an Agreement between Prince William Board of County Supervisors and Prince William County Service Authority for Betterment of Water Facilities on the University Boulevard Extension Project (Edmonston Drive to Sudley Manor Drive).

Mr. Farr noted this project is to continue collaboration with the county to construct this waterline.

Motion: Mr. O'Meara moved that the Prince William County Service Authority Board of Directors hereby authorizes the General Manager to execute an Agreement between Prince William Board of County Supervisors and Prince William County Service Authority to construct approximately 2,412 linear feet of 30-inch water main, 16 linear feet of 16-inch water main, and appurtenances as part of Prince William County's University Boulevard Extension Project (Edmonston Drive to Sudley Manor Drive) in the amount of \$3,227,765, plus a twenty percent (20%) contingency in the amount of \$645,553, for a total authorization not to exceed \$3,873,318.

Second: Mr. Dickey

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

Absent : Almond

3. GENERAL MANAGER'S REPORT

a) Mr. Farr advised Board Members that he was appointed to the Upper Occoquan Service Authority (UOSA) Board of Directors by Prince William Board of County Supervisors Chair Wheeler on June 22, 2021 (to complete the remainder of Mr. Dickey's term on the UOSA Board).

b) UOSA Expansion: Mr. Farr noted the UOSA Board approved initiating a six million gallons per day (6 MGD) expansion, of which four (4) MGD would be for Prince William County (PWC). UOSA will begin working with their legal counsel and the four jurisdictions on funding. Early estimates are that the 4 MGD for PWC will cost approximately \$80 million. (The UOSA Board is holding a work session on Wednesday, July 21, 2021.)

c) Update on Collections Plan: Mrs. Nelson explained that five percent (5%) of the Authority's customers have balances greater than 90 days past due, totaling approximately \$1.6 million. The governor's emergency order expired without any changes to the moratorium on disconnections. Surrounding jurisdictions have reported they plan to resume service disconnections on September 7, 2021. Mrs. Nelson recommended the Authority begin service disconnections on the same date. Staff will provide ample notification to customers and will continue to offer payment plans (up to 24 months); the intent is not to disconnect customers if possible. Mr. Wiggins asked what happens if a customer is on a payment plan and doesn't adhere to the plan. Mrs. Nelson advised the customer would have the opportunity to catch up on payments or to restart the payment plan; if the plan was not followed, staff would follow the normal notification protocols prior to disconnection. Mr. Colangelo asked how the 90 days past due total of \$1.6 million compares to the same period in 2020; Mrs. Nelson advised the 2020 number was \$600,000. Chairman Kooyoomjian asked Board Members if they are comfortable resuming service disconnections on September 7, 2021; Members agreed with the action.

d) Mr. Farr advised Board Members that staff held a small event at the H.L. Mooney Advanced Water Reclamation Facility (plant) to celebrate the Authority's earning the NACWA (National Association of Clean Water Agencies) Platinum 12 Award. Staff at the plant enjoyed the recognition and appreciation for their hard work.

e) 2021 (Virtual) Water Academy: Mr. Farr reported there were 23 participants enrolled in the Water Academy, including County Supervisor Margaret Franklin and Service Authority Board Members Joyce Eagles and Paul O'Meara.

f) Mr. Farr reminded Board Members that the Water Source and Supply Alternatives Work Session is confirmed for Tuesday, July 27 at 6:45 PM.

g) Mr. Farr recommended there be no Board meeting in August.

h) Mr. Farr noted the regular November 11, 2021 Board meeting is currently scheduled for the Veterans Day holiday, and suggested moving the meeting to either Wednesday, November 10 or Wednesday, November 17. Chairman Kooyoomjian asked Ms. Murray to email Board Members to ask their preference/availability on the alternate meeting dates.

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

4. ATTORNEY'S TIME

Mr. Viani confirmed a closed meeting is needed under Code of Virginia § 2.2-3711A7, Litigation.

5. CONSIDERATION OF MATTERS PRESENTED BY MEMBERS

Mrs. Thomas Watson asked about having a light dinner provided at the July 27 Work Session.

Mr. O'Meara congratulated winning staff on their Continuous Improvement and Innovation Awards. He also thanked staff for the "outstanding" 2021 virtual Water Academy, which he attended. Mr. O'Meara congratulated Mr. Farr on his appointment to the NACWA Board of Directors.

Mr. Dickey echoed Mr. O'Meara's comments. He added that it is a great honor to serve on the Authority's Board of Directors and he looks forward to working with and supporting the Board and Staff.

Mrs. Eagles agreed with Mr. O'Meara's and Mr. Dickey's comments. She noted she has attended all of the annual Water Academies and this year's academy was the best one yet.

Mr. Colangelo stated he continues to be very impressed with staff. He thanked Mrs. Nelson and her staff for their work on a number of initiatives; he noted their communication and clarity is "phenomenal." He also welcomed Mr. Dickey back to the Authority and on the Board.

Mr. Wiggins commended staff for their work on doubling the rate of electronic billing (from 18% to 35%) in one year. He discussed certain items in the financial report and asked staff to look at the possibility of offering a rate reduction. Mr. Farr noted that he has worked for organizations that deferred rate increases but then they had to catch up later. He advised that there are projects that need to be completed. Mr. Farr also restated that there is an \$80 million commitment coming for the UOSA expansion. The Master Plan and Rate Study also need to be aligned. Mr. Farr added that Authority bills are among the lowest in Northern Virginia. He advised that staff will continue to be transparent in spending. Mr. Wiggins asked about the transfer of funds from the Operating Fund to the Replacement Fund [at the end of FY22]. Mr. Akinkugbe projected the transfer would be approximately \$25 million if FY22 revenue and expenses are as budgeted. [Reference: Operating and Capital Budget Fiscal Year 2022 – Sources and Uses Table, page 9].

Chairman Kooyoomjian announced Mr. Colangelo was asked and agreed to join the Audit Committee. He repeated Mrs. Thomas Watson's earlier request and asked that a light dinner be provided at the work session on July 27. The Chairman thanked Ms. Murray for arranging the site visits for Board Members to walk the Civil War Fortification area on the Authority's property at the Battery Hill Tank site in Dumfries. He noted he will ask the chair of the PWC Historical Commission to join them. Dr. Kooyoomjian added his comments on the Continuous Improvement and Innovation Awards, noting that it is nice to have ideas coming from employees on work improvements, savings, and innovative, smart ideas. To have a forum for them to be so creative – and for the Authority and Board Members to thank them – is great; it is a win-win all around. He stated he is very proud of the Authority's employees as well as the management for providing the environment for that creativity to flourish.

Mr. Wiggins asked if there is an inventory of Authority-owned property; Mr. Pannell advised the GIS (geographic information system) indicates the properties, but due to the legacy nature of the sanitary districts and then transfers to the county, staff occasionally learns of properties that the Authority did not know was actually the Service Authority's, and then staff takes steps to make sure it's policed or fenced. In response to a question, Mr. Pannell and Mr. Beefelt explained if the Authority has no need for a particular property, it is first offered to PWC and, if not accepted, staff asks the Board to declare it surplus and staff disposes of it as best they can. Mr. Wiggins reported that he researched water and sewer authorities in Virginia that have offered a variety of rebates to their customers. He asked how many of the Authority's accounts pay in full every month for a year; Mrs. Nelson offered to get the answer to his question. Mr. Wiggins asked if the Authority could offer some type of rebate to customers who pay their bills in full every month for a year (in lieu of a rate reduction). Mr. Farr advised staff will investigate options.

6. ADMINISTRATIVE REPORTS

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

7. CLOSED MEETING

Chairman Kooyoomjian announced a closed meeting at 7:45 PM to discuss Litigation under Code of Virginia § 2.2-3711A7 and requested a motion for same.

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

Upon conclusion of the closed meeting at 8:22 PM, and in compliance with the Freedom of Information Act, a motion was made by Mrs. Eagles and seconded by Mr. Dickey 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 § 2.2-3711A7, 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;

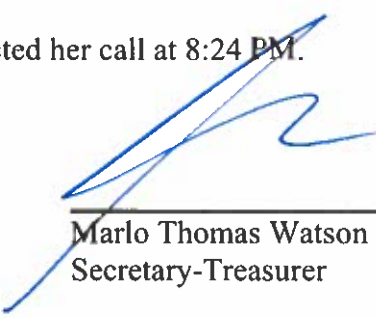
NOW, THEREFORE, BE IT RESOLVED that the Prince William County Service Authority Board of Directors hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which 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. Colangelo
Ayes : Eagles, Colangelo, Dickey, Kooyoomjian, O'Meara, Thomas Watson (via telephone),
Wiggins
Absent : Almond

8. ADJOURNMENT

The meeting adjourned at 8:23 PM.

Mrs. Thomas Watson disconnected her call at 8:24 PM.



Marlo Thomas Watson
Secretary-Treasurer

