



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
Paul E. Ruecker, Member
Kurt E. Voggenreiter II, Member
Harry W. Wiggins, Member

Dean E. Dickey, General Manager

MINUTES OF BOARD OF DIRECTORS MEETING OF JULY 9, 2020

Board Members Present : Mark Allen, Joyce P. Eagles, K. Jack Kooyoomjian, Ph.D., B. Paul O'Meara, Jr., Paul E. Ruecker, Marlo Thomas Watson, Kurt Voggenreiter II, and Harry Wiggins.

Staff : Dean Dickey, Lyle Beefelt, Samer Beidas, Astrid Nelson, Theresa O'Quinn, Don Pannell, Brandon Pfleckl, Tony Piccione (via telephone), Doug Shoop (via telephone), Brian Sipes (via telephone), Jamie Click (via telephone), Debbie Maxwell (via telephone), April Bean, and Kim Murray.

Legal Counsel : Mark Viani/Bean Kinney & Korman; Sarah Belger/Quarles and Brady.

Guests : None.

1. GENERAL MATTERS

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

a) Approval of Minutes of June 11, 2020 Meeting

Chairman Kooyoomjian called for approval of the Minutes of the June 11, 2020 Board meeting.

Motion: Mr. Ruecker moved to approve the Minutes of the June 11, 2020 Board meeting.

Second: Mrs. Thomas Watson

The motion passed by a unanimous vote.

b) Consideration of Announcements by Staff

Mr. Dickey wished happy birthday to Mr. Voggenreiter and Mrs. Thomas Watson.

Mr. Dickey noted the following items at members' places: (1) Service Authority (SA) logo facemasks; and (2) Updated pages 13 and 14 of the June 11, 2020 Board meeting minutes. [The updated pages were emailed to Board Members prior to this meeting.]

c) Citizens' Time

There were no citizens attending who registered to speak.

2. ACTION MATTERS

a) Approval to Award the Master Plan Contract SA-1911 to Brown and Caldwell.

Mr. Dickey asked Board Members to approve the Resolution. Mr. Pannell explained the Master Plan is an important infrastructure-planning tool. The Authority follows Prince William County's (PWC) comprehensive plan; this Master Plan will help the Authority understand what infrastructure will be required in the next 25 years to ensure the Authority's infrastructure is in place to support growth as approved by PWC.

Motion: Mr. O'Meara moved that the Prince William County Service Authority Board of Directors hereby approves the award of Master Plan Contract SA-1911 to Brown and Caldwell and authorizes the General Manager to execute Contract SA-1911 in the amount of \$1,353,196, plus a contingency in the amount of \$330,000, for a total authorization not to exceed \$1,683,196.

Second: Mrs. Thomas Watson

Discussion held. Mr. Wiggins asked about the interaction between PWC staff (preparing the Comprehensive Plan) and Brown and Caldwell. Mr. Pannell explained the first step for Brown and Caldwell is to obtain a copy of the County's current Comprehensive (Comp) Plan; that is a foundation for the forecasting. The County's plan could change over the course of the Authority's Master Plan project; the impacts of those changes would be several years into the future from the Authority's point of view. Mr. Pannell noted the Authority requested a larger-than-normal owner-controlled contingency on this project in case the County significantly changed its Comp Plan; in that case, the Authority would likely need to adjust its long-range (and possibly its medium-term) forecast to ensure the facilities it builds accommodate the County's Comp Plan.

Mr. Wiggins noted there are frequent deviations from the County Comp Plan; he asked how the Authority adjusts to and how Brown and Caldwell will deal with the deviations. Mr. Pannell advised the Master Plan is built/based on "triggers"; deviations from the County Comp Plan will result in different loadings to the Authority (higher or lower demands, changes in timing, etc.). Building the Master Plan accordingly allows the Authority to react well to any changes in the County Comp Plan. Mr. Pannell noted long-range planning always has a high safety factor built in. He explained the Master Plan is a planning tool, not a design tool; changes that will occur in land use can be accommodated with this type of planning tool.

Mr. Wiggins asked about multipliers within contracts and asked staff to send him the audited General and Administrative Expense Report for Brown and Caldwell.

The motion passed by a unanimous vote.

- b) Approval of Design, Bidding and Construction Administration Services Task Order No. 2 for Dewberry Engineers, Inc. for the Heritage Hunt Sewage Pumping Station and Force Main Project

Mr. Dickey explained this is a critical project and asked Board Members to approve the Resolution.

Motion: Mr. Ruecker moved that the Prince William County Service Authority Board of Directors hereby approves the Project Agreement for Task Order No. 2 and authorizes the General Manager to execute the Project Agreement with Dewberry Engineers, Inc. to provide Professional Engineering Design and Construction Administration Services of the Heritage Hunt Sewage Pump Station and Force Main in the amount of \$874,000, plus a ten percent (10%) contingency of \$87,400, for a total authorization not to exceed \$961,400.

Second: Mrs. Thomas Watson

Discussion held.

The motion passed by a unanimous vote.

- c) Approval for Award of Agreement SA-1819A Preliminary Stage Design-Build Services for the Montclair/Four Seasons Water System Improvements Project

Mr. Dickey advised Board Members this is a critical project in eastern PWC. Mr. Pannell briefed Members on the project work.

Motion: Mr. O'Meara moved that the Prince William County Service Authority Board of Directors hereby approves the award of Agreement SA-1819A Preliminary Stage Design-Build Services to American Contracting & Environmental Services, Inc. for the Montclair/Four Seasons Water System Improvements project and authorizes the General Manager to execute Agreement SA-1819A in the amount of \$565,000, plus a ten percent (10%) contingency in the amount of \$56,500, plus \$165,000 in the event the Prince William County Service Authority chooses to off-ramp the project, for a total authorization not to exceed \$786,500. [Note: "Off-ramp" means to bid the construction instead of executing Agreement B.]

Second: Mrs. Thomas Watson

Discussion held.

The motion passed by a unanimous vote.

- d) Approval of Project Representative/Construction Management Services Task Order No. 18 to Arcadis U.S., Inc. for the Montclair/Four Seasons Water System Improvements Design-Build Project

Mr. Dickey asked Board Members to approve the Resolution.

Motion: Mr. Ruecker moved that the Prince William County Service Authority Board of Directors hereby approves the award of Task Order No. 18 for Project Representative/Construction Management Services to Arcadis U.S., Inc. for the Montclair/Four Seasons Water System Improvements Design-Build project and authorizes the General Manager to execute the Project Agreement for Task Order No. 18 in the amount of \$1,257,157, plus a ten percent (10%) contingency in the amount of \$125,716, for a total authorization not to exceed \$1,382,873.

Second: Mr. Wiggins

The motion passed by a unanimous vote.

e) Issuance of a Work Order to IPR Northeast, LLC for Sanitary Sewer Main Lining Using Cured-In-Place Pipe

Mr. Dickey asked Board Members to approve the Resolution.

Motion: Mrs. Eagles moved that the Prince William County Service Authority Board of Directors hereby authorizes the General Manager to issue the above-referenced work order to IPR Northeast, LLC for an amount not to exceed \$283,277; this amount includes a five percent [5%] contingency.

Second: Mr. O'Meara

Discussion held.

The motion passed by a unanimous vote.

3. GENERAL MANAGER'S REPORT

a) Mr. Dickey advised Board Members of the Authority's re-opening planning. Currently, 15-35 visitors come to the Spittle lobby every day. Management is maintaining safety always and not rushing to bring all employees back to the office; teleworking continues to work well for staff, with a nominal number of employees working in the offices.

b) Mr. Dickey noted staff is moving slowly on the FY21 Collections Plan. Staff also plans to work with PWC to promote the Emergency Housing Assistance Program. The Authority will offer payment plans related to COVID-19 to customers later and will not charge late fees until further notice.

c) Mr. Dickey stated a closed meeting is needed.

d) Mr. Dickey recommended there be no regular Board meeting in August.

4. ATTORNEY'S TIME

Mr. Viani noted a closed meeting is needed under Codes of Virginia § 2.2-3711A1, Personnel; § 2.2-3711A6, Procurement; and § 2.2-3711A7, Litigation.

5. CONSIDERATION OF MATTERS PRESENTED BY MEMBERS

Mr. O'Meara thanked staff for providing information on the Master Plan. Staff was also very helpful in working with a hotel owner and the Industrial Development Authority of Prince

William County to secure funding for a project. Mr. O'Meara reported the By-Laws Committee will provide a working draft of the updated Bylaws to Board Members in September or October.

Mrs. Eagles thanked Ms. Kathy Bentz for arranging Supervisor Franklin's tour of the H.L. Mooney Advanced Water Reclamation Facility. She also thanked Ms. Murray and Mrs. Bean for their assistance with the meeting minutes. Mrs. Eagles thanked Mr. Howell for his work on the video of Board Officers thanking staff for their work in recognition of Drinking Water and Wastewater Professionals Appreciation Day.

Mr. Wiggins noted organizations generally have at least two committees: An Audit Committee and a Compensation Committee. Mr. Wiggins moved that the Board of Directors establish a Compensation Committee. Mrs. Thomas Watson seconded the motion. Chairman Kooyoomjian noted the Authority conducts a total compensation study every three years. Mr. Dickey confirmed the compensation study is nearly complete; Board Members will be briefed on the results of the compensation study in October. Discussion was held. Mr. Wiggins proposed the Compensation Committee be a permanent standing committee; Mrs. Thomas Watson seconded the motion. The motion passed unanimously.

Mr. Wiggins discussed EEO-1 reports for contractors that were awarded items at this meeting. Three of the four EEO-1 reports were emailed to Board Members earlier in the day. Mr. Wiggins encouraged Board Members to, "take a look at where we are, what we're doing, and who we're giving our money to."

Mrs. Thomas Watson appreciated participating in the video to recognize staff. She thanked Human Resources staff for filing the corrected EEO-4 report for 2019.

Mr. Allen asked if there would be any public outreach planned for Heritage Hunt now that the Memorandum of Understanding and Design Task Order are approved. He encouraged staff to work with the Homeowners Association to ensure information is provided to residents.

Chairman Kooyoomjian thanked Mr. Howell for making the video with the Board officers. He thanked Mr. Viani, Mr. O'Meara and the PWC Industrial Development Authority for assisting with the hotel developer's funding matter. Dr. Kooyoomjian noted that Prince William Board of County Supervisors Chair Wheeler requested a teleconference meeting with Dr. Kooyoomjian and Mr. Wiggins in late July/early August.

6. 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.

7. CLOSED MEETING

Chairman Kooyoomjian announced a closed meeting at 7:44 PM to discuss Personnel under Code of Virginia § 2.2-3711A1; Procurement under § 2.2-3711A6; and Litigation under § 2.2-3711A7, and requested a motion for same.

Motion: Mrs. Eagles
Second: Mrs. Thomas Watson

The motion passed by a unanimous vote.

Upon conclusion of the closed meeting at 8:58 PM, and in compliance with the Freedom of Information Act, a motion was made by Mrs. Thomas Watson 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; § 2.2-3711A6, 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;

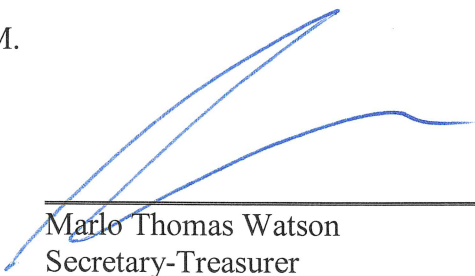
NOW, THEREFORE, BE IT RESOLVED that the Prince William County Service Authority Board of Directors hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which 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: Mrs. Thomas Watson
Second: Mr. Voggenreiter

The motion passed by a unanimous vote.

8. ADJOURNMENT

The meeting adjourned at 9:00 PM.



Marlo Thomas Watson
Secretary-Treasurer