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

Dean E. Dickey, General Manager

MINUTES OF BOARD OF DIRECTORS MEETING OF MARCH 11, 2021

- Board Members Present : Jim Almond (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, Lyle Beefelt, Samer Beidas, Kathy Bentz, John DeRosa, Debbie Maxwell, Tony Piccione, David Scott, Doug Shoop, April Bean and Kim Murray.
- Legal Counsel : Mark Viani/Bean Kinney & Korman.
- Absent : Mark Allen.
- Guests : Jay Kirk and Jeff Theerman/Brown and Caldwell.

Mr. Almond called into the meeting at 6:40 PM (from Pennsylvania for personal reasons).

1. VIRTUAL WATER ART INVITATIONAL AWARDS CEREMONY

Board members and staff viewed the virtual Water Art Invitational Awards ceremony via the monitors in the Board Room.

2. CALL TO ORDER and GENERAL MATTERS

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

a) Approval of Minutes of February 11, 2021 Budget Guidance Work Session

Chairman Kooyoomjian called for approval of the Minutes of the February 11, 2021 Budget Guidance Work Session.

Motion: Mrs. Eagles moved to approve the Minutes of the February 11, 2021 Budget Guidance Work Session.
Second: Mrs. Thomas Watson
Ayes : Eagles, Thomas Watson, Kooyoomjian, O'Meara, Voggenreiter, Wiggins
Abstain: Almond (via telephone)
Absent : Allen

b) Approval of Minutes of February 11, 2021 Board Meeting

Chairman Kooyoomjian called for approval of the Minutes of the February 11, 2021 Board meeting.

Motion: Mr. O'Meara moved to approve the Minutes of the February 11, 2021 Board meeting.
Second: Mr. Voggenreiter
Ayes : O'Meara, Voggenreiter, Eagles, Kooyoomjian, Thomas Watson, Wiggins
Abstain: Almond (via telephone)
Absent : Allen

c) Approval of Minutes of February 26, 2021 Board Meeting

Chairman Kooyoomjian called for approval of the Minutes of the February 26, 2021 Board meeting.

Motion: Mrs. Eagles moved to approve the Minutes of the February 26, 2021 Board meeting.
Second: Mrs. Thomas Watson
Ayes : Eagles, Thomas Watson, Kooyoomjian, O'Meara, Voggenreiter, Wiggins
Abstain: Almond (via telephone)
Absent : Allen

d) Consideration of Announcements by Staff

i. Mr. Dickey introduced and welcomed new Board member Jim Almond.
ii. Mr. Dickey noted the following items at members' places: (1) Amended Board Meeting Agenda; (2) Updated memo and copy of Prince William Board of County Supervisors (BOCS) Resolution No. 21-140, endorsing the Permanent Pump & Haul Permit for Bristow Manor; (3) Updated Board Contact Information Sheet; (4) Copy of the Chairman's letter to Governor Northam and Dr. Oliver regarding COVID-19 Vaccine Priority for staff; and (5) PFAS (Per- and polyfluoroalkyl substances) Questions and Answers. Mr. Dickey noted that there has been a change in the COVID-19 vaccine prioritization listing; as a result, Service Authority employees and Board members opting to receive the vaccine have been moved from priority 1.c. to 1.b.9. Ms. Murray will send Board members an email containing the link to register if members so choose.

e) Citizens' Time

There were no citizens attending.

3. PRESENTATION

Mr. Pannell introduced Jeff Theerman and Jay Kirk with Brown and Caldwell. Mr. Pannell noted a workshop would be offered later for more analysis and discussion about the Master Plan. Staff will also provide a water supply alternative technical memo in the future for the Board's review. Mr. Theerman then provided a high-level briefing on the status of the Authority's Master Plan. Discussion held after the presentation. Mr. O'Meara suggested the Board look into the alternatives and explore them further via a work session. Chairman Kooyoomjian added more details are needed for the three water supply alternatives.

4. ACTION MATTERS

- a) Authorization to have the Service Authority Perform as the Agent for Prince William County Responsible for the Development of the Regional Water Supply Plan for Prince William County and the Towns of Dumfries, Haymarket, and Occoquan in Conjunction with the Northern Virginia Regional Commission as the Lead Agency.

Mr. Dickey reported that, as has been done in the past, Prince William County (PWC) has designated the Service Authority to be responsible for the PWC Water Supply Plan. He asked Board members to approve the resolution.

Motion: Mrs. Thomas Watson moved that the Prince William County Service Authority Board of Directors hereby authorizes the General Manager to have the Service Authority perform as the County agent responsible to develop the Regional Water Supply Plan for Prince William County and offer to prepare the respective water supply plans for the Towns of Dumfries, Haymarket, and Occoquan in conjunction with the Northern Virginia Regional Commission as the lead agency.

Second: Mr. O'Meara

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

Absent : Allen

- b) Approval of a Work Order to Prince William Pipeline Corporation for Marline Court Water Main Replacement.

Mr. Dickey noted there have been 10 breaks in this area, and due to the line only being 400 feet long, it makes sense to replace the line with a parallel line. He asked Board members to approve the resolution.

Motion: Mrs. Thomas Watson moved that the Prince William County Service Authority Board of Directors hereby authorizes the General Manager, or his designee, to execute the Work Order with Prince William Pipeline Corporation for the replacement of the water main in Marline Court in the amount of \$291,860, plus a ten percent (10%) contingency of \$29,186, for a total authorization not to exceed \$321,046.

Second: Mrs. Eagles

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

- c) Approval of a Master Plan Utility Adjustment Agreement between Prince William County Service Authority and Parson's Business Park, LLC for the Right Sizing of a Sanitary Sewer Outfall in Conjunction with the Parson's Business Park Public Improvement Plan.

Mr. Dickey noted the best way to get this work done is in conjunction with the project that is already in process in that area.

Motion: Mr. Wiggins moved that the Prince William County Service Authority Board of Directors hereby authorizes the General Manager to execute a Master Plan Utility Adjustment Agreement with Parsons Business Park, LLC for the Parsons Business Park Public Improvement Plan (Project No. SPR2018-00431), to reimburse Parsons Business Park, LLC for the right sizing of approximately 9,000 linear feet of sanitary sewer main in the amount of \$228,907, plus a 10% contingency of \$22,891, for a total authorization not to exceed \$251,798.

Second : Mr. Voggenreiter

Discussion held.

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

- d) Approval of a Utility Relocation Agreement between FAM Construction, LLC and Prince William County Service Authority for the Adjustment and/or Relocation of Utility Facilities Related to the Transform 66 P3 Project.

Mr. Dickey noted the Board approved a prior phase of this project; this is the next phase. This is a Virginia Department of Transportation (VDOT) project and is in a difficult area to construct. The cost is lower when there is another agency working at the same site. Mr. Dickey added that the work constructed in this project contains a critical line in the western part of the county. He asked Board members to approve the resolution.

Motion: Mrs. Thomas Watson moved that that the Prince William County Service Authority Board of Directors hereby authorizes the General Manager to execute a Utility Relocation Agreement with FAM Construction, LLC for the Adjustment and/or Relocation of Utility Facilities Related to the Transform 66 P3 project to construct approximately 404 linear feet of 24-inch force main between I-66 and the Norfolk Southern Railroad in the amount of \$1,401,426, plus a twenty percent (20%) contingency in the amount of \$280,285, for a total authorization not to exceed \$1,681,711.

Second: Mr. O'Meara

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

5. GENERAL MANAGER'S REPORT

a) COVID-19 Update: Mr. Dickey noted the updated vaccine information will be sent to staff. Staff is beginning to work on a plan to bring employees back to the office when it is safe and appropriate to do so. Staff has developed payment plans for customers who wish to use them. (The Authority is still not performing any disconnections.)

b) Mr. Dickey congratulated Chairman Kooyoomjian on his nomination for the PWC Chamber of Commerce's Charles J. Colgan Visionary Award.

c) Mr. Dickey noted that in response to the Board's request at the February meeting, he is providing a report comparing existing policies and practices to those in the Board's Compensation Committee Charter.

Mr. Wiggins asked if the Authority will require employees to get the COVID-19 vaccinations. Mr. Dickey deferred to Mr. Viani and Mrs. O'Quinn for the answer. Mrs. O'Quinn explained the Service Authority's posture is that getting the vaccine is an employee's personal choice. Discussion was held. Mr. Viani added his understanding is that employers can require employees to be immunized before returning to work.

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

6. ATTORNEY'S TIME

Mr. Viani confirmed a closed meeting is needed under Code of Virginia § 2.2-3711A1, Personnel, and § 2.2-3711A7, Litigation.

7. CONSIDERATION OF MATTERS PRESENTED BY MEMBERS

Mr. O'Meara thanked Mr. Tony Nguyen for his assistance with an email issue. He thanked staff at the plant for the work they do; he enjoyed his recent visit.

Mrs. Eagles welcomed Mr. Almond. She thanked Ms. Bentz, Ms. Arnold and staff for their wonderful work on the Water Art Invitational (WAI). The virtual ceremony was very enjoyable. She also thanked Mrs. Nelson and her staff for their successful completion of the Municipal Utility Relief Program.

Mr. Almond thanked everyone for the opportunity to serve on the Board. He provided brief information about his background, both as a county resident and with the Boys and Girls Clubs of Greater Washington. Mr. Almond stated he looks forward to meeting everyone in person.

Chairman Kooyoomjian thanked staff for their excellence on the WAI. He reminded Board members of the Occoquan River Crossing virtual public meeting on Wednesday, March 24 (online). Dr. Kooyoomjian noted there will be follow-on discussion at a LOCCA PELT (Lake Ridge

Occoquan Coles Civic Association Planning, Environment, Land-Use and Transportation) committee meeting on Thursday, March 25.

8. 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.

9. CLOSED MEETING

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

Motion: Mrs. Eagles
Second: Mrs. Thomas Watson
Ayes : Eagles, Thomas Watson, Almond, Kooyoomjian, O'Meara, Voggenreiter, Wiggins
Absent : Allen

Upon conclusion of the closed meeting at 8:34 PM, and in compliance with the Freedom of Information Act, a motion was made by Mr. O'Meara 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, 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. O'Meara
Second: Mr. Wiggins
Ayes : O'Meara, Wiggins, Almond, Eagles, Kooyoomjian, Thomas Watson, Voggenreiter
Absent : Allen

10. ADDITIONAL ACTION MATTER

- a) Approval of a Permanent Pump and Haul Agreement between Prince William County Service Authority and Bristow Manor Limited Partnership.

Motion: Mrs. Thomas Watson moved that the Prince William County Service Authority Board of Directors hereby authorizes the General Manager to execute a permanent Pump and Haul Agreement between Prince William County Service Authority and Bristow Manor Limited Partnership to provide such service to the Bristow Manor Golf Course and Bristow Manor Estates community, consistent with the endorsement of the Prince William Board of County Supervisors and subject to the applicant submitting a written request to the Service Authority to approve a pump and haul service along with the completed formal application and executed agreement with supporting documentation per Service Authority requirements, and to administratively approve annual renewals of the Agreement without further action by the Service Authority Board of Directors, consistent with the pump and haul duration term endorsed by the Prince William Board of County Supervisors.

Second: Mr. Wiggins

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

Absent : Allen

Mr. Viani provided public notice that pursuant to § 2.2-3712, Subsection B of the Code of Virginia, the Board of Directors will be conducting interviews for the position of chief administrative officer within the next 15 days at Old Hickory Golf Club.

11. ADJOURNMENT

The meeting adjourned at 8:36 PM.

12. ADDITIONAL BUSINESS and ACTION MATTER

Mr. Viani noted there is an amended draft resolution for the Bristow Manor action matter (item 10.a) and wanted to clarify that Board members approved the correct resolution.

Motion: Mr. Wiggins moved to reconvene the meeting at 8:40 PM.

Second: Mrs. Thomas Watson

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

Absent : Allen

A hard copy of the amended resolution was provided to Board members present at the meeting.

Motion: Mr. Wiggins moved that the Prince William County Service Authority Board of Directors approve the amended resolution as provided, in lieu of the original resolution.
Second: Mrs. Thomas Watson
Ayes : Wiggins, Thomas Watson, Almond (via telephone), Eagles, Kooyoomjian, O'Meara, Voggenreiter
Absent : Allen

The meeting adjourned at 8:43 PM.

Mr. Almond disconnected his call at 8:44 PM.



Marlo Thomas Watson
Secretary-Treasurer