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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
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 MAY 13, 2021

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

Staff : Dean Dickey, Astrid Nelson, Theresa O'Quinn, Don Pannell, Audrey Arnold, Lake Akinkugbe, Lyle Beefelt, Samer Beidas, Michael Fox, Debbie Maxwell, Tony Piccione, Doug Shoop, Brian Sipes, Hilary Smith, April Bean and Kim Murray.

Legal Counsel : Mark Viani/Bean Kinney & Korman.

Guests : Calvin D. Farr, Jr.; Robin and Lana Wilson.

Mrs. Thomas Watson called into the meeting at 6:40 PM (from her car, on travel)

Mr. Almond called into the meeting at 6:41 PM (from his car, on travel).

1. CALL TO ORDER and GENERAL MATTERS

Chairman Kooyoomjian called the meeting to order at 6:46 PM.

Mr. Dickey welcomed new member, Paul Colangelo, to the Board of Directors.

Mr. Dickey also welcomed incoming General Manager, Calvin D. Farr, Jr., P.E., who begins work on Monday, May 17, 2021.

Mr. Dickey asked Ms. Audrey Arnold, Education and Outreach Coordinator, to announce the 2021 Prince William County Service Authority ("Service Authority") Organizational Award Winners from the Prince William-Manassas Regional Science and Engineering Fair. Ms. Arnold provided a video of the students explaining their projects.

Mr. O'Meara arrived at 6:53 PM.

a) Approval of Minutes of April 8, 2021 Board Meeting

Chairman Kooyoomjian called for approval of the Minutes of the April 8, 2021 Board Meeting.

Motion: Mrs. Eagles moved to approve the Minutes of the April 8, 2021 Board meeting.
Second: Mr. O'Meara
Ayes : Eagles, O'Meara, Almond (via telephone), Kooyoomjian, Thomas Watson (via telephone), Wiggins
Abstain: Colangelo

b) Approval of Minutes of April 26, 2021 Board Budget Work Session

Chairman Kooyoomjian called for approval of the Minutes of the April 26, 2021 Board Budget Work Session.

Motion: Mr. O'Meara moved to approve the Minutes of the April 26, 2021 Board Budget Work Session.
Second: Mrs. Eagles
Ayes : O'Meara, Eagles, Almond (via telephone), Kooyoomjian, Thomas Watson (via telephone), Wiggins
Abstain: Colangelo

c) Consideration of Announcements by Staff

Mr. Dickey noted the following items at members' places: (1) Corrected resolutions for items 3.a) i and ii on tonight's agenda; (2) 2021 Water Academy Flyer (the Service Authority is accepting applications for the Water Academy through June 1); and (3) A copy of the Letter to the Editor of *Prince William Times* dated May 3, 2021, titled, "County board must consider drinking water impact before developing the rural crescent."

d) Citizens' Time

There were no citizens attending who signed up to speak.

2. COMMENDATIONS

a) Commend: Robin L. Wilson

Mr. Pannell read the resolution commending Mr. Wilson. Mr. Dickey asked Board Members to approve the resolution.

Motion: Mrs. Eagles moved that the Prince William County Service Authority Board of Directors does hereby commend Robin L. Wilson for his exceptional service to the customers of the Prince William County Service Authority and the citizens of Prince William County, and conveys best wishes for happiness in his retirement.
Second: Mr. Wiggins

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

Mr. Wilson thanked the Board, management, and staff for the opportunity to work at the Service Authority for 30 years. He also shared a few memories from his career.

3. ACTION MATTERS

- a) Mr. Dickey asked Board Members to approve each resolution separately.
 - i. Approval of Task Order No. 5 to GHD, Inc. to Provide Professional Engineering Design Services to Replace the Koon's Sewage Pumping Station, L28, and the Spinnaker Court Sewage Pumping Station, L02, 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. 5 and authorizes the General Manager to execute the Project Agreement to GHD, Inc. for Professional Engineering Design Services to Replace the Koon's Sewage Pumping Station, L28 (SPS-118), and the Spinnaker Court Sewage Pumping Station, L02 (SPS-123), projects in the amount of \$948,720.72, plus a ten percent (10%) contingency in the amount of \$94,872.07, for a total authorization not to exceed \$1,043,592.79.

Second: Mrs. Eagles

Discussion held. Mr. Pannell provided information about the projects. Mr. Beefelt recapped the Staff Report on Multipliers, and Mr. Wiggins shared his previous experience in trying to change the law.

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

- ii. Approval of Task Order No. 6 to GHD, Inc. to Provide Professional Engineering Design Services for the Upgrade of the Belmont Sewage Pumping Station, L17, and Force Main Extension and the Occoquan Creek Sewage Pumping Station Rehabilitation, L04, Projects.

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. 6 and authorizes the General Manager to execute the Project Agreement to GHD, Inc. for Professional Engineering Design Services for the Upgrade of the Belmont Sewage Pumping Station, L17, and Force Main Extension (SPS-115) and the Occoquan Creek Sewage Pumping Station Rehabilitation, L04 (SPS-125), projects in the amount of \$1,507,902.65, plus a five percent (5%) contingency in the amount of \$75,395.13, for a total authorization not to exceed \$1,583,297.78.

Second: Mrs. Thomas Watson

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

b) Approval of the Operating and Capital Budget for Fiscal Year 2022 and Capital Improvement Program for Fiscal Years 2022-2026.

Mr. Dickey asked Board Members to approve the resolution.

Motion: Mr. O'Meara moved that the Prince William County Service Authority Board of Directors does hereby approve the Service Authority's Operating and Capital Budget for Fiscal Year 2022, which consists of:

- An Operating Expense Budget of \$97,349,046, including a provision for performance pay of \$1,100,000;
- A Debt Service Budget of \$29,131,488; and,
- A Capital Budget of \$75,386,000; and further,

That the Prince William County Service Authority Board of Directors does hereby approve the Service Authority's Capital Improvement Program for Fiscal Years 2022 through 2026, which provides planning level estimates for capital projects and other capital expenditures of \$470,525,000.

Second: Mrs. Eagles

Chairman Kooyoomjian asked the Board to consider passing a clean Budget this evening. He shared remarks in favor of pay for performance and employee certification and retention.

Mrs. Eagles agreed with the Chairman's statements; she added comments about the staff's great work.

Mr. Wiggins asked about the monthly financial report and financial projections for the current year. Mr. Akinkugbe explained that funds are transferred from the operating fund to the replacement fund at the beginning of each fiscal year and drawn down over the course of the year. Mr. Wiggins asked how it would affect the Service Authority if the amount transferred to the Replacement Fund was reduced in the form of a rate reduction. Mr. Dickey explained that the Service Authority puts money aside based on the cost to replace assets. He advised that it is wise to keep funds on hand to replace assets, and suggested the Board conduct its due diligence and make an informed decision through the rate study process. Mr. Dickey emphasized that staff has made tremendous efforts to defer spending and it will take a while to get back to normal operations and asset replacement. He wouldn't want to reduce fund balances now, then have higher rate increases in the future.

Mr. Wiggins stated he cannot support the budget without some reduction in rates.

Mr. O'Meara stated he is happy to support the budget and thanked staff for their work.

Mrs. Thomas Watson stated her support of the budget as presented.

Mr. Almond noted there was extensive conversation at the last Board meeting, and relevant points discussed tonight. He closed by stating the Service Authority is in a "good place" and he supports the budget.

Mr. Colangelo noted that human capital is important to him, and he feels the Service Authority's greatest asset is its people. He stated he supports the budget.

Mrs. Eagles added her support of the budget and the Service Authority staff.

Chairman Kooyoomjian called for a vote on the resolution.

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

- c) Authorization of Signing Authority in Support of Purchase and Sale Agreement for 57.86 Acres Owned by the Prince William County Service Authority located at 5901 Davis Ford Road, GPIN 7994-94-6606, Occoquan Magisterial District, Prince William County (PWC), Virginia.

Mr. Dickey advised this matter was originally introduced on advice of legal counsel to facilitate the process; however, after further discussion, staff has determined this action item is no longer necessary. Mr. Viani explained the Utility Standards Manual authorizes certain members of the Service Authority's senior leadership team to execute deeds. However, for a transaction of this size, all parties agreed the Chairman should sign, thus making this particular action matter unnecessary.

4. GENERAL MANAGER'S REPORT

a) UOSA Capacity and Rural Crescent Update: Mr. Dickey briefly explained how the Upper Occoquan Service Authority (UOSA) provides capacity to the Service Authority. With respect to capacity, the Service Authority has the time and funding (to include credit capability to borrow money, if needed) to expand the UOSA plant to whatever the Service Authority would need in the future (based on the current PWC comprehensive plan). The Department of Environmental Quality (DEQ) does not allow a plant to build too much future capacity. The UOSA Service Agreement allows jurisdictions to borrow additional capacity if needed. Mr. Dickey added that all four jurisdictions (the Cities of Manassas and Manassas Park, the Board of Supervisors of Fairfax County, and the Board of County Supervisors of Prince William County) must approve any expansion that UOSA proposes.

Mr. Almond disconnected his call at 8:30 PM.

b) Letter to the Editor of the *Prince William Times*: Mr. Wiggins stated he feels the Service Authority needs to respond to the letter to the editor. Discussion was held. Mr. Dickey clarified that some of the areas of concern are under the purview of the DEQ, and suggested staff provide information to the public regarding water capacity. Mrs. Thomas Watson agreed with Mr. Dickey; she recommended staff post Frequently Asked Questions (FAQs) on the Service Authority's website, and suggested it is also an opportunity for outreach staff to provide some education to customers.

c) Fuel Shortage Update: Mr. Dickey noted the current fuel shortage has had minimal impact on the Service Authority. Staff is staying up to date on the situation.

d) Bristow Manor: Mr. Dickey reported the Service Authority will issue a permit for permanent pump and haul to Bristow Manor L.P. tomorrow, May 14, 2021.

e) Municipal Utility Relief Program Update: The state awarded the Service Authority an additional \$124,000 to assist customers in paying their past-due bills. Mr. Dickey noted there is no update

on the American Rescue Plan Act funds; staff is waiting to hear from PWC staff (regarding the letter sent from Chairman Kooyoomjian to Chair Wheeler).

5. ATTORNEY'S TIME

Mr. Viani requested clarification of the Board's vote on approval of the Operating and Capital Budget for Fiscal Year 2022 (FY22) and Capital Improvement Program for Fiscal Years 2022-2026; he was not clear whether the previous motion and vote specifically stated approval was for both the FY2022 Budget and the FY2022-2026 Capital Improvement Program. He asked Board Members to provide a second motion, second, and vote on the full resolution.

Motion: Mrs. Thomas Watson moved that the Prince William County Service Authority Board of Directors does hereby approve the Service Authority's Operating and Capital Budget for Fiscal Year 2022, which consists of:

- An Operating Expense Budget of \$97,349,046, including a provision for performance pay of \$1,100,000;
- A Debt Service Budget of \$29,131,488; and,
- A Capital Budget of \$75,386,000; and further,

That the Prince William County Service Authority Board of Directors does hereby approve the Service Authority's Capital Improvement Program for Fiscal Years 2022 through 2026, which provides planning level estimates for capital projects and other capital expenditures of \$470,525,000.

Second: Mrs. Eagles

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

Nays : Wiggins

Absent: Almond

6. CONSIDERATION OF MATTERS PRESENTED BY MEMBERS

Mrs. Thomas Watson welcomed Mr. Farr.

Mr. O'Meara wished everyone a happy Memorial Day.

Mrs. Eagles welcomed Mr. Colangelo and Mr. Farr. She also thanked staff for their hard work.

Mr. Wiggins referenced the Centers for Disease Control's announcement today that people who are fully vaccinated are no longer required to wear masks inside or outside; he suggested the Service Authority require employees to be vaccinated.

Mr. Colangelo shared his excitement to serve on the Board. He congratulated Mr. Dickey and stated he looks forward to working with Mr. Farr and staff.

Chairman Kooyoomjian also welcomed Mr. Farr. He noted that staff may need to revisit the Occoquan Policy at some time. He complimented Dave Guerra (Engineering & Planning) for answering questions at the April 20, 2021 Prince William Board of County Supervisors meeting. The

Chairman also thanked staff for their diligence in preparing the FY22 Budget and for their continued excellence during the pandemic.

Mr. Wiggins moved that the Prince William County Service Authority require its employees to be fully vaccinated for COVID-19. The motion was not seconded; the motion failed.

7. 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.

Mr. Wiggins asked the Service Authority's plan for employees wearing masks. Mr. Dickey advised staff is waiting for the governor [Commonwealth] to lift the emergency and/or release the mask requirements. Mr. Wiggins asked how the Service Authority will determine who has and has not been vaccinated; Mr. Dickey said staff will have to ask the employees. Staff will follow guidance provided by the governor [Commonwealth].

8. ADJOURNMENT

The meeting adjourned at 8:44 PM.

Mrs. Thomas Watson disconnected her call at 8:45 PM.



Mario Thomas Watson
Secretary-Treasurer