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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
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 NOVEMBER 12, 2020

- Board Members Present: Mark Allen (via MS Teams)*, Joyce P. Eagles, K. Jack Kooyoomjian, Ph.D., B. Paul O'Meara, Jr., Paul E. Ruecker, Marlo Thomas Watson, Kurt Voggenreiter, and Harry Wiggins.
- Staff : Dean Dickey, Astrid Nelson, Theresa O'Quinn, Don Pannell, Brandon Pfleckl, Lake Akinkugbe, Lyle Beefelt, Michelle Bouchard, Rachel Carlson, Michael Fox, Tony Piccione, Doug Shoop, Brian Sipes, Shannon Spence, Jeanetta Williams, April Bean, and Kim Murray. Via telephone or MS Teams: James Gallagher, Tony Nguyen.
- Legal Counsel : Mark Viani/Bean Kinney & Korman.
- Guests : Elliot Susseles and Heather Kazemi/Segal, Inc. (via MS Teams).

Mr. Allen called into the meeting at 6:40 PM via Microsoft Teams (from his home office for personal reasons).

1. GENERAL MATTERS

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

a) Approval of Minutes of October 8, 2020 Meeting

Chairman Kooyoomjian called for approval of the Minutes of the October 8, 2020 Board meeting.

Motion: Mrs. Eagles moved to approve the Minutes of the October 8, 2020 Board meeting.
Second: Mr. Ruecker
Ayes : Eagles, Ruecker, Allen (via telephone), Kooyoomjian, Thomas Watson, Wiggins, Voggenreiter
Absent: O'Meara

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

b) Consideration of Announcements by Staff

Mr. Dickey noted the following items at members' places: (1) Draft Compensation Committee Charter for discussion/approval at Item 3.d) on tonight's Agenda; and (2) the email Mrs. Nelson sent to Board Members earlier today regarding Deposits.

c) Citizens' Time

There were no citizens attending.

Mr. O'Meara arrived at 6:48 PM.

2. PRESENTATIONS

a) Mr. Dickey presented the Virginia Section of the American Water Works Association's Public Information Award for the "H2Go Kids" program to Michelle Bouchard, Education and Outreach Assistant, Communications Division.

b) FY20 Total Compensation Study Findings: Mr. Dickey shared some history about the Service Authority's compensation program. Mrs. O'Quinn introduced Mr. Elliot Susseles and Ms. Heather Kazemi with Segal Inc., who presented a high-level overview of the Service Authority's Fiscal Year 2020 Total Compensation Study. Discussion followed.

c) Mooney Design-Build Project Overview: Ms. Spence noted that the Authority received three (3) proposals today for the project. She provided an overview of the 14 components of the project at the H.L. Mooney Advanced Water Reclamation Facility (Mooney AWRF). Discussion was held. With respect to the incinerator not being included in the Design-Build project, Mr. Dickey explained the Authority is exploring the possibility of a regional incinerator for solids/sludge disposal.

d) Update on General Manager Recruitment: Mrs. Thomas Watson provided a brief update on the recruitment process for the General Manager position. She noted Board Members would need to schedule a full Board Meeting to hold in-person interviews for 12-15 candidates.

3. ACTION MATTERS

a) Cancel Adopted Increases in Water and Sewer Rates

Mr. Dickey recommended Board Members cancel the January 2021 and January 2022 rate increases, and asked Members to approve the resolution.

Motion: Mr. Wiggins moved that the Prince William County Service Authority Board of Directors hereby cancels the previously adopted water and sewer rate increases scheduled to take effect on January 1, 2021 and January 1, 2022.

Second: Mr. Ruecker

Mr. Wiggins asked what is the fiscal impact (anticipated revenue decrease) to the Authority for FY21; Mrs. Nelson answered that the anticipated revenue decrease would be approximately \$1.6 million.

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

b) Authorization to hold a Public Hearing to Amend the Groveton Road Sewage Pump Station Local Facilities Charge

Mr. Dickey asked Board Members to approve the Resolution to hold the Public Hearing. Mr. Pannell stated that the purpose of amending the local facilities charge is to recover the Service Authority's acquisition costs of the Groveton Sewage Pump Station. Mr. Dickey noted the Authority received payment from most of the members that joined the group to build the station. However, there is one outstanding property that will use the Groveton Sewage Pump Station but is not currently included in the Local Facilities Charge area, which this amendment will address.

Motion: Mrs. Eagles moved that the Prince William County Service Authority Board of Directors hereby authorizes a public hearing to consider amending 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) provide that the payment of the Groveton Road Sewage Pump Station Local Facilities Charge shall be due at the time of certification.

Second: Mrs. Thomas Watson

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

c) Approval of an Agreement for Construction Contract to WGK Construction, LLC for SA-2001R, Dominion Valley Water Storage Tank Residual Control System

Mr. Dickey explained the mobile rechlorination trailer that Authority staff designed and built for use in areas with low chlorine residuals will no longer be approved for use by the regulatory agency (Virginia Department of Health). Staff designed a constructed solution; however, the one bid received for the project exceeded the cost estimate. The single bid received for a successive redesign also exceeded the cost estimate. Staff then conducted an independent cost estimate, negotiated with the contractor and received a reduction in the price. This project needs to move forward to prevent a potential safety issue. Mr. Pannell added that the water in the system is older because of the travel time; a disadvantage of older water is that the chlorine dissipates. Mr. Dickey asked the Board to approve the resolution.

Motion: Mr. O'Meara moved that that the Prince William County Service Authority Board of Directors hereby approves the Agreement for Construction Contract, and authorizes the General Manager to execute the contract with WGK Construction, LLC for the construction of the Dominion Valley Water Storage Tank Residual Control System in the amount of \$875,000, plus a ten percent (10%) contingency of \$87,500, for a total authorization not to exceed \$962,500.

Second: Mr. Voggenreiter

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

d) Discussion of Draft Compensation Committee Charter

Committee Chair Mr. Wiggins asked Board Members to approve the Compensation Committee's Charter as proposed. Discussion was held.

Motion: Mr. Wiggins moved that the Board approve the Compensation Committee's Charter.
Second: Mrs. Thomas Watson

Board Members discussed a few minor editorial corrections to be made to the document; Mr. Wiggins asked staff to make the corrections. Board Members held additional discussion. Mrs. Thomas Watson noted the charter states the committee members' terms are January to December (calendar year). Given that the committee was just established in November, she asked that Board Chairman Kooyoomjian reappoint the current committee members to serve in calendar year 2021.

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

Chairman Kooyoomjian appointed the current committee members – Ruecker, Thomas Watson, Voggenreiter and Wiggins – to continue serving on the Compensation Committee for calendar year 2021, in accordance with the terms of the charter.

4. GENERAL MANAGER'S REPORT

a) Mr. Dickey provided a brief COVID-19 update. He reported outstanding receivables over 90 days are approximately \$1.2 million. Employees' safety continues to be paramount at the Authority.

b) Customer Deposits: Mr. Dickey referenced the Board's request at the November meeting for the Authority to pay interest on tenants' deposits; he reported that the Authority's billing system has an interest module that can handle simple interest calculations. Initial implementation (first year) costs are \$15,000-\$20,000, with annual costs thereafter approximately \$3,000-\$5,000. An interest payment to customers for calendar year 2020 would be approximately \$2,500, or \$.27 per tenant account. Based on the low interest rate environment and the desire to maximize staff's time on current initiatives to assist customers during the pandemic (deposit refunds and payment plan program), Mrs. Nelson suggested an implementation date of January 2022. Mr. Wiggins recommended the Authority put a floor [minimum] on the interest amount it would pay on a deposit refund (e.g., if the interest amount would be less than \$1.00, the Authority would not incur the expense to calculate and pay interest). Mrs. Thomas Watson asked what would be the amount of time from a Board vote (to take action) to the implementation of the interest refunds. Mrs. Nelson stated that staff could draft the policy, develop the program, and return to the Board for approval prior to implementation in January 2022.

c) Employee Recognition during Pandemic: 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 authorize a one-time payment of \$500 (net pay after taxes) for full-time employees and \$300 (net pay after taxes) for part-time employees, to include all employees up through Division Directors, hired prior to October 1, 2020 and in an active employment status as of December 20, 2020.

Second: Mr. Ruecker

Mr. Wiggins asked if the Authority has done this in the past. Mr. Dickey noted this type of payment is normally provided for in the budget as part of the merit pay pool; however, the Board said no performance pay would be provided this fiscal year. He added that the recognition is pandemic-related due to the outstanding work by staff this year.

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

d) Diversity and Inclusion Framework: Mr. Dickey referenced previous discussions about diversity and noted he has worked with Mrs. O'Quinn to create a draft diversity framework. He introduced Ms. Jeanetta Williams, Director of Data Management, as the lead on this initiative.

e) Mr. Dickey recommended there be no Board meeting in December.

f) Occoquan Forest Wastewater Treatment Plant: Mr. Pannell reported the closure work is going very well and is on schedule.

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

5. ATTORNEY'S TIME

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

Mr. Viani explained the Freedom of Information Act (FOIA) now applies when at least three members of the Board, or three members of a Board committee or subcommittee, are discussing public business, even if they are only conducting a work session (with no action [voting] matters) and/or even if the meeting is a closed meeting. He advised the Authority must provide reasonable advance public notice of any Board or committee meeting and allow the public to observe and attend [all but the closed part of] the meeting. Mr. Viani also suggested all Board committees have four members with a quorum of no less than three members. He added that staff completed mandatory FOIA training several years ago.

6. CONSIDERATION OF MATTERS PRESENTED BY MEMBERS

Mr. Wiggins reported the Compensation Committee will meet in the Service Authority Board Room on Monday, November 16, 2020 at 7 PM.

Dr. Kooyoomjian thanked staff for their support of the virtual plant tour on October 29 for the Federal Water Quality Association (FWQA) members. He noted the FWQA Board met today and thanked staff for the tour. Dr. Kooyoomjian also thanked Mr. Dickey for everything he has done during his time as General Manager of the Service Authority, including meeting the Board's goals that

were set fifteen years ago, as well as making the Authority a high performing organization and an employer of choice.

Mr. O'Meara thanked Mrs. Nelson, Mr. Sipes and Mrs. Dozier for assisting with a customer issue. He noted staff is providing a tour of the Mooney AWRF for Supervisor Yesli Vega on Friday, November 20. Mr. O'Meara wished everyone a Happy Thanksgiving.

Mr. Allen thanked Mr. Beidas for his assistance with an issue. He thanked Mr. Dickey for his service, and wished everyone a Happy Thanksgiving.

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.

8. CLOSED MEETING

Chairman Kooyoomjian announced a closed meeting at 9:39 PM to discuss Personnel under Code of Virginia § 2.2-3711A1; Expenditure of Public Funds under § 2.2-3711A6; and Litigation under § 2.2-3711A7; and requested a motion for same.

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

Upon conclusion of the closed meeting at 10:19 PM, and in compliance with the Freedom of Information Act, a motion was made by Mrs. Thomas Watson and seconded by Mrs. Eagles 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, Expenditure of Public Funds; 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: Mrs. Eagles
Ayes : Thomas Watson, Eagles, Allen (via telephone), Kooyoomjian, O'Meara, Ruecker, Voggenreiter, Wiggins

Mrs. Eagles introduced the subject of having small boxed dinners or snacks at future Board meetings. Mr. Dickey advised Board Members staff would make arrangements accordingly.

Mrs. Thomas Watson noted Board Members need to schedule a date to conduct interviews for the General Manager position. Board Members agreed to hold Friday, December 11 and an alternate date of Wednesday, December 9 for a full day of interviews (five to seven candidates). Mrs. Thomas Watson will email an invitation to Members to hold both dates.

9. ADJOURNMENT

The meeting adjourned at 10:29 PM.

Mr. Allen disconnected his call at 10:30 PM.



Marlo Thomas Watson
Secretary-Treasurer