



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

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

## MINUTES OF BOARD OF DIRECTORS MEETING OF NOVEMBER 9, 2023

Board Members Present: Jim Almond (*via MS Teams*), Paul Colangelo, Jr., Dean E. Dickey, Joyce P. Eagles, K. Jack Kooyoomjian, Ph.D., B. Paul O'Meara, Jr., and Harry Wiggins.

Board Members Absent: Marlo Thomas Watson

Staff: Calvin D. Farr, Jr., Hari Kurup, Astrid Nelson, Don Pannell, Zachary Angell, Conner Armstrong, Audrey Arnold-Mitchell, Naeem Arshad, Lyle Beefelt, Samer Beidas, Rachel Carlson, Drew Cockram, Michael Fox, Ashley Gongora, Samantha Hall, Jacob Harrison, Debbie Maxwell, Eric Nicely, Tony Nguyen, Glenn Pearson, Doug Shoop, Brian Sipes, Shannon Spence, Adam Stancil, Austin Sullivan, Travis Sullivan, April Bean, and Kim Murray.

Legal Counsel: Mark Viani/Bean Kinney & Korman, P.C.

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### 1. CALL TO ORDER and GENERAL MATTERS

Chair Colangelo called the meeting to order at 6:45 PM.

a) Consideration of Approval of Minutes of October 12, 2023 Board Training Session

Chair Colangelo asked if there were any edits to the Minutes of the October 12, 2023 Board Training Session; hearing none, the minutes were approved as presented.

Mr. Almond joined the meeting via Microsoft Teams at 6:47 PM (from his office in Maryland, for business reasons).

b) Consideration of Approval of Minutes of October 12, 2023 Board Meeting

Chair Colangelo asked if there were any edits to the Minutes of the October 12, 2023 Board Meeting; hearing none, the minutes were approved as presented.

c) Consideration of Announcements by Staff

i. At Places: Mr. Farr noted the following items at Board Members' places: (1) Invitation to the Service Authority's Holiday Luncheon on December 20; (2) A printed copy of the Digital Utility Briefing that Mr. Kurup will provide this evening; and (3) Service Authority Branding – Questions & Answers.

d) Citizens' Time

There were no citizens attending who signed up to speak.

2. COMMENDATION/PRESENTATIONS

a) Commend: William ("Skitch") Hann.

Mr. Hann was unable to attend the Board Meeting. Chair Colangelo called for a motion to approve the resolution commending Mr. Hann.

Motion: Mr. O'Meara moved that the Prince William County Service Authority Board of Directors does hereby commend Mr. William ("Skitch") Hann for his exceptional service to the customers of the Prince William County Service Authority and conveys best wishes for happiness in his retirement.

Second: Mrs. Eagles

Ayes: O'Meara, Eagles, Almond (via Teams), Colangelo, Dickey, Kooyoomjian, Wiggins

Absent: Thomas Watson

b) Presentation: Mr. Farr presented the results of the Virginia Section American Water Works Association's (VA AWWA) Water Utility Rodeo Teams Competition. Members of the Service Authority's Team, the "Hammerheads," were present and displayed their awards: The team won the following contests:

- First Place in "Rapid Tappin": Austin Sullivan;
- Second place in "Meter Madness": Jacob Harrison;
- Austin Sullivan had the third-fastest time in "Buried Treasure";
- The Service Authority's men's and women's teams each won third place in their divisions for "Hydrant Hysteria";
- Eric Nicely earned 2<sup>nd</sup> place, Austin Sullivan – 6<sup>th</sup>, and Adam Stancil – 9<sup>th</sup>, in "Splish Splash."; and,
- The Service Authority also won "Best of Virginia Taste Test" with a water sample from the Bull Run Mountain System. This victory means the Service Authority will represent Virginia in the national "Best Taste Test" competition in California next year.

All first and second place winners were invited to compete nationally at the 2024 AWWA Annual Conference and Expo in California next year. Mr. Farr stated that participating in the Rodeo gives staff the chance to show off the exceptional training and skill they put into action for customers every day. These amazing results also support the Board's vision to be a nationally recognized model for performance excellence. Mr. Farr shared his pride for the team members and the work they put into preparing for the competition.

c) Presentation: Digital Utility Briefing by Hari Kurup, Chief Information & Technology Officer. Mr. Kurup updated the Board on the progress the Service Authority has achieved as planned in the Digital

Utility roadmap. The Cyber Audit is complete and remedial actions have been taken. The Service Authority is also taking steps towards being a “Digital Utility” by rolling out SharePoint technology for document management in December. The billing system (Cayenta) and SCADA reporting upgrades are completed. The Service Authority also contracted with a vendor for virtual Cyber Security Officer services. Staff plans to create an Enterprise Resource Planning (ERP) Request for Proposal early next calendar year and the planned timeline for the selection of software is June 2024.

### 3. CONSENT AGENDA

Chair Colangelo asked if any Board Members wished to pull either item from the Consent Agenda. Hearing no requests to pull either item, Chair Colangelo called for a motion to approve both items on the Consent Agenda:

- a) Approval of Task Order No. 9 to Kimley-Horn and Associates, Inc. to Provide Professional Engineering Design and Bidding Services for Water Distribution Asset Replacement Program 3 – Segments P16, P19, P20, P25, and Bayside.
- b) Approval of Task Order No. 27 to GHD, Inc. to Provide Professional Engineering Design and Bidding Services for Powell’s Creek Sewage Pumping Station, L08 Upgrade and Force Main Replacement.

Motion: Mr. O’Meara

Second: Mr. Dickey

Ayes: O’Meara, Dickey, Almond (via Teams), Colangelo, Eagles, Kooyoomjian, Wiggins

Absent: Thomas Watson

### 4. DISCUSSION

a) Protection of the Occoquan Reservoir and Watershed. Mr. Farr reported he had a constructive meeting with Prince William County (PWC) Executive Chris Shorter after the last Board meeting. They discussed protection of the Occoquan and Mr. Shorter agreed the Occoquan is a vital resource for the community, and he is fully committed to ensure that PWC implements the regulations and ordinances that protect water quality in the Occoquan. Mr. Farr and Mr. Shorter will tour the reservoir (in the spring) to see some of the areas of concern; they will also establish a joint task force with County staff to consider specific opportunities to improve the programs that are in place. Mr. Farr asked the Board to table any resolution until staff formalizes an action plan with PWC.

Mr. Wiggins asked if there was any discussion about enforcement of the Resource Protection Areas (RPAs). Mr. Farr stated there was, and Mr. Shorter shared that the Department of Environmental Quality (DEQ) gave passing grades on stormwater management. Mr. Wiggins expressed his concern for violations of the RPAs.

Dr. Kooyoomjian stated he is satisfied with what the Board has decided right now; however, he would prefer to have a general statement made that affirms the Service Authority’s commitment to protecting the Occoquan.

Mr. Dickey reiterated that the Board should pass a resolution stating their position on protecting the Occoquan. He believes this is not a political statement; it is for the protection of all citizens.

- Motion:** Mr. Wiggins moved that the Prince William County Service Authority Board of Directors does hereby support the efforts of all jurisdictions, entities, and policy bodies to exercise stewardship to maintain and increase protection of the Occoquan Reservoir and Watershed; and that the Prince William County Service Authority Board of Directors urges all jurisdictions, entities, and policy bodies to collaborate, cooperate, and join together to protect the Occoquan Reservoir, Watershed, and their source water.
- Second:** Mr. Dickey
- Ayes:** Wiggins, Dickey, Almond (via Teams), Eagles, and Kooyoomjian
- Nays:** Colangelo, O'Meara
- Absent:** Thomas Watson

Mr. Farr stated he does not find this approved item is in partnership with PWC. Mr. Wiggins asserted the resolution should enhance the relationship with PWC.

## 5. GENERAL MANAGER'S REPORT

a) Mr. Farr provided a brief Branding Update to Board Members. He was excited to report that the Service Authority's new logo, tagline, and name - Prince William Water – are in the trademark process, with applications filed on November 1, 2023. He added that staff is working on a detailed implementation and communication plan and have involved team members from every division. The public launch will be on July 1, 2024. A list of "frequently asked questions" was provided to Board Members for their information. Mr. Farr noted he has shared this exciting news with employees and a few key stakeholders, and feedback has been very positive.

Chair Colangelo announced, "Please let the record reflect that effective July 1, 2024, the Prince William County Service Authority will do business as Prince William Water."

b) **Bristow Manor Sewer Project:** As Mr. Farr reported previously, PWC has asked the Service Authority to manage the design of a sewer main out to Bristow Manor. Staff understands the Prince William Board of County Supervisors is set to approve the Memorandum of Understanding (MOU) between the Service Authority and PWC at the end of November. Once they approve the MOU, staff will bring it to the Service Authority Board for consideration and approval.

c) **Town of Quantico Water and Sewer Improvements Project:** Mr. Farr noted that Town officials told staff they have selected an engineering consultant to assist them, and they are moving ahead with designing infrastructure improvements. Staff also understands the County is facilitating a meeting between Marine Corps Base Quantico and the Town to ensure open lines of communication.

d) Mr. Farr reported a water utility in Virginia recently came under cyberattack and all other utilities in this area, including the Service Authority, were alerted by law enforcement agencies. Staff is on high alert and remains vigilant in monitoring the Service Authority's networks and systems.

e) Mr. Farr reminded Board Members that staff sent an email link last week to the first of several H2Go Kids video animations that the Community Outreach Department staff is creating to highlight the Service Authority's mission and help students learn how they can be environmental stewards. Future video animations will focus on additional environmental education topics.

f) Mr. Farr gave an update on the very successful (and first) Trick-or-Treatment event held at the H.L. Mooney Advanced Water Reclamation Facility (AWRF) on October 28. Families toured the plant, participated in activities, and trick-or-treated at table displays. Nearly two dozen community partners helped highlight how kids can play a role in protecting our environment. Approximately 350 people attended the event and more than 120 people toured the facility. Mr. Farr thanked Mrs. Eagles for attending and greeting guests, and he thanked Mr. O'Meara, whose mother brought his children to the event on his behalf. Mr. Farr thanked

the Community Outreach team and many volunteers who ensured the event was a success. Given the enthusiastic response, Trick-or-Treatment will be an annual event.

g) Mr. Farr provided a summary of the Service Authority's celebration of Customer Service Week with employees in early October. This campaign won the Public Information Award from the VA AWWA last year. This year's campaign included articles (which were included in the Board packages) and social media posts that highlighted five employees who support the Service Authority's 24/7 service to customers, reinforcing the commitment to excellence and a customer-first focus.

h) Mr. Farr reported on the Continuous Improvement & Innovation Awards Expo held in October. Forty-eight employees submitted 24 entries that displayed employees' creativity and problem-solving. The winner of the General Manager's Grand Prize was an Ash Basin Screen developed by David Grimm, Kory Rivera, Shaun Stump, Chad Williams, and Chris Williams from the Environmental Services & Water Reclamation division. The tool cost approximately \$200 to build with in-house ingenuity versus purchasing a \$250,000 ash basin cover, and significantly reduces the amount of maintenance performed on the ash basins.

i) Mr. Farr wished a very Happy Veterans' Day to the veterans on the Board and on staff. He said they are the ones who have taught us the real meaning of patriotism and we are all extremely thankful to them.

j) Mr. Farr reported that when he attended the Association of Metropolitan Water Agencies' (AMWA) Executive Conference last month, he participated on a panel titled, "Utility Executives Building Fit-for-Future Organizations." He discussed his top three priorities in building a fit-for-future organization, which are summarized as: Transforming the Workforce; Being Change Prepared – Building an Agile and Innovative Culture; and Engaging the Community.

k) Mr. Farr reminded Board Members about the Dr. Evelyn Mahieu Environmental Laboratory Dedication that is scheduled for Wednesday, December 6 at 9:00 AM and the Kickoff Celebration for the H.L. Mooney AWWF Facility Wide Improvements Project that will follow at 10:00 AM.

l) Mr. Farr noted that at the September Board meeting, discussion included revisiting (at a future date) the levels of approval authority for large project contingencies. Staff will have a recommendation for the Board at the January 2024 Meeting.

m) Mr. Farr recommended there be no Board meeting in December.

n) Mr. Farr reported that a closed meeting is needed this evening.

## 6. ATTORNEY'S TIME

Mr. Viani confirmed a closed meeting is needed under Code of Virginia § 2.2-3711A3, Real Estate; § 2.2-3711A6, Procurement; and § 2.2-3711A7, Litigation.

Mr. Viani provided a brief update on a Virginia American Water (VAW) request (from last April-May) with respect to a possible boundary adjustment with the Service Authority. VAW would need to draft a written agreement and take it to the State Corporation Commission for approval. The last step would be for Service Authority staff to take it to the Board for review and approval. Mr. Viani explained that, given the timeframe, a briefing will likely be provided to the Board in January; any action by the Board would probably come in the second quarter of calendar year 2024. Mr. Viani was simply providing a "heads up" about the process to come. Mr. Pannell explained more about the proposed boundary adjustment. Discussion was held.

Chair Colangelo requested a motion to authorize a closed meeting to discuss items under Code of Virginia § 2.2-3711A3, Real Estate; § 2.2-3711A6, Procurement; and § 2.2-3711A7, Litigation.

Motion: Mr. O'Meara

Second: Mr. Dickey

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

7. ADMINISTRATIVE REPORTS

Mr. Beefelt provided a brief presentation on the FY2024 First Quarter Financial Report. Discussion was held.

8. CONSIDERATION OF MATTERS PRESENTED BY MEMBERS

Dr. Kooyoomjian expressed his pride in the Hammerheads team. He was glad to hear of the Lab Dedication to Dr. Mahieu. He thanked staff for the information they provided on a recent sanitary sewer overflow (SSO); he stated the property owner was very complimentary of staff's prompt response. Dr. Kooyoomjian complimented staff on the outreach materials included in the Board package. He also enjoyed attending the Continuous Improvement & Innovation Awards event.

Mrs. Eagles agreed that staff does a wonderful job, and she was happy to see community involvement at the Trick-or-Treatment event.

Mr. O'Meara wished all veterans a Happy Veterans Day. He thanked staff for the Trick-or-Treatment event. He also wished everyone a safe and happy holiday season.

Mr. Wiggins also thanked the veterans for their service. He asked about the status of the Fairfax Water Occoquan Crossing project. Mr. Pannell replied that the work is on schedule. At Mr. Wiggins' request, Mr. Pannell offered updates on a few of the capital improvement projects. Mr. Wiggins also asked if staff was considering adding the laboratory capability to test for PFAS. Mr. Pannell responded that it is being considered; staff is looking at what equipment may be required and would also like to see what the Environmental Protection Agency (EPA) comes out with regarding regulations.

Mr. Dickey agreed with the others on the great job staff is doing; they keep getting better and better. The commitment to continuous improvement and high performance is really paying off, and he congratulated Mr. Farr on his leadership. He congratulated the Hammerheads on their Rodeo competition wins and Communications staff on their great work. Mr. Dickey also commended Customer Service staff on the fantastic work they do.

Mr. Almond shared kudos to Mr. Farr's leadership and to the staff. He congratulated the Hammerheads team on their wins. He is excited about the new branding and is proud to be a Service Authority Board Member.

Chair Colangelo announced that Mr. O'Meara accepted his appointment to join the Audit Committee. (Mr. Colangelo removed himself from the committee since he is the Board Chair.) The Chair noted staff appreciates it when Board Members participate in and attend events. He also congratulated other levels of senior leadership in addition to Mr. Farr's. He thanked Ms. Murray for her assistance in his new role as Board Chair.

Mr. Wiggins noted he is a member of the Trails Committee of the Lake Ridge Parks and Recreation Association. He referenced a recent discussion on the Occoquan Greenway and noted one of the issues was a planned pedestrian bridge over Hooes Run. He asked staff to ensure there is coordination with the Department of Parks and Recreation to protect the Service Authority assets in the area.

9. CLOSED MEETING

Chair Colangelo announced a closed meeting at 8:28 PM to discuss items under Code of Virginia § 2.2-3711A3, Real Estate; § 2.2-3711A6, Procurement; and § 2.2-3711A7, Litigation.

Mr. Dickey left the meeting at 8:40 PM.

Upon conclusion of the closed meeting at 9:06 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 § 2.2-3711A3, Real Estate; § 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: Mr. O'Meara  
Second: Mr. Wiggins  
Ayes: O'Meara, Wiggins, Almond (via Teams), Colangelo, Eagles, Kooyoomjian  
Absent: Dickey and Thomas Watson

10. ADJOURNMENT

There being no further business, the meeting adjourned at 9:07 PM.

Mr. Almond disconnected from Microsoft Teams at 9:07 PM.

  
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Joyce P. Eagles  
Secretary/Treasurer