

Prince William County Service Authority
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Service Authority

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

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

MINUTES OF BOARD OF DIRECTORS MEETING OF OCTOBER 13, 2022

- Board Members Present : Paul Colangelo, Jr. (via telephone), Dean E. Dickey, Joyce P. Eagles, K. Jack Kooyoomjian, Ph.D., B. Paul O'Meara, Jr., Marlo Thomas Watson (via telephone), and Harry Wiggins.
- Board Members Absent : Jim Almond.
- Staff : Calvin D. Farr, Jr., Sandra Hardeman, Hari Kurup, Astrid Nelson, Don Pannell, Lake Akinkugbe, Lyle Beefelt, Kathy Bentz (via MS Teams), Rachel Carlson, Andrew Cockram, Michael Fox, Tony Nguyen, Maureen O'Shaughnessy, Tony Piccione, David Scott, Ph.D., Doug Shoop, Brian Sipes, Shannon Spence, Aaron Weatherspoon, April Bean, and Kim Murray.
- Legal Counsel : Mark Viani/Bean Kinney & Korman, P.C.
- Guests : David Dawson (retired) and Family; Kevin Wood and Richard Kincheloe/Dewberry; Randy Cyr, Megan Ingham, Jay Kirk, and Kristi Perri/Brown and Caldwell; David Hyder/Stantec.
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1. CALL TO ORDER and GENERAL MATTERS

Mrs. Thomas Watson called into the meeting at 6:46 PM from Georgia for business reasons.

Chairman O'Meara called the meeting to order at 6:46 PM.

a) Consideration of Approval of Minutes of September 8, 2022 Board Meeting

Chairman O'Meara asked if there were any corrections to the Minutes of the September 8, 2022 Board Meeting; hearing none, the minutes were approved as presented.

b) Consideration of Announcements by Staff

i. At Places: Mr. Farr noted the following items at Board Members' places: (1) Updated Agenda for tonight's meeting (the order of the presentations was changed); (2) Service Authority backpacks; (3) Board Vision – 2032; (4) A binder containing the System-Wide Master Plan – Volume 1 Executive Summary and Master Plan Overview (for those who did not receive a hard copy of the Board Package); and (5) Copies of tonight's (three) presentations.

c) Citizens' Time

There were no citizens attending who signed up to speak.

2. COMMENDATION/PRESENTATIONS

a) Commend: David R. Dawson

Mr. Farr shared a few comments about Mr. Dawson's experience at the Service Authority and introduced his family members. Mr. Farr read Mr. Dawson's commendation resolution; he invited Mr. Dawson and his family to the front of the room for photos.

The Chairman requested a motion to approve the resolution.

Motion: Dr. Kooyoomjian moved that the Prince William County Service Authority Board of Directors does hereby commend Mr. David R. Dawson for his exceptional service to the customers of the Prince William County Service Authority and conveys best wishes for happiness in his retirement.

Second: Mr. Dickey

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

Absent : Almond, Colangelo

Board Members thanked Mr. Dawson for his service and congratulated him on his retirement.

b) Presentations

i. VWEA Award: Mr. Farr noted the Service Authority received the Virginia Water Environment (VWEA) Association Facility Maintenance Award in September; he presented the award to Aaron Weatherspoon, Water Reclamation Maintenance Manager. Mr. Farr read that, for the first time, VWEA has recognized outstanding performance, professionalism, and dedication specific to the maintenance of wastewater treatment equipment and processes through its Facility Maintenance Award. The H.L. Mooney Advanced Water Reclamation Facility (Mooney AWRF) was recognized for staff's demonstrated excellence.

ii. Master Plan Briefing: Mr. Farr introduced Randy Cyr with Brown and Caldwell, who is the project manager and water distribution task lead on the project, to present the overview of the Master Plan. Mr. Farr acknowledged the Service Authority staff from Engineering and Planning, Operations and Maintenance, Environmental Services and Water Reclamation, and the Project

Management Office who contributed to this effort. He also recognized Dr. David Scott, who has been the Service Authority Project Manager and kept this effort on track.

Mr. Cyr introduced additional speakers for the presentation: Richard Kincheloe with Dewberry, who is the sewer collection task lead, and Kristi Perri with Brown and Caldwell, who led the wastewater treatment effort.

Mr. Cyr presented the overview of the Master Plan. He explained that the Master Plan addresses the future needs of the wastewater collection and treatment and water distribution systems through the year 2045. In the Master Plan, water demands, sewer flows, and treatment loads were projected for the short-, medium-, and long-term horizons. Based on established levels of service, system needs have been identified and solutions are presented to address system performance issues.

iii. H.L. Mooney AWRP Design-Build Project: Mr. Farr introduced Shannon Spence, Director of the Project Management Office and project manager, who provided a briefing on the project. Mr. Farr noted this is a very large design-build project and the team has been working on the design for over one year. Ms. Spence gave an overview of the project status and highlighted new scope elements that have been identified during the project design. She explained that additional odor control measures are recommended to minimize odors that escape the fence line of the Plant. She also discussed the recommendation to include additional head of plant hydraulic improvements in the project to ensure peak flows can be handled. Thirdly, she presented information about environmental sustainability elements that could be included in the project in support of the Board of Directors' Vision-2032.

iv. Rate Study Briefing: Mr. Farr noted that last fall, staff briefed the Board on financial planning concepts and rate forecasts with the intent of returning to the Board with updated recommendations for the next three-year period. He introduced David Hyder, Senior Principal with Stantec, who provided information on water and sewer rates and availability fees, with recommendations for rate increases over the next three fiscal years (2023-2025). Mr. Hyder noted the Service Authority's bills are affordable based on industry metrics and are among the lowest in the region, even with the recommended increases. Next steps would include the Board's approval (in November) to advertise a rate increase; two advertisements in November; a Board meeting for Public Hearing in January; Customer Notices; and the proposed rate increase effective March 1, 2023.

Mr. Wiggins asked about full implementation of Developer fees in the first year in lieu of a phased-in approach. Mr. Dickey shared past experiences with rate adoption and suggested it may benefit the Board to look at existing Board policies related to development. Mr. Hyder clarified that Service Authority funds [Operating/Replacement and Expansion/Commitment] are segregated so that existing customers do not subsidize new development.

3. CONSENT AGENDA

Chairman O'Meara called for a motion to approve the Consent Agenda:

- a) Authorization of an Agreement with Dominion Energy to Design and Construct the Relocation of Electric Feeder Lines in Advance of the Start of the Construction Phase of the H.L. Mooney Advanced Water Reclamation Facility Wide Improvements Project.

Motion: Mrs. Thomas Watson moved that the Prince William County Service Authority Board of Directors hereby authorizes the General Manager to execute an Agreement with Dominion Energy to design and construct the relocation of electric feeder lines in advance of the start of the Construction Phase of the H.L. Mooney Advanced Water Reclamation Facility Wide Improvements Project in the amount of \$576,300, plus a thirty percent (30%) project allowance in the amount of \$172,890, for a total authorization not to exceed \$749,190.

Second: Mr. Dickey

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

Absent : Almond, Colangelo

4. ACTION MATTER

- a) Affirm the Decision to Utilize the English Gardens Property for a Centrally Located Operations Facility and Continue with Space Planning for Site Utilization, Design, and Construction for Building and Site Improvements.

Motion: Mr. Dickey moved that the Prince William County Service Authority Board of Directors hereby affirms its earlier decision to utilize the English Gardens property for a centrally located operations facility and to continue with space planning for efficient site utilization, design, and construction as further detailed in the Capital Improvement Program, Project MISC-116, English Gardens Property Building & Site Improvements.

Second: Mrs. Eagles

Discussion was held.

Substitute Motion

Motion: Mr. Wiggins made a substitute motion directing staff to work with Prince William County staff on the potential availability of County-owned land and for the Service Authority Board of Directors to defer any decision on the English Gardens Property until February 2023.

Second: There was no second to the substitute motion.

The substitute motion failed.

Discussion continued.

Vote on Original Motion

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

Nays : Wiggins

Absent : Almond, Colangelo

5. GENERAL MANAGER'S REPORT

a) Flu Shots: Mr. Farr announced flu shots will be offered for employees and Board Members on Wednesday, October 19 in the Spittle Lunchroom. Ms. Murray emailed details to Board Members earlier this week with a link to sign up for an appointment.

b) Woodbridge District Town Hall Meeting: Mr. Farr reported Supervisor Franklin held a virtual Town Hall meeting on October 12 to address her constituents' concerns about the Service Authority's water main replacement project on Route 1. Mr. Farr explained the work to Board Members for their information.

c) LIHWAP Update: Mr. Farr shared that the Virginia Department of Social Services has partnered with a third party, called "Promise," to administer a Low Income Household Water Assistance Program (LIHWAP), which is a federally-funded program to help customers pay for drinking water and wastewater. Staff is working through the enrollment process and will promote it to customers as soon as possible. Virginia was awarded \$22.5 million in funds and customers can receive up to \$2,500 per household for past-due balances if they meet income verification requirements or already participate in other State/Federal assistance programs.

d) Fairfax Water Drinking Water Summit: Mr. Farr noted the Summit (held on September 29) was a great opportunity for stakeholders to get an overview of Fairfax Water and Regional Water Supply Planning; Source Water Protection and Emerging Drinking Water Issues; and the Occoquan Watershed Monitoring Lab. He appreciated seeing several Service Authority Board Members present as well as Chair Wheeler and Supervisors Boddye and Lawson of the Prince William Board of County Supervisors.

e) Town Hall Meeting and Fall Festival: Mr. Farr reported on the Town Hall Meeting and Fall Festival event that was held Wednesday, September 21. It was the first in-person all-employee event and, based on the follow-up engagement survey, the more than 200 employees who attended enjoyed it very much. Mr. Farr thanked Dr. Kooyoomjian for attending the event. He also thanked the Human Resources team, the Social Committee, and all staff who contributed to the event to make it a success.

f) Customer Service Week: Staff celebrated National Customer Service Week in several ways last week, including a five-day internal email series featuring one employee each day who embodies the behaviors associated with our Customer-First Focus value; a new backpack for all employees (which Board Members also received at tonight's meeting); donuts and coffee delivered to all facilities on October 5; and postings about Customer Service Week on the Service Authority's social media platforms. Mr. Farr noted this was a great opportunity to appreciate the effort that each employee makes in delivering an exceptional customer experience.

g) VA Section AWWA Utility Rodeo: Mr. Farr reported that for the first time, the Service Authority sent a team of frontline staff to compete in the Virginia Section American Water Works Association Utility Rodeo. The Rodeo is an annual conference focused on water distribution operators and a competition simulating several field activities. The team, called the "Hammer Heads," performed very well and placed among the top three teams in several competitions. This was a great morale boost for the team; it elevated awareness of the Service Authority across the state and the team commented on how the Service Authority's preventive maintenance programs are far ahead of many other utilities in the state. As a result of the team's performance, employee Austin Sullivan was invited to the ACE (Annual Conference & Exposition) Competition in Toronto, Canada in June 2023. A slide show of photos from the event was displayed for Board Members while Mr. Farr spoke.

h) Imagine a Day Without Water: October 20 is the date of recognition as part of the Value of Water campaign that raises awareness across the country about the importance of water and the challenges facing the sector. The Service Authority will partner with the Prince William County (PWC) Public Libraries and Keep Prince William Beautiful to bring a water focus to all 12 county libraries and will provide reusable water bottles, water-focused activity sheets, and seed packet giveaways to children. Libraries will also host story times and planting workshops that emphasize the importance of water in our lives. This is part of the Service Authority's effort to expand partnerships with local organizations about environmental sustainability.

i) Farm Field Days: This week the Service Authority participated in “Farm Field Days” hosted by the Prince William Soil & Water Conservation District. Over 1,400 fourth-grade students explored the Service Authority’s H2Go Kids educational barn. Students heard a short presentation about the purpose and importance of the water and wastewater industry and had a chance to explore several “Water Museum” displays, each featuring real water and wastewater “artifacts” like lab equipment and sections of pipe. The activities encouraged students to explore how their actions can impact the environment.

j) Mr. Farr provided Board Members a report from his time working as a “utility executive on loan” to assist with the Jackson, Mississippi water crisis. He spoke about the challenges the city currently has, as well as the work efforts that are currently going well, such as the FEMA EMAC (Federal Emergency Management Agency Emergency Management Assistance Compact) process for water treatment plant operators. Mr. Farr will continue to provide support if needed. Discussion was held.

Mr. Colangelo called into the meeting at 9:24 PM from his home for business reasons.

Board Members thanked Mr. Farr for assisting in Jackson.

k) Mr. Farr advised the Audit Committee will meet Thursday, November 10, 2022 at 5:00 PM; the Agenda will be emailed soon.

l) Mr. Farr advised a closed meeting is needed this evening.

Chairman O’Meara jokingly noted if anyone is aware of water utility competitions for water utility boards, he is interested in participating.

6. ATTORNEY’S TIME

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

Chairman O’Meara requested a motion to authorize a closed meeting to discuss items under Code of Virginia § 2.2-3711A1, Personnel; 2.2-3711A6, Procurement; and 2.2-3711A7, Litigation.

Motion: Mrs. Thomas Watson

Second: Mr. Wiggins

Ayes : Thomas Watson (via telephone), Wiggins, Colangelo (via telephone), Dickey, Eagles, Kooyoomjian, O’Meara

Absent : Almond

7. ADMINISTRATIVE REPORTS

Mr. Akinkugbe provided a brief presentation on the August 2022 Monthly Financial and Operational Report. Discussion was held. Chairman O’Meara announced staff will start providing the financial reports quarterly: the Fiscal Year 2023 First Quarter (FY23 Q1) report will be provided in November; the FY23 Q2 report will be provided in February 2023, etc.

8. CONSIDERATION OF MATTERS PRESENTED BY MEMBERS

Mrs. Eagles thanked Mrs. Nelson and staff for their assistance in preparing information for her to share at Supervisor Franklin's appointees' breakfast. Mrs. Eagles attended the Supervisor's virtual Town Hall Meeting on the Route 1 projects; she thanked Mr. Pannell and staff for their participation and presentations. She reported the Supervisor's staff was pleased to have clarification on the project so they can post the information on their website. Mrs. Eagles was also pleased to hear Mr. Farr's report about the library program, as she serves on the Board of the Library Foundation. She added that the Fairfax Water Drinking Water Summit was very interesting.

Mr. Dickey congratulated Mr. Dawson on his retirement. He also congratulated Mrs. Carlson, Mr. Weatherspoon, and staff at the plant on the VWEA award. He thanked Mr. Farr for his work in Jackson, noting that "customer service" is people helping people. Mr. Dickey congratulated the Hammer Heads team on their competition wins at the VA AWWA Utility Rodeo.

Mr. Wiggins referenced EEO-1 Reports being part of Requests for Proposal and/or negotiating contracts and asked if the Service Authority requires vendors to submit an EEO-1 report as part of their proposals. Mr. Beefelt answered that the Service Authority has no legal authority to require the report, but staff does request them from vendors and contractors.

Dr. Kooyoomjian thanked staff for the Town Hall Meeting and Fall Festival; he enjoyed seeing everyone. He added that the Fairfax Water Drinking Water Summit was an excellent program. Dr. Kooyoomjian shared a flyer for a Federal Water Quality Program webinar scheduled for November 10, 2022. He also commended staff on their work.

Mrs. Thomas Watson thanked staff for their continued hard work and performance; she also thanked Mr. Farr and the senior leadership team for their continued great work.

Chairman O'Meara encouraged staff to keep up the great work.

9. CLOSED MEETING

Chairman O'Meara announced a closed meeting at 10:00 PM to discuss items under Code of Virginia § 2.2-3711A1, Personnel; 2.2-3711A6, Procurement; and 2.2-3711A7, Litigation.

Upon conclusion of the closed meeting at 10:30 PM, and in compliance with the Freedom of Information Act, a motion was made by Mr. Dickey and seconded by Dr. Kooyoomjian 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;

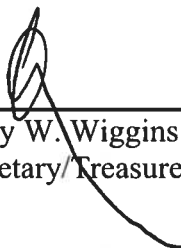
NOW, THEREFORE, BE IT RESOLVED that the Prince William County Service Authority Board of Directors hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which 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. Eagles
Second: Mr. Wiggins
Ayes : Eagles, Wiggins, Colangelo, Dickey, Kooyoomjian, O'Meara, Thomas Watson (via telephone)
Absent : Almond

10. ADJOURNMENT

There being no further business, the meeting adjourned at 10:31 PM.

Mrs. Thomas Watson and Mr. Colangelo disconnected their calls at 10:31 PM.



Harry W. Wiggins
Secretary/Treasurer