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Service Authority

B. Paul O'Meara, Jr., Chairman
Paul Colangelo, Jr., Vice Chairman
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

MINUTES OF BOARD OF DIRECTORS MEETING OF OCTOBER 14, 2021

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

Staff : Calvin Farr, Astrid Nelson, Don Pannell, Lake Akinkugbe, Lyle Beefelt, Samer Beidas, Michael Fox, Kipp Hanley, Brian Sipes, Shannon Spence, April Bean and Kim Murray.

Legal Counsel : Mark Viani/Bean Kinney & Korman.

Mr. Almond called into the meeting at 6:43 PM from his office in Woodbridge for business reasons.

1. CALL TO ORDER and GENERAL MATTERS

Chairman O'Meara called the meeting to order at 6:45 PM.

a) Approval of Minutes of September 9, 2021 Board Meeting

Chairman O'Meara called for approval of the Minutes of the September 9, 2021 Board Meeting.

Motion : Dr. Kooyoomjian moved to approve the Minutes of the September 9, 2021 Board meeting.
Second : Mr. Colangelo
Ayes : Kooyoomjian, Colangelo, Almond (via telephone), Dickey, Eagles, O'Meara, Thomas Watson, Wiggins

b) Consideration of Announcements by Staff

Mr. Farr noted the following items at Members' places: (1) Social Media Report (Aug-Sept 2021); (2) Revised page 1 of the August Monthly Financial and Operational Report; (3) Copy of Financial Report Presentation (which will be provided later in the meeting); and (4) Updated copy of the Senior Staff Organizational Chart with photos.

c) Citizens' Time

There were no citizens attending who signed up to speak.

2. PRESENTATION

a) Presentation: Chairman's Gavel Plaque to Dr. Kooyoomjian

Chairman O'Meara presented the Chairman's Gavel Plaque to Dr. Kooyoomjian in recognition of his service as Chairman of the Prince William County Service Authority (Service Authority) Board of Directors from 2019-2021. Board Members shared comments and congratulations; Dr. Kooyoomjian thanked Board Members and staff for their support.

3. ACTION MATTERS

a) Audit Committee Membership

Mr. Farr noted that due to Freedom of Information Act (FOIA) requirements, counsel recommends each Board Committee have four (4) members, and he recommended the Board approve the resolution as presented.

Motion : Mrs. Thomas Watson moved that the Prince William County Service Authority Board of Directors does hereby increase the Audit Committee Membership to four (4) Board members.

Second : Mr. Dickey

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

4. GENERAL MANAGER'S REPORT

a) Mr. Farr advised Board Members if they are interested in touring the H.L. Mooney Advanced Water Reclamation Facility this fall to please contact Ms. Murray. Staff will offer additional tours in the spring.

b) Mr. Farr reported that UOSA (Upper Occoquan Service Authority) staff is offering plant tours to its own Board Members this month. They have a few spots available for the Service Authority's Board Members on the Wednesday, October 27 tour (at 1 PM); if Service Authority Board Members are interested they should contact Ms. Murray as soon as possible. Mr. Farr noted he is attending the October 27 tour.

c) COVID-19 Update: Mr. Farr advised that staff continues to follow COVID-19 safety protocols; there have been very few COVID cases among staff. The executive team is closely monitoring the possibility of a federal vaccination mandate, although nothing has been presented yet. Mr. Farr offered to keep Board Members updated as more information is available.

d) Collections Update: Mr. Farr provided the status of the number of customer payment plans and shared that the Service Authority has applied for utility assistance funds for customers. He noted the Service Authority wants to do everything possible to assist customers and avoid service disconnections. Discussion was held.

e) Mr. Farr announced the next Audit Committee Meeting is scheduled for Monday, November 1, 2021 at 6:30 PM.

f) Mr. Farr stated a closed meeting is needed.

5. ATTORNEY'S TIME

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

Chairman O'Meara requested a motion to authorize a closed meeting to discuss Litigation under Code of Virginia § 2.2-3711A7.

Motion : Mr. Dickey
Second : Dr. Kooyoomjian
Ayes : Dickey, Kooyoomjian, Almond (via telephone), Colangelo, Eagles, O'Meara, Thomas Watson, Wiggins

6. ADMINISTRATIVE REPORTS

The Chairman asked if any Board Members had questions on the Capital Improvement Program (CIP) Status Report or the H.L. Mooney Advanced Water Reclamation Facility Operating Results report. There were no questions on those two reports.

Mr. Akinkugbe provided a brief presentation on the August Monthly Financial and Operational Report. Discussion was held. Mr. Wiggins asked about non-compete agreements. Mr. Farr stated staff would look at this in more detail. Mrs. Nelson responded to questions about collections. She shared that write-offs and liens remain suspended at this time. Staff expects to receive notification of the award of assistance funds in the next four weeks. The certification and receipt of funds is coordinated through Prince William County (PWC). Discussion held regarding the projection of capital spending and delinquent accounts. Staff will consider presentation options for future monthly reports.

7. CONSIDERATION OF MATTERS PRESENTED BY MEMBERS

Dr. Kooyoomjian enjoyed reading the FY2021 Business Accomplishments report. He also referenced a water-related article in the October 2021 issue of *Rotary Magazine* and asked Ms. Murray to share the article with Board Members. Dr. Kooyoomjian expressed his appreciation in serving as chairman of the Board of Directors for two years.

Mr. Wiggins noted the Prince William Board of County Supervisors has discussed the need for affordable housing in the county. He asked if the Service Authority can lower the connection fees for moderate- and low-income housing. Chairman O'Meara stated staff will look at this and report back at the next meeting. Mr. Viani advised there is typically no discount for water and sewer connections, as they are secured with bonds.

Mr. Almond commended staff on their knowledge about current issues. He also thanked Dr. Kooyoomjian for his leadership as chairman.

Mr. Colangelo thanked Dr. Kooyoomjian and staff for leading the organization during the pandemic. He added he is very impressed with the leadership at the Service Authority.

Mr. Dickey thanked and congratulated Dr. Kooyoomjian and echoed the others' comments about his service as chairman. He also thanked leadership and staff for the outstanding job they all do for the citizens of PWC.

Chairman O'Meara announced the November Board meeting agenda will include a consent agenda. He advised that he appointed Mr. Wiggins to serve as the fourth member of the Audit Committee. Mr. O'Meara also thanked Mr. Farr and his team for assisting him in preparing for his first meeting as chairman.

8. CLOSED MEETING

Chairman O'Meara announced a closed meeting at 7:33 PM to discuss Litigation under Code of Virginia § 2.2-3711A7.

Upon conclusion of the closed meeting at 7:52 PM, and in compliance with the Freedom of Information Act, a motion was made by Mr. Almond and seconded by Mr. Colangelo 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 § 2.2-3711A7, 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;

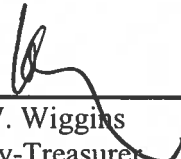
NOW, THEREFORE, BE IT RESOLVED that the Prince William County Service Authority Board of Directors hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which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

9. ADJOURNMENT

The meeting adjourned at 7:53 PM.

Mr. Almond disconnected his call at 7:54 PM.



Harry W. Wiggins
Secretary-Treasurer