

4 County Complex Court
P. O. Box 2266
Woodbridge, VA 22195-2266

Phone (703) 335-7900
Fax (703) 335-7905
www.pwcsa.org



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 OCTOBER 8, 2020

Board Members Present: Mark Allen (via telephone)*, Joyce P. Eagles, K. Jack Kooyoomjian, Ph.D., B. Paul O'Meara, Jr., Paul E. Ruecker (via telephone)*, Marlo Thomas Watson (via telephone)*, Kurt Voggenreiter II, and Harry Wiggins.

Staff : Dean Dickey, Lyle Beefelt, Samer Beidas, Astrid Nelson, Theresa O'Quinn, Don Pannell, Lake Akinkugbe, Rachel Carlson, Tony Piccione, Brian Sipes, Shannon Spence, April Bean, and Kim Murray.

Legal Counsel : Mark Viani/Bean Kinney & Korman.

Guests : None.

Mr. Ruecker called into the meeting at 6:34 PM (from his home in Florida for personal reasons). Mr. Allen called into the meeting at 6:40 PM (from his home for personal reasons). Mrs. Thomas Watson called into the meeting at 6:40 PM (from her home for personal reasons).

1. CALL TO ORDER and GENERAL MATTERS

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

a) Approval of Minutes of September 10, 2020 Meeting

Chairman Kooyoomjian called for approval of the Minutes of the September 10, 2020 Board meeting.

Motion: Mr. O'Meara moved to approve the Minutes of the September 10, 2020 Board meeting.
Second: Mrs. Eagles
Ayes : O'Meara, Eagles, Allen (via telephone), Kooyoomjian, Ruecker (via telephone), Thomas Watson (via telephone), Voggenreiter, Wiggins

** 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) Memo and Resolution regarding Tenant Security Deposits; and, (2) A copy of the letter sent to Delegate Luke Torian regarding the Service Authority supporting the General Assembly using unallocated CARES Act funds to establish a financial assistance program for low-income and income-disrupted households directly affected by the COVID pandemic's economic disruption.

c) Citizens' Time

There were no citizens attending.

2. PRESENTATION

a) Presentation: NACWA "Platinum 11" Peak Performance Award

Mr. Dickey presented the National Association of Clean Water Agencies (NACWA) 2019 "Platinum 11" Peak Performance Award to Mrs. Rachel Carlson, Wastewater Treatment Plant Superintendent at the H.L. Mooney Advanced Water Reclamation Facility (Mooney AWRP or plant) in recognition of 11 consecutive years of operations at the Mooney AWRP with no violations, and congratulated staff for the dedicated and outstanding work at the plant. Mrs. Carlson thanked Mr. Dickey and the Board for their support and leadership. Mrs. Thomas Watson thanked Mrs. Carlson and her team for their work at the plant.

3. ACTION MATTERS

There were no action matters to review/approve at this meeting.

4. DISCUSSION

a) Collection Policy: Mr. Dickey advised that staff recommends the Service Authority reduce the current tenant advance payment fee (deposit) from \$250 to \$200 and refund the \$50 difference to tenant customers who have deposits with the Service Authority. Mr. Dickey provided some history regarding deposits and liens. Mr. Wiggins advised he researched the Code of Virginia and it does not require water and sewer agencies to pay interest on deposits like other utilities. However, Mr. Wiggins would like the Authority to pay interest on deposits. Discussion was held. Mr. O'Meara asked if the interest payments could be provided in the form of a credit to the customers' accounts. Mr. Ruecker asked what the personnel costs would be to maintain a policy regarding paying interest on refunds. He also asked what the Authority spends each year to lien properties; Mr. Dickey advised the Authority spends approximately what it collects through the lien process. Mrs. Nelson asked to return to the next Board meeting with more information on how interest could be processed in the billing system and the associated cost.

Motion: Mr. Wiggins moved that the Prince William County Service Authority Board of Directors hereby directs staff to reduce the advance payment fee for tenants from \$250

to \$200, and to reduce the existing advance payment fees held by the Service Authority to \$200 and issue a credit on the affected customers' accounts as soon as feasible.

Second: Mr. O'Meara

Mr. Wiggins noted that he made the motion with the understanding that staff will explore paying interest on the deposit refunds.

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

5. GENERAL MANAGER'S REPORT

a) Status of Mooney Design-Build Upgrade: Mr. Dickey advised staff will give a project briefing at the November Board meeting. He added that the Virginia Department of Environmental Quality (DEQ) has tentatively approved project funding (\$85.4 million).

b) Update on Occoquan Forest Wastewater Treatment Plant: Mr. Dickey noted the Authority has an agreement with Prince William County (PWC) to turn the site over to PWC after the Authority closes the site. He explained that PWC used its credits with the Authority to purchase the site. Mr. Pannell provided a brief update and noted it will take approximately one month to complete contract work.

c) Status of Master Plan and Water Supply: Mr. Pannell provided an update on the progress of the Master Plan. The contractor, Brown and Caldwell, has begun the work. Mr. Pannell will brief the Board again in the spring. He noted the planning forecast goes as far as the PWC Comprehensive Plan (to 2045).

d) COVID-19 Response Update: Mr. Dickey advised service disconnects and late fees remain suspended until further notice. Staff is awaiting guidance from the legislature regarding further suspension of disconnects as well as the requirements for payment plan programs. The Authority continues to issue customer credits and will be complete by the end of October. Staff has received feedback from approximately 130 customers who are grateful for the credit. Employee safety during the pandemic remains a priority.

e) Mr. Dickey advised copies of the Authority's FY2020 Accomplishments Report will be provided to Board Members after the meeting. He is very proud of the work all staff does.

f) Mr. Dickey stated the presentation by Segal, Inc. on the FY20 Total Compensation Study was moved to the November 12, 2020 Board meeting.

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

6. ATTORNEY'S TIME

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

7. CONSIDERATION OF MATTERS PRESENTED BY MEMBERS

Mr. Allen thanked Mr. Pannell for providing information regarding the Heritage Hunt project.

Mrs. Thomas Watson noted she emailed Board Members information regarding PoliHire (recruiting agency) and the General Manager recruitment. She expects another update next week and will share it with Board Members. Chairman Kooyoomjian advised the Board will likely have a special work session (or more) later regarding this matter.

Mr. Wiggins advised the Compensation Committee will hold a virtual online organizational meeting/work session the week of October 19 (the date is yet to be determined). Chairman Kooyoomjian noted the committee members are Mr. Ruecker, Mrs. Thomas Watson, Mr. Voggenreiter, and Mr. Wiggins. He asked that Mrs. Nelson and Mrs. O'Quinn serve as resources to the committee. Mr. Wiggins stated he would like for the Segal Inc. report, working papers and all data collected by the consultant distributed to committee members prior to the meeting.

Mr. Voggenreiter congratulated Mooney staff on the NACWA award.

Mrs. Eagles added her congratulations to the Mooney staff. She also mentioned an article she read in *Consumer Reports* magazine on safe drinking water.

Mr. O'Meara thanked Conrad Holtslag, Utility Inspections Manager, for the ride-along on September 24. He also thanked Mr. Dickey, Mr. Pannell and staff for providing his tour of the plant on September 30. Mr. O'Meara apologized for not having the draft Bylaws ready for this meeting; he will bring it to the Board as soon as possible. Referencing the September 10, 2020 Board meeting minutes, he asked Mrs. Thomas Watson to provide the ratified contract with PoliHire to Board Members; Mrs. Thomas Watson agreed to forward the contract to the Board. Mr. O'Meara advised that while he is sad to see Mr. Dickey retire, he has full confidence in the organization Mr. Dickey has built over the past 15 years; he is excited to see new leadership at the Service Authority and having it continue to function at a high level, and is happy to be a part of it.

Dr. Kooyoomjian shared his congratulations to the plant and to all staff for their work in keeping the Service Authority as a high performing organization. He noted the Federal Water Quality Association (FWQA) [and Authority staff] will hold a virtual tour of the plant on Thursday, October 29. He thanked Mr. Keenan Howell for his help preparing the meeting flyer and all staff who are involved with the event. Dr. Kooyoomjian advised he was pleased to see that a Memorandum of Understanding will be created between the Service Authority and the PWC Industrial Development Authority to use PWC credits for economic development. He asked Board of County Supervisors Chair Wheeler to consider setting up a revolving fund as well so PWC's credits will not be depleted. Dr. Kooyoomjian also thanked Mrs. O'Quinn and staff for preparing/sending the letter to Delegate Luke Torian.

Mr. Wiggins asked when the Service Authority issued nutrient credits to PWC for stormwater management. Mr. Dickey stated the Authority gives its required regulatory report at the end of the calendar year and credits are issued the following year. Mr. Wiggins stated his strong opposition to giving PWC credits. Mr. Dickey noted staff will bring the county's next request for nutrient credits to the Board for consideration before providing the credits to PWC.

8. ADMINISTRATIVE REPORTS

Mr. Wiggins noted revenue is 17% above what staff anticipated at this point; he also noted expenses are 19% under what staff anticipated spending, so there is a 36% delta. He asked someone to explain the difference. Mr. Beefelt explained that every year, revenue is dependent on the summer weather, which can have an effect on the water sales during those months. This July the Authority had higher consumption and higher revenue than anticipated due to hot, dry weather. Therefore, revenue exceeded what is normally seen in the first two months of the fiscal year. Mr. Beefelt added it is not uncommon for expenses to be low during the first quarter of the fiscal year and then increase during the year. Chairman Kooyoomjian asked Board Members to provide any other questions they may have on the Administrative Reports to Mr. Dickey for dissemination to the appropriate staff member.

9. CLOSED MEETING

Chairman Kooyoomjian announced a closed meeting at 8:03 PM to discuss Public Procurement under § 2.2-3711A6 and Litigation under § 2.2-3711A7, and requested a motion for same.

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

Upon conclusion of the closed meeting at 8:38 PM, and in compliance with the Freedom of Information Act, a motion was made by Mrs. Eagles 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 § 2.2-3711A6, Public 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;

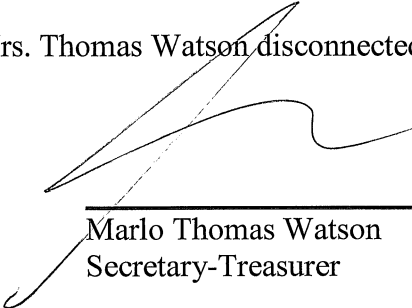
NOW, THEREFORE, BE IT RESOLVED that the Prince William County Service Authority Board of Directors hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which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

10. ADJOURNMENT

There being no further business to discuss, the meeting adjourned at 8:39 PM.

Mr. Allen, Mr. Ruecker and Mrs. Thomas Watson disconnected their calls at 8:40 PM.



Marlo Thomas Watson
Secretary-Treasurer