



# 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 SEPTEMBER 10, 2020

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

Staff : Dean Dickey, Samer Beidas, Astrid Nelson, Theresa O'Quinn, Don Pannell, Brandon Pfleckl, Glenn Pearson, April Bean, and Kim Murray. Via telephone: Lake Akinkugbe, Lyle Beefelt, Eric Kang, Tony Piccione, and Brian Sipes.

Legal Counsel : Mark Viani/Bean Kinney & Korman.

Absent : Kurt Voggenreiter II.

Guests : Gerald Durst and Daniel Archer.

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Mr. Allen called into the meeting at 6:41 PM (from his home office for personal reasons).

### 1. GENERAL MATTERS

Chairman Kooyoomjian called the meeting to order at 6:47 PM.

a) Approval of Minutes of July 9, 2020 Meeting

Chairman Kooyoomjian called for approval of the Minutes of the July 9, 2020 Board meeting.

Motion: Mr. Ruecker moved to approve the Minutes of the July 9, 2020 Board meeting.  
Second: Mr. O'Meara  
Ayes : Ruecker, O'Meara, Allen (via telephone), Kooyoomjian, Thomas Watson, Wiggins  
Absent : Eagles and Voggenreiter

b) Approval of Minutes of August 20, 2020 Meeting

Chairman Kooyoomjian called for approval of the Minutes of the August 20, 2020 Board meeting.

Motion: Mrs. Thomas Watson moved to approve the Minutes of the August 20, 2020 Board meeting.

Second: Mr. Ruecker

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

Absent : Eagles and Voggenreiter

Mrs. Eagles and Mr. Viani both arrived at 6:53 PM.

c) Consideration of Announcements by Staff

Mr. Dickey noted the following items at members' places: (1) Updated Board of Directors Contact List; and, (2) July 2020 H.L. Mooney Plant Performance Report.

d) Citizens' Time

There were no citizens attending.

2. COMMENDATIONS

a) Commend: Gerald Durst

Mr. Dickey read the Resolution recognizing Mr. Durst's 31 years and eight months of service and asked Board Members to approve the resolution honoring Mr. Durst.

Motion: Mrs. Thomas Watson moved that the Prince William County Service Authority Board of Directors does hereby commend Mr. Durst for his exceptional service to the customers of the Prince William County Service Authority and the citizens of Prince William County, and conveys best wishes in his retirement.

Second: Mr. Ruecker

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

Absent : Voggenreiter

Mr. Durst stated how much he enjoyed his work at the Service Authority and what a wonderful experience it was.

b) Commend: Jamie Cortez

Mr. Dickey asked Board Members to approve the resolution honoring Mr. Cortez for 14 years and nine months of service. (Mr. Cortez was unable to attend the meeting.)

Motion: Mrs. Thomas Watson moved that the Prince William County Service Authority Board of Directors does hereby commend Mr. Cortez for his exceptional service to the customers of the Prince William County Service Authority and the citizens of Prince William County, and conveys best wishes in his retirement.

Second: Mr. Wiggins

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

Absent : Voggenreiter

c) Commend: Darrell D. Roach

Mr. Dickey asked Board Members to approve the resolution honoring Mr. Roach for 30 years and one month of service. (Mr. Roach was unable to attend the meeting.)

Motion: Mr. O'Meara moved that the Prince William County Service Authority Board of Directors does hereby commend Mr. Roach for his exceptional service to the customers of the Prince William County Service Authority and the citizens of Prince William County, and conveys best wishes in his retirement.

Second: Mrs. Thomas Watson

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

Absent : Voggenreiter

3. ACTION MATTERS

a) Approval of Two Agreements for Construction Contracts to Suburban Contractors, LLC for IFB SA-2019 for the Braemar Water Storage Tank – Rehabilitation and Hoady Water Storage Tank – Fill Pipe Replacement

Mr. Dickey explained there are two Resolutions available, depending on which action the Board wants to take. He noted the Service Authority has a Memorandum of Understanding (MOU) with Prince William County (PWC) to put PWC's wordmark on tanks as they wish; PWC does want its wordmark on the Braemar Tank. The Resolution with the higher price includes the cost for applying the Authority's logo on the opposite side of the tank. Mr. Dickey then asked Board Members to approve whichever Resolution they wish.

Motion: Mr. Wiggins moved that the Prince William County Service Authority Board of Directors approve applying the Prince William County wordmark on the [Braemar] Water Storage Tank.

Second: Mrs. Thomas Watson

Discussion held.

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

Absent : Voggenreiter

Motion: Mrs. Thomas Watson moved that the Prince William County Service Authority Board of Directors approve applying the Service Authority logo on the opposite side of the [Braemar] Water Storage Tank.

Second: Mrs. Eagles

Ayes : Thomas Watson, Eagles, Allen (via telephone), Kooyoomjian

Nays : O'Meara, Ruecker, Wiggins

Absent: Voggenreiter

Motion: Mrs. Eagles moved that the Prince William County Service Authority Board of Directors hereby approves the two (2) Agreements for Construction Contracts and authorizes the General Manager to execute the contracts with Suburban Contractors, LLC for the Braemar Water Storage Tank – Rehabilitation and the Hoadly Water Storage Tank - Fill Pipe Replacement in the amount of \$1,055,150, plus a ten percent (10%) contingency of \$105,515, for a total authorization not to exceed \$1,160,665.

Second: Mr. Ruecker

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

Absent: Voggenreiter

- b) Approval of Two Agreements for Construction Contracts to A&M Concrete Corporation for IFB SA-2016, Water Mains – Bundled Projects: Montclair Pressure Zone Improvements – Route 234 and Possum Point Road Water Main Replacement – Phase 1

Mr. Dickey asked Board Members to approve the Resolution.

Motion: Mrs. Eagles moved that the Prince William County Service Authority Board of Directors hereby approves the two (2) Agreements for Construction Contracts and authorizes the General Manager to execute the contracts with A&M Concrete Corporation for the construction of the Water Mains – Bundled Projects: Montclair Pressure Zone Improvements – Route 234 and Possum Point Road Water Main Replacement – Phase 1 in the amount of \$2,723,165.50, plus a five percent (5%) contingency in the amount of \$136,158.28, for a total authorization not to exceed \$2,859,323.78.

Second: Mrs. Thomas Watson

Discussion held.

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

Absent: Voggenreiter

#### 4. GENERAL MANAGER'S REPORT

a) Mr. Dickey announced he received confirmation today that the Service Authority's H.L. Mooney Advanced Water Reclamation Facility won the NACWA (National Association of Clean Water Agencies) Platinum Peak Performance Award for eleven (11) years of 100% compliance. He invited Board Members who have not yet seen the plant to contact Ms. Murray to schedule a tour.

b) Mr. Dickey provided a general COVID-19 update with respect to operations and staff. Board Members were given a draft copy of the next customer bill insert, which provides information about the Authority's customer bill credit on one side and financial assistance programs from the Authority and PWC on the opposite side. Mrs. Nelson noted the bill insert will be provided by email to customers with electronic bills.

c) Mr. Dickey shared that in October, the Authority will begin a two-month promotional campaign to encourage customers to register for electronic bills.

d) Mr. Dickey noted PWC IDA (Industrial Development Authority), PWC Economic Development, and the Authority continue to work together to develop an MOU to provide a way for PWC to use their Availability Fee Credit with the Authority as a guarantee program to assist certain commercial development. The draft is currently in legal review.

e) Mr. Dickey updated Board Members on the Occoquan River Crossing project. The project is in 30% design and is moving forward. Community Outreach will be actively engaged with the residents when the time comes. Mr. Pannell added that Fairfax Water sent letters to residents near the survey activity to inform them of the work that is being done now.

f) Mr. Dickey advised that Mr. Elliott Susseles with Segal, Inc. will present the results of the FY20 Total Compensation Study to Board Members at the October 8, 2020 Board meeting (via MS Teams).

g) Mr. Dickey noted a hard copy of the Board-approved FY21 Budget will be given to Board Members after the meeting.

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

## 5. ATTORNEY'S TIME

Mr. Viani reminded Board Members that elections will be held after the closed meeting tonight. He confirmed the closed meeting is needed under Code of Virginia § 2.2-3711A7, Litigation.

## 6. CONSIDERATION OF MATTERS PRESENTED BY MEMBERS

Mr. Allen asked Mr. Pannell for an update on the Heritage Hunt project outreach. Mr. Pannell advised that Service Authority staff has been in touch with the Heritage Hunt community with respect to using Heritage Hunt's outreach tools. Ms. Bentz, Deputy Director of Communications, maintains regular contact with the staff at Heritage Hunt. They have been pleased with the information provided by our staff.

Mr. O'Meara thanked Mr. Dickey, Mr. Pfleckl and Ms. Murray for their assistance in setting up his new email account (to use for Service Authority-related business). He noted the draft updates to the Bylaws were sent to Board Members and suggested they contact any member of the subcommittee – Mrs. Thomas Watson, Mrs. Eagles or him – with any questions. Mr. O'Meara also asked about Stafford County testing for COVID-19 in wastewater. Mr. Dickey explained Stafford County is participating in a group study managed by an outside agency; the Authority was not approached or asked to participate in this study.

Mrs. Eagles stated she is impressed with everything employees are doing to remain active and working, especially the Communications staff. She asked if customers are aware of the Authority's TAP (Temporary Assistance Program) fund; Mr. Dickey responded that the TAP program is promoted on the Authority's website, in bill inserts, and via customer service agents to customers.

Mr. Wiggins thanked Board Members for their edits on the Compensation Committee Charter, which he incorporated into the document. Mr. Dickey noted copies will be provided tonight. Mr. Wiggins referenced his previous questions about multipliers on contracts. Mr. Dickey noted the multipliers vary; they are not the same for all companies. Discussion held.

Dr. Kooyoomjian asked if there was an update on the issue with the Town of Quantico and Marine Corps Base Quantico. Mr. Dickey noted the Authority is not involved at this time. He stated the U.S. Navy contacted the Prince William County Executive's Office, which may try to facilitate something between the Naval Base and the Town of Quantico. Dr. Kooyoomjian asked Mr. Dickey about the virtual town hall he held with employees on September 8; Mr. Dickey explained he spoke to staff about COVID-19 updates, the employee support survey results, and his retirement at the end of the year. Dr. Kooyoomjian also thanked Mr. O'Meara, Mrs. Eagles and Mrs. Thomas Watson for serving on the Bylaws Committee; he noted a Board work session would need to be scheduled. Mrs. Eagles asked for the previous Compensation Committee's notes/actions for reference before taking any new action on a compensation program. As Chairman, Dr. Kooyoomjian asked Mr. Wiggins, Mrs. Thomas Watson, Mr. Voggenreiter and Mr. Ruecker to serve on the Compensation Committee. (Mr. Voggenreiter was not present to respond but the Chairman asked him earlier; Mr. Ruecker will give the Chairman his answer soon.) Dr. Kooyoomjian also asked the Chief Human Resources Officer, Mrs. O'Quinn, and Chief Financial Officer, Mrs. Nelson, to serve as resources to the Committee. He noted the Committee's role will be to work on final revisions to its charter.

Mrs. Thomas Watson will provide Board Members a copy of the ratified contract with PoliHire for recruiting for the General Manager position. The Notice to Proceed was issued to PoliHire on September 9, 2020. PoliHire staff provided the first phase of their recruiting plan, which Mrs. Thomas Watson will also share with Board Members.

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 7:52 PM to discuss Litigation under § 2.2-3711A7, and requested a motion for same.

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

Upon conclusion of the closed meeting at 8:09 PM, and in compliance with the Freedom of Information Act, a motion was made by Mrs. Eagles and seconded by Mrs. Thomas Watson 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: Mrs. Eagles  
Second: Mr. Ruecker  
Ayes : Eagles, Ruecker, Allen (via telephone), Kooyoomjian, O'Meara, Thomas Watson, Wiggins  
Absent : Voggenreiter

9. ELECTIONS

Led by general counsel Mark Viani, Board Members followed standard procedures for elections.

Mr. Viani explained the process by which the elections would be held. He noted a second to a motion is not required for nominations.

Mr. Viani asked for a motion to open the floor for nominations for the Office of Chairman.

Motion: Mr. Ruecker moved to open the floor for nominations for the office of Chairman.  
Second: Mrs. Thomas Watson  
Ayes : Ruecker, Thomas Watson, Allen (via telephone), Eagles, Kooyoomjian, O'Meara, Wiggins  
Absent : Voggenreiter

Mr. Ruecker nominated Dr. Kooyoomjian for the Office of Chairman.  
Mr. Wiggins seconded the nomination.

Motion: Mr. Ruecker moved to close the floor for nominations for the Office of Chairman.  
Second: Mrs. Thomas Watson

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

Vote for the Office of Chairman:

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

Mr. Viani announced Dr. Kooyoomjian is Chairman.

Mr. Viani asked for a motion to open the floor for nominations for the Office of Vice Chairman.

Motion: Mr. Ruecker moved to open the floor for nominations for the Office of Vice Chairman.  
Second: Mr. Wiggins  
Ayes : Ruecker, Wiggins, Allen (via telephone), Eagles, Kooyoomjian, O'Meara, Thomas Watson  
Absent : Voggenreiter

Mr. Wiggins nominated Mr. O'Meara for the Office of Vice Chairman.

Mr. Ruecker nominated Mrs. Eagles for the Office of Vice Chairman.

Motion: Mrs. Thomas Watson moved to close the floor for nominations for the Office of Vice Chairman.  
Second: Mr. Ruecker  
Ayes : Thomas Watson, Ruecker, Allen (via telephone), Eagles, Kooyoomjian, O'Meara, Wiggins  
Absent : Voggenreiter

Vote for the Office of Vice Chairman:

A raised-hand vote was taken for the Office of Vice Chairman with the following results:

Mr. O'Meara: 2  
Mrs. Eagles: 5

Mr. Viani announced Mrs. Eagles is Vice Chairman.

Mr. Viani asked for a motion to open the floor for nominations for the Office of Secretary-Treasurer.

Motion: Mr. Ruecker moved to open the floor for nominations for the Office of Secretary-Treasurer.  
Second: Mrs. Eagles  
Ayes : Ruecker, Eagles, Allen (via telephone), Kooyoomjian, O'Meara, Thomas Watson, Wiggins  
Absent : Voggenreiter



Mr. Ruecker nominated Mrs. Thomas Watson for the Office of Secretary-Treasurer.

- Motion: Mr. O'Meara moved to close the floor for nominations for the Office of Secretary-Treasurer.  
Second: (not required)  
Ayes : O'Meara, Allen (via telephone), Eagles, Kooyoomjian, Ruecker, Thomas Watson, Wiggins  
Absent : Voggenreiter

Vote for the Office of Secretary-Treasurer:

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

Mr. Viani announced Mrs. Thomas Watson is Secretary-Treasurer.

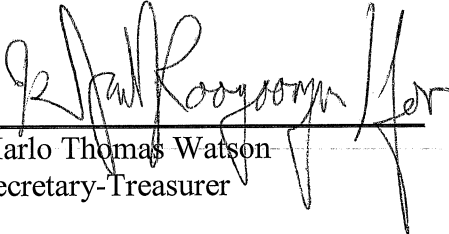
Mr. Viani congratulated the re-elected officers for the next year (2020-2021): Chairman – K. Jack Kooyoomjian, Ph.D.; Vice Chairman – Joyce Eagles; and Secretary-Treasurer – Marlo Thomas Watson.

Chairman Kooyoomjian asked Mr. Dickey if he would like to say anything or share any thoughts with the Board. Mr. Dickey responded that he hopes the Board will understand that he believes there are some decisions the new General Manager should be involved with and, therefore, Mr. Dickey will defer those decisions until a new General Manager is selected.

10. ADJOURNMENT

The meeting adjourned at 8:19 PM.

Mr. Allen disconnected his call at 8:20 PM.

  
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Marlo Thomas Watson  
Secretary-Treasurer