

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 APRIL 13, 2023

Board Members Present: Paul Colangelo, Jr., Dean E. Dickey, K. Jack Kooyoomjian, Ph.D., B. Paul O'Meara, Jr., Marlo Thomas Watson, and Harry Wiggins.

Board Members Absent: Jim Almond and Joyce Eagles.

Staff: Calvin D. Farr, Jr., Sandra Hardeman, Hari Kurup, Astrid Nelson, Don Pannell, Najee Alleyne, Lyle Beefelt, Samer Beidas, Kathy Bentz, Arthur Brunson III, Rachel Carlson, Andrew Cockram, Lanetta Farris, Michael Fox, Irma Houck, Tony Nguyen, Glenn Pearson, Tony Piccione (*via MS Teams*), Trey Schneider III, Doug Shoop, Brian Sipes, Shannon Spence, Jeanetta Williams, Marcus Wilson, April Bean, and Kim Murray.

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

Guests: Ignacio and Kathleen Quirante.

1. CALL TO ORDER and GENERAL MATTERS

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

a) Consideration of Approval of Minutes of March 9, 2023 Board Meeting

Chair O'Meara asked if there were any corrections to the Minutes of the March 9, 2023 regular Board Meeting; hearing none, the minutes were approved as presented.

b) Consideration of Announcements by Staff

i. Mr. Farr wished happy birthday to Dr. Kooyoomjian and Mrs. Eagles.

ii. At Places: Mr. Farr noted the following items at Board Members' places: (1) A copy of Ms. Bentz's presentation on Brand Resources (to be presented tonight); (2) The SA-2219 Work Authorization No. 2 Vendor Scoring Summary [item 3.a) on tonight's

Consent Agenda]; and (3) A Bay Journal article on PFAS (Per- and Polyfluoroalkyl Substances) that Dr. Kooyoomjian shared.

iii. Mr. Farr noted there will be two quick briefings during his report later in the meeting.

c) Citizens' Time

There were no citizens attending who signed up to speak.

2. COMMENDATION/PRESENTATION

a) Commend: Ignacio ("June") Quirante, Jr.

Mr. Farr welcomed Mr. Quirante to join him at the lectern. Mr. Farr read the resolution commending Mr. Quirante on his 17 years and two months of service.

The Chairman requested a motion to approve the resolution.

Motion: Mr. Dickey moved that the Prince William County Service Authority Board of Directors does hereby commend Mr. Ignacio ("June") Quirante, Jr. 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 for happiness in retirement.

Second: Dr. Kooyoomjian

Ayes : Dickey, Kooyoomjian, Colangelo, O'Meara, Thomas Watson, Wiggins

Absent : Almond, Eagles

Mr. Quirante thanked everyone for this very important moment. He stated he was part of the very best team at the Service Authority, thanking Mr. Brunson and Mr. Schneider for their leadership. He thanked Mr. Pannell for hiring him and shared his appreciation to Ms. Nelson.

b) Presentation: Ms. Kathy Bentz, Director of Communications and Community Engagement, provided information to the Board of Directors regarding Brand Resources. Board Members agreed on the hybrid option and asked staff to develop more detailed options and an implementation plan. The Chair agreed to have staff make a recommendation to the Board after additional research is completed.

3. CONSENT AGENDA

a) Approval of SA-2219 Work Authorization No. 2 with Vigilant Technologies, LLC to Provide SharePoint Document Management Implementation Services.

Chair O'Meara asked if any Board Member wished to remove any items from the Consent Agenda. Dr. Kooyoomjian asked to pull the item for discussion.

Motion: Mr. Wiggins moved that the Prince William County Service Authority Board of Directors hereby approves SA-2219 Work Authorization No. 2 and authorizes the General Manager to execute Work Authorization No. 2 with Vigilant Technologies, LLC to provide SharePoint Document Management Implementation Services in the amount of \$790,624.00, plus a

fifteen percent (15%) contingency in the amount of \$118,593.60, for a total authorization not to exceed \$909,217.60.

Second: Mr. Dickey

Dr. Kooyoomjian asked that some of the terminology in the work authorization be clarified and a glossary added so that expectations are clear to the general reading audience. Mr. Dickey asked questions about the contract. Mr. Colangelo noted he has worked with Vigilant before and the scope of work in the work authorization is standard. Discussion was held about performing the work in conjunction with the Service Authority's internal website upgrade for cost savings. Board Members asked that staff update the work authorization (for any clarifications or glossary, if needed) before the work authorization is signed.

Ayes: Wiggins, Colangelo, Kooyoomjian, O'Meara, Thomas Watson

Nays: Dickey

Absent: Almond, Eagles

4. GENERAL MANAGER'S REPORT

a) Mr. Farr reminded Board Members that the Service Authority is hosting Kidz@Work day on Thursday, April 27 at the H.L. Mooney facility.

b) Mr. Farr noted staff provided three presentations at the recent 2023 AWWA/WEF (American Water Works Association/Water Environment Federation) Utility Management Conference. Mr. Farr presented at the DEI (Diversity, Equity, & Inclusion) workshop, sharing the Service Authority's DEI journey (called VIBE – Diverse Voices, Inclusion, Belonging, and Equity); Ms. Rachel Carlson co-presented with two Service Authority vendors on "Using a Large Design-Build Project to Jump-start Workforce Development."; and Mr. Nathan Griffin presented on "Using Asset Management Analytics to Maximize Risk Reduction and Minimize Costs."

c) Mr. Farr provided an update on the Sudley Sewer project. All the pipes and manholes are installed and in service, and the contractor is performing site cleanup work.

d) Mr. Farr noted staff is working on updates to the Procurement and Contract Regulations for the July Board meeting.

e) Mr. Farr told Board Members about the Service Authority's new Grow Ambassador Program. Employee ambassadors work closely with Human Resources staff to create awareness about careers in water throughout the Prince William County (PWC) community. The Ambassadors participated in a Job Fair and Career Expo in Dumfries last month and will participate in the PWC Public Schools Class of 2022 Employment Fair on April 21. They also plan to host a "Meet the Service Authority Day" later this summer. Mr. Farr added that partnering with the community to build the Service Authority's reputation and create interest in our careers is an important piece of our recruitment strategy; he noted we are at pre-pandemic levels for recruitment. He added that the vacancy rate is 8-9%.

f) Mr. Pannell provided a brief PFAS update to Board Members. Discussion was held.

g) Mr. Farr noted that staff is prepared to provide a briefing on water loss; Chair O'Meara asked that the briefing be provided at the May Board meeting.

h) Mr. Farr reminded Board Members of the Annual Business Plan Work Session on Friday, April 21. Ms. Bean distributed copies of the package for Members' review prior to the Work Session. The package included draft copies of the Operating Budget, Capital Budget, and Annual Business Goals. A copy of the Draft Strategic Plan was included for reference purposes.

i) Mr. Farr notified Board Members that the Board of County Supervisors is holding a Public Hearing on Tuesday, May 9 regarding the Amendment to the Upper Occoquan Service Authority (UOSA)

Restated and Amended Service Agreement. They asked that representatives from the Service Authority and UOSA attend the public hearing.

j) Mr. Farr reminded Board Members that in lieu of the regular dinner prior to the Board meeting on Thursday, May 11, the Service Authority will host a 40th Anniversary Reception for special guests from 5:30 to 6:30 PM in the Spittle Lobby. Staff has received approximately 40 RSVPs to date. Mr. Farr asked Board Members to encourage their respective County Supervisors to attend.

k) Mr. Farr noted the 40th Anniversary Employee Picnic is scheduled for Wednesday, May 24 (11:30 AM to 2:00 PM) at the Dale City Boys & Girls Club. This venue provides more space for employees to enjoy food and activities. Staff will send invitations soon and hopes Board Members will be able to join the celebration.

l) Mr. Farr advised the Chair requested a closed meeting this evening.

5. ATTORNEY'S TIME

Mr. Viani shared his regrets that he cannot attend the 40th Anniversary Reception on May 11. He introduced his colleague, Pam Pelto, who will attend the reception and Board Meeting in his place. Mr. Viani confirmed a closed meeting is needed under Code of Virginia § 2.2-3711A1, Personnel.

Chair O'Meara requested a motion to authorize a closed meeting to discuss items under Code of Virginia § 2.2-3711A1, Personnel.

Motion: Mrs. Thomas Watson
Second: Mr. Wiggins
Ayes: Thomas Watson, Wiggins, Colangelo, Dickey, Kooyoomjian, O'Meara
Absent: Almond, Eagles

6. ADMINISTRATIVE REPORTS

Chair O'Meara noted the monthly reports were included in the Board packets. Discussion was held on year to date water sales and corresponding revenue from the February Monthly Financial Report.

7. CONSIDERATION OF MATTERS PRESENTED BY MEMBERS

Dr. Kooyoomjian noted he will attend a meeting about PFAS on April 17 with Mr. Farr, Mr. Pannell, Occoquan District Supervisor Boddye, Normand Goulet, and Dr. Stanley Grant. (Supervisor Boddye requested the meeting for informational purposes.) He also stated he looks forward to learning about the Science Fair winners at the May Board meeting.

Mr. Colangelo thanked Mr. Farr for attending a meeting with him and Gainesville District Supervisor Weir. He noted Mr. Weir stated he is very supportive of the Service Authority.

Mr. Dickey congratulated Mr. Quirante on his retirement and all field personnel on their hard work. He also congratulated staff who spoke at the AWWA/WEF Utility Management Conference (and other conferences).

Chair O'Meara noticed that a friend's recent post on Facebook included a picture of a Service Authority truck at their house. The homeowner had called the Service Authority to assist with

locating a blockage in the pipes leading to his home. The Service Authority team located the blockage and stayed onsite until the work was done. The customer spoke very highly of the Service Authority team. Mr. O'Meara stated he was proud to hear another good story about Service Authority staff.

8. CLOSED MEETING

Chair O'Meara announced a closed meeting at 8:24 PM to discuss items under Code of Virginia § 2.2-3711A1, Personnel.

Upon conclusion of the closed meeting at 9:29 PM, and in compliance with the Freedom of Information Act, a motion was made by Mr. Dickey 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 § 2.2-3711A1, Personnel.

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. Thomas Watson
Second: Mr. Colangelo
Ayes: Thomas Watson, Colangelo, Dickey, Kooyoomjian, O'Meara, Wiggins
Absent: Almond, Eagles

9. ADJOURNMENT

There being no further business, the meeting adjourned at 9:29 PM.



Harry W. Wiggins
Secretary/Treasurer