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Service Authority

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Paul Colangelo, Jr., Vice Chair
Harry W. Wiggins, Secretary/Treasurer
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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 ANNUAL BUSINESS PLAN WORK SESSION OF APRIL 21, 2023

Board Members Present: Joyce P. Eagles, K. Jack Kooyoomjian, Ph.D., B. Paul O'Meara, Jr., Marlo Thomas Watson, and Harry Wiggins.

Board Members Absent: Jim Almond, Paul Colangelo, Jr., Dean Dickey.

Staff: Calvin D. Farr, Jr., Sandra Hardeman, Hari Kurup, Astrid Nelson, Don Pannell, Eileen Anderson, Lyle Beefelt, Samer Beidas, Kathy Bentz, Rachel Carlson, Michael Fox, David Guerra, Debbie Maxwell, Glenn Pearson, Tony Piccione (*via MS Teams*), Doug Shoop, Brian Sipes, Shannon Spence, Renee Thompson, and April Bean.

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

1. CALL TO ORDER

Chairman O'Meara opened the Work Session at 9:00 AM.

Mrs. Eagles arrived at 9:05 AM.

2. STAFF PRESENTATION

Proposed Fiscal Year 2024 (FY24) Annual Business Plan

Mr. Farr welcomed Board Members to the work session and asked Mr. Beefelt to present the details of the FY24 Annual Business Plan for the Board's consideration. Mr. Farr also noted staff is available to answer any questions.

Mr. Beefelt reviewed each line item in the Operating Budget, noting inflation impacted all expense categories and capital.

Mr. O'Meara discussed the pay-for-performance pool with the Board Members. The Board Members requested the amount be increased to nine percent (9%).

Mr. Beefelt noted inherent budget risk in Purchased Resources which can vary based on weather, flow, and pace of progress on capital projects. Mr. Beefelt shared that based on the Upper Occoquan Service Authority's (UOSA) recently-approved FY24 Budget, the Prince William County Service Authority's (Service Authority) share of UOSA's operating costs is estimated to be \$750,000 higher than what Service Authority staff originally projected for FY24. The Board requested the draft budget be adjusted.

In response to a question, Mr. Beefelt spoke about the current constraints with respect to preferences for SWaM (Small, Women- and Minority-owned Businesses) vendors and what the Virginia Code allows. Mr. Viani explained current state law requires a study and action by the Governor to institute any preferences for SWaM vendors, and that a State disparity study was placed on hold when the State administration changed. Mr. Beefelt noted that staff evaluates all elements of proposals, including how firms are reflecting our standards, and encourages all divisions to seek out local and/or SWaM businesses. Mr. Wiggins asked staff to return in the future and suggest some statutory improvements the legislature could take to improve this situation.

Mrs. Thomas Watson left the meeting at 9:45 AM.

Mr. Beefelt reviewed the FY24 Capital Budget and the Capital Improvement Program (CIP) for FY24-FY28. Mr. Beefelt shared that the requested capital budget amount is a not-to-exceed amount, and that project execution and cash-flow are projected at lower rates.

At Dr. Kooyoomjian's request, Ms. Spence provided a brief overview of the current H.L. Mooney Advanced Water Reclamation Facility Design-Build project.

Dr. Kooyoomjian asked about proposed locations for future water tanks. Mr. Pannell advised staff will brief the Board on that subject at a future date.

Dr. Kooyoomjian noted the changes and technology improvements made over the decades for field personnel to have the information they need while working, including trucks and equipment that enable staff to do their jobs better.

Mr. Beefelt briefly reviewed the FY24 Business Goals.

Dr. Kooyoomjian asked if there were no budget constraints, what would field personnel say they need (or would like to have) to be more productive and more efficient to improve their decision making. Mr. Farr mentioned some of the feedback loops with employees and that these would continue. He noted that field personnel were well represented in the group of 60 employees who collaborated on the strategic plan. Mr. Farr shared that execution of the CIP helps address the issues employees go back and forth on a regular basis to

fix. In response to Dr. Kooyoomjian's comment about technology improvements, Mr. Farr offered to brief the Board at a future meeting on what a "digital utility" is.

Dr. Kooyoomjian mentioned the importance of the Service Authority's partnerships and professional involvement in the industry, as well as preventative maintenance programs.

Mr. Beefelt noted staff will update the Annual Business Plan to reflect the adjustments directed by the Board and return to the May Board meeting to request adoption of the budget and Capital Improvement Program.

3. DISCUSSION

General discussion was held.

Dr. Kooyoomjian complimented staff on the Capital Improvements Program.

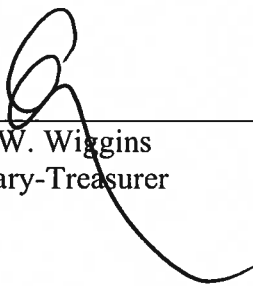
4. CLOSED MEETING

Chair O'Meara noted that due to the lack of a quorum present, a closed meeting could not be held.

5. ADJOURNMENT

Mr. Farr thanked Mr. Beefelt and his staff on their work on the Annual Business Plan and for putting together a sound plan. He also thanked Board Members for their time today.

The meeting adjourned at 10:53 AM.



Harry W. Wiggins
Secretary-Treasurer