



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 NOVEMBER 10, 2021

- Board Members Present : Jim Almond, Paul Colangelo, Jr., Dean E. Dickey, Joyce P. Eagles, K. Jack Kooyoomjian, Ph.D., B. Paul O'Meara, Jr., Marlo Thomas Watson, and Harry Wiggins.
- Staff : Calvin D. Farr, Jr., Astrid Nelson, Don Pannell, Lake Akinkugbe, Lyle Beefelt, Samer Beidas, Gavin Driscoll, Michael Fox, Kipp Hanley, Keenan Howell, Debbie Maxwell, Doug Shoop, Brian Sipes, Hilary Smith, Shannon Spence, April Bean and Kim Murray.
- Legal Counsel : Mark Viani/Bean Kinney & Korman.
- Guests : Joe Chaklos/American Contracting & Environmental Services, Inc.; Donna Felch; Theresa and John O'Quinn and family; and Vincent and Linda Taylor and family.
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1. CALL TO ORDER and GENERAL MATTERS

Chairman O'Meara called the meeting to order at 6:49 PM.

a) Approval of Minutes of October 14, 2021 Board Meeting

Chairman O'Meara asked if there were any corrections to the Minutes of the October 14, 2021 Board Meeting; hearing none, the minutes were approved as presented.

b) Approval of Minutes of October 27, 2021 Rate Study Work Session

Chairman O'Meara asked if there were any corrections to the Minutes of the October 27, 2021 Rate Study Work Session; hearing none, the minutes were approved as presented.

c) Consideration of Announcements by Staff

Mr. Farr noted the following items at Members' places: (1) Item 1.b) on the agenda: October 27, 2021 Rate Study Work Session Minutes (*which were emailed to Board Members earlier today*); (2) Item 2.a) on the agenda: Resolution to Commend Theresa L. O'Quinn; (3) Revision #2 of the Resolution for item

3.d) on the agenda: “Resolution Authorizing and Approving the Issuance, Award and Sale of a Water and Sewer System Revenue Bond”; (4) Copy of Environmental Protection Agency’s Bipartisan Infrastructure Deal; and (5) the Prince William County Service Authority’s (Service Authority) “Drip & Drop” Activity Booklets for Kids.

d) Citizens’ Time

There were no citizens attending who signed up to speak.

2. COMMENDATIONS

a) Commend: Vincent I. Taylor

The Chairman requested a motion to approve the resolution commending Mr. Taylor.

Motion : Mrs. Thomas Watson moved that the Prince William County Service Authority Board of Directors does hereby commend Mr. Vincent Taylor for his dedicated service to the customers and employees of the Prince William County Service Authority and expresses best wishes in his retirement.

Second : Mr. Dickey

Ayes : Thomas Watson, Dickey, Almond, Colangelo, Eagles, Kooyoomjian, O’Meara, Wiggins

Mr. Farr welcomed Mr. Taylor and his wife to the Board meeting and asked Mr. Taylor to join Ms. Shannon Spence at the lectern. Ms. Spence read the resolution recognizing Mr. Taylor’s 20 years and seven months of service. Board Members shared personal remarks and thanked Mr. Taylor for his work at the Service Authority.

b) Commend: Theresa L. O’Quinn

The Chairman requested a motion to approve the resolution commending Mrs. O’Quinn.

Motion : Mr. Dickey moved that the Prince William County Service Authority Board of Directors does hereby commend Mrs. Theresa L. O’Quinn for her distinguished tenure, professionalism, commitment to excellence, and dedicated service to the customers and employees of the Prince William County Service Authority, and conveys best wishes for happiness in her retirement.

Second : Mrs. Thomas Watson

Ayes : Dickey, Thomas Watson, Almond, Colangelo, Eagles, Kooyoomjian, O’Meara, Wiggins

Mr. Farr welcomed Mrs. O’Quinn and her family to the Board meeting and invited her to join him at the lectern. He read the resolution recognizing Mrs. O’Quinn’s 12 years and eight months of service. Mrs. O’Quinn shared comments and experiences with the Board and staff. Board Members shared personal remarks, congratulated Mrs. O’Quinn and thanked her for her service.

3. CONSENT AGENDA

Chairman O’Meara asked if any Board Members wished to pull any items from the Consent Agenda. Hearing none, he called for a motion for approval of the following four action matters:

- a) Approval of Task Order No. 02 to Hazen and Sawyer to Provide Professional Engineering Design Services for the Eastern Area Pressure Reducing Valves Project.
- b) Approval of Task Order No. 6 to Kimley-Horn and Associates, Inc. to Provide Professional Engineering Design Services for Water Replacement Program Package 1 – (Segments P7, P9, P14, P15, and P17).
- c) Approval of Agreement SA-1819B Construction Stage Design-Build Services to American Contracting & Environmental Services, Inc. for the Montclair/Four Seasons Water System Improvements Project.
- d) Resolution Authorizing and Approving the Issuance, Award and Sale of a Water and Sewer System Revenue Bond, Series 2021 in the Maximum Principal Amount of \$100,000,000 and Setting Forth the Form, Details and Provisions for the Payment Thereof.

Motion : Mr. Dickey moved that action matters 3.a) through 3.d) be approved as presented.
Second : Mr. Almond

The motion passed by a unanimous vote and all four items were approved.

4. GENERAL MANAGER'S REPORT

a) Veterans' Day: Mr. Farr expressed appreciation for all veterans for their honorable service to our country, with special gratitude to veterans who are Service Authority employees, for their sacrifices made. He reported that approximately 4% of employees have identified as veterans, and 8% of hires in the past 12 months identified as veterans.

b) Infrastructure Grant Opportunities: Staff and consultants continue to pursue grant funding opportunities and/or low-interest loans that can benefit the Service Authority's customers; they have identified 14 federal and 11 state programs for the Service Authority's consideration. Mr. Farr also thanked Mr. Wiggins for arranging a meeting with Delegate Luke Torian and Mr. Farr to discuss the Service Authority's capital projects and any assistance he could provide in connecting the Service Authority with state grant funds. Mr. Colangelo asked how the Service Authority responds to grants; Mr. Farr advised employees and/or contractors work on them; he acknowledged the need for a dedicated grant writer.

c) The Service Authority was recently awarded a grant worth \$106,000 in the form of two water contamination monitoring stations through the Urban Area Security Initiative (UASI) program, thanks to the work of Mr. John DeRosa, Regulatory Affairs Officer.

d) COVID-19 Update

i. Vaccinations: The Service Authority is closely monitoring the federal vaccination mandate as well as any action by the state. Mr. Farr noted that employees can receive a \$250 incentive for providing proof of vaccination.

ii. Collections: Mr. Farr provided updates on account aging, additional funding awarded to the Service Authority, and customer payment plans.

e) Prince William County Schools (PWCS) Update: Mr. Farr is meeting with the new Superintendent of PWCS, Dr. LaTanya McDade, on December 6 to share the Service Authority's commitment to the schools in terms of education, workforce development, and other initiatives. Mr. Farr also reported he was asked to be the keynote speaker at the PWCS SPARK Reception on December 9; the event will launch the Superintendent's 2025 Vision for the schools.

f) Mid-Atlantic Utility Conference: Mr. Farr attended the conference earlier this week and served on a panel discussion regarding digital utilities. He briefed conference attendees on the Service Authority's digital transformation that began in 2005.

g) Personnel Update: Mr. Farr provided a brief update on personnel. He noted the number of vacant positions (in various stages of recruitment) and stated the labor market is still very tight; management is looking at ways to keep the Service Authority competitive. He offered to give the Board a full report in January. Mr. Farr added that the Service Authority will recognize mid-year employee performance and provide safety awards in December. Executive Management wants to encourage and reward employees for the incredible job they continue to do as well as their continued efforts in keeping the workplace safe. Finally, while many employees (and Board Members) have shared that they miss the all-employee events, safety continues to be a priority; therefore, staff will be invited to participate in smaller division or department winter luncheons (with limited attendance). Discussion was held.

h) Town Hall Meetings: Mr. Farr reported he conducted several "mini" Town Hall meetings with employees in October (some were virtual, some in person). The discussions went very well.

i) Mr. Farr recommended there be no Board meeting in December.

j) Mr. Farr stated a closed meeting is not needed.

Mrs. Thomas Watson commended Mr. Farr and staff on doing an excellent job. Dr. Kooyoomjian thanked staff for their work on the resolution for the Bond Issuance action matter.

5. ATTORNEY'S TIME

Mr. Viani confirmed a closed meeting is not needed. He wished everyone Happy Holidays.

6. ADMINISTRATIVE REPORTS

Mr. Akinkugbe provided a brief presentation on the September Monthly Financial and Operational Report. Discussion was held. Mr. Wiggins commended staff on their work in promoting electronic billing.

Mrs. Thomas Watson asked if Board packages could be provided electronically. Chairman O'Meara advised he will discuss this with Mr. Farr. The Chairman asked Board Members to email him their preference of receiving electronic or hard copy Board packages.

7. CONSIDERATION OF MATTERS PRESENTED BY MEMBERS

Dr. Kooyoomjian thanked Mr. Shoop and his staff for following up on the odor issue at Hooes Run. He mentioned a 1996 letter he found that was addressed from then-Board Chairman Marion Wall to then-Chair of the Prince William Board of County Supervisors, and asked Ms. Murray to send the letter to Board Members via email. Dr. Kooyoomjian also complimented staff on the Capital Improvement Report.

Mr. Wiggins referenced the December Performance Payments and asked the Board to consider "grossing-up" the payments (providing a specific net amount, after taxes); Board Members concurred with Mr. Wiggins' suggestion and supported the additional performance payments. Mr. Farr agreed with Mr. Wiggins' recommendation [to gross-up the payments] and noted it is his understanding that the action does not require a vote by the Board of Directors. Mr. O'Meara confirmed that the Board fully supports that action even though it does not require Board approval. He agreed with Dr. Kooyoomjian's request for Mr. Farr to update the Board after the payments are made. Mr. Farr thanked the Board for their support.

Mr. Wiggins proposed that the Board consider, at each of its meetings, one or two policies that have been adopted in the past and see if they need to be revised. Chairman O'Meara responded that the Board will be taking up the Bylaws in January and that there was interest in having a Board Ethics document. He will be reaching out for volunteers for that work.

Mr. Colangelo recognized staff's work in updating the Social Media statistics, as they show trends and how the Service Authority is doing, so the information is valuable from that perspective. He noted the Capital Improvement Program report (CIP) is amazing, not only in tracking actual progress of the projects, but the actual delivery and execution are pretty flawless, and the report is very well done. Mr. Colangelo asked staff to consider how the Service Authority manages the grant process; he recommended the General Manager not wait too long to hire a grant writer. Mr. Farr thanked Mr. Colangelo and advised he will make that a priority.

Mrs. Eagles thanked the Audit Committee for meeting on November 1st; she reported the Audit Report looks very good. She agreed the Social Media Report is very well done. Mrs. Eagles also expressed her appreciation for what the Community Outreach staff is doing, especially with the PWC Library staff on a joint grant they have secured.


Mrs. Thomas Watson asked staff to keep doing the great job they are doing.

Mr. Dickey noted the CIP projects are picking up. He also stated that he was pleased to see the Kimley-Horn project bundled smaller projects into one larger project and hoped that bundling would continue. Mr. Dickey also commended Mr. Farr on his leadership and the great work everyone is doing.

Chairman O'Meara noted the Service Authority is a 24 hours a day/seven days a week/365 days a year business and while many families in PWC will be celebrating the upcoming holiday season, he knows many employees at the Service Authority will be working. He is greatly appreciative of the staff that delivers services to PWC through holidays, inclement weather, and everything they have to face as a community.

8. ADJOURNMENT

The meeting adjourned at 8:35 PM.



Harry W. Wiggins
Secretary-Treasurer