

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 JULY 13, 2023

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 (via MS Teams), and Harry Wiggins (via MS Teams).

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

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

Guest: Marianne Oyaas/The Segal Company.

Mr. Wiggins joined the meeting via Microsoft Teams at 6:42 PM (from North Carolina, for personal reasons).

Mrs. Thomas Watson joined the meeting via Microsoft Teams at 6:42 PM (from her office in Virginia, for business reasons).

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 May 11, 2023 Board Meeting

Chair O'Meara asked if there were any corrections to the Minutes of the May 11, 2023 Board Meeting; hearing none, the minutes were approved as presented. *[Note: There was no Board of Directors meeting in June 2023.]*

b) Consideration of Announcements by Staff

i. Mr. Farr wished Happy Birthday to the following Board Members: Mr. Colangelo, Mr. Wiggins, Mr. Almond, and Mrs. Thomas Watson.

ii. At Places: Mr. Farr noted the following items at Board Members' places: (1) A bag containing a Service Authority 40th Anniversary Jacket and Water Academy Shirt and Blanket; (2) A flyer about the Water Quality Education Art Sculpture in the Lobby; (3) A printed copy of the packet for item 3.a) on this evening's Agenda; (4) With respect to agenda item 3.b), copies of two pages showing additional proposed edits; (5) Regarding agenda item 3.d), a copy of the policy which shows recommended edits; and, (6) Printed copies of the Annual Business Plan, Strategic Plan, and FY24-28 Capital Improvement Program.

c) Citizens' Time

There were no citizens attending who signed up to speak.

Vice Chair Colangelo arrived at 6:51 PM.

2. PRESENTATION

a) Presentation: Compensation Study – Marianne Oyaas, The Segal Company. Mr. Farr introduced Ms. Oyaas, who is a Certified Compensation Professional (CCP) and a Senior Consultant in The Segal Company's Compensation and Career Strategies (CCS) practice. Ms. Oyaas presented the results of the Service Authority's FY2023 Total Compensation Study.

3. CONSENT AGENDA

Chair O'Meara noted that offline discussions with some Board Members led him to pull item 3.b) Adoption of Updated Procurement and Contract Management Regulations, and item 3.d) Approval of the Prince William County Service Authority Board of Directors' General Manager Evaluation Policy, from the Consent Agenda.

Chair O'Meara called for a motion to approve items 3.a) Fiscal Year 2024 Salary Scale Adjustment, and 3.c) Intent of the Prince William County Service Authority to Reimburse Certain Expenditures with Bond Proceeds, on the Consent Agenda.

Motion: Mr. Dickey moved that the Prince William County Service Authority Board of Directors approve items 3.a) and 3.c) on the Consent Agenda.

Second: Mr. Colangelo

Ayes: Dickey, Colangelo, Almond, Eagles, Kooyoomjian, O'Meara, Thomas Watson (via MS Teams), Wiggins (via MS Teams).

b) Adoption of Updated Procurement and Contract Management Regulations.

Dr. Kooyoomjian shared several edits/amendments, and staff concurred.

Motion: Mr. Almond moved that the Prince William County Service Authority Board of Directors adopt the updated Procurement and Contract Management Regulations with amendments as offered by Dr. Kooyoomjian.

Second: Mr. Colangelo

Ayes: Almond, Colangelo, Dickey, Eagles, Kooyoomjian, O'Meara, Thomas Watson (via MS Teams), Wiggins (via MS Teams).

- d) Approval of the Prince William County Service Authority Board of Directors' General Manager Evaluation Policy.

Dr. Kooyoomjian shared edits to the policy.

Motion: Mr. Dickey moved that the Prince William County Service Authority Board of Directors hereby approves the Prince William County Service Authority Board of Directors' General Manager Evaluation Policy.

Second: Mr. Almond

Discussion was held. Board Members agreed to minor edits offered by Dr. Kooyoomjian in sections 2.0 and 3.0. They agreed that legal counsel's presence would remain optional (section 5.0).

Ayes: Dickey, Almond, Colangelo, Eagles, Kooyoomjian, O'Meara, Thomas Watson (via MS Teams), Wiggins (via MS Teams).

4. DISCUSSION: Occoquan Reservoir.

Mr. Wiggins asked to discuss the protection of the Occoquan Reservoir. Mr. Dickey advised the Service Authority should encourage the state to look at source protection in the Occoquan more closely. Dr. Kooyoomjian concurred with Mr. Dickey and shared additional comments. Mrs. Thomas Watson added that the Service Authority could partner with Prince William County (PWC) Supervisor Kenny Boddye and other organizations. Mr. Dickey advised of the need to be strategic and suggested staff look at options. Mr. Wiggins suggested staff develop a policy for Board approval. Mr. Dickey referenced an existing environmental stewardship policy that could be amended.

On behalf of the Board of Directors, Chair O'Meara directed staff to examine policies and opportunities with its regional partners to protect the Occoquan Reservoir, to include educating the public, and come back to the Board with those recommendations. Mr. Farr stated that the Service Authority agrees with the protection of the Occoquan Reservoir. Staff is at the table regarding water quality and source water, particularly with respect to salinity and PFAS (Per- and poly-fluoroalkyl substances). Staff will proceed as directed by the Board.

5. GENERAL MANAGER'S REPORT

a) Mr. Farr announced that the Service Authority received NACWA's (National Association of Clean Water Agencies') Platinum Peak Performance Award for 14 continuous years of 100% permit compliance. The award will be presented at a future Board meeting.

b) Mr. Farr also reported that the Service Authority received the Virginia Environmental Excellence Program – Sustainability Partner Award from the Virginia Department of Environmental

Quality (DEQ). DEQ recognized the numerous significant environmental achievements the Service Authority has made, as well as the organization's continued commitment to environmental sustainability.

c) Mr. Farr updated Board Members on the Service Authority's first annual Supplier Diversity Vendor Expo, which was held on June 14, 2023.

d) Mr. Farr noted that the 2023 Annual Water Quality Reports were recently issued. Links to the online reports were provided in the Communications Report in Board Members' packages.

e) Mr. Farr provided a summary of the 'Future Kings' event he attended on May 20. He was invited to speak to 35 middle- and high-school-aged young men about careers in STEAM (Science, Technology, Engineering, Arts, and Math) and the journey to become a General Manager/Chief Executive Officer. Mr. Farr noted that Service Authority staff is committed to building partnerships with local non-profits, schools, and other agencies to expand the talent pipeline.

f) Mr. Farr reported that 26 PWC residents, including Board Member Mrs. Eagles, graduated from this year's Water Academy. Feedback on the program was very positive.

g) Mr. Farr advised that the Service Authority is currently displaying (in the Spittle lobby) a one-of-a-kind Water Quality Education Art Sculpture that was created from more than 100 pounds of trash collected in waterways and other locations throughout PWC. The display is part of the Service Authority's partnership with the Prince William Soil and Water Conservation District and The Center for Environmental & Natural Sciences at Freedom High School. The sculpture was grant-funded by the Prince William Environmental Excellence Foundation.

h) Mr. Farr announced that Glenn Pearson has been selected as the new Director of Environmental Services and Water Reclamation. Mr. Pearson has been with the Service Authority since 2017; prior to joining the Service Authority, he worked for 25 years as an engineering consultant specializing in wastewater treatment plant planning, design, and construction.

i) Mr. Farr thanked Chair O'Meara, Mrs. Eagles, and Dr. Kooyoomjian for attending the 40th Anniversary picnic with staff.

j) Mr. Farr noted that staff celebrated Virginia's Annual Drinking Water and Wastewater Professionals Appreciation Day on June 28, 2023, with the usual ice cream social at both the Grubbs and Spittle buildings. He thanked Mrs. Eagles and Dr. Kooyoomjian for attending.

k) Mr. Farr advised that since there are no Action Matters scheduled for August, he recommended the Board not have a meeting in August (unless an emergency arises). He noted the regular monthly reports will be sent by mail or electronically.

l) Mr. Farr announced that the Service Awards Luncheon recognizing employees and Board Members who reached milestone anniversaries in 2019 through 2022 is scheduled for Wednesday, September 27, 2023 (11:30 AM) at Old Hickory Golf Club. Invitations will be sent soon.

m) Mr. Farr advised that a closed meeting is needed this evening.

6. ATTORNEY'S TIME

Mr. Viani confirmed a closed meeting is needed under Code of Virginia § 2.2-3711A1, Personnel, and § 2.2-3711A6, Public Procurement.

Chair O'Meara requested a motion to authorize a closed meeting to discuss items under Code of Virginia § 2.2-3711A1, Personnel, and § 2.2-3711A6, Public Procurement.

Motion: Mrs. Eagles

Second: Mr. Colangelo

Ayes: Eagles, Colangelo, Almond, Dickey, Kooyoomjian, O'Meara, Thomas Watson (via MS Teams), Wiggins (via MS Teams).

Mr. Viani reported staff is working with Prince William County Planning Staff on the Zoning Text Amendment. The Amendment is to provide the necessary flexibility with respect to several legacy pump stations and public facilities, due to a variety of changes that have occurred over time. Mr. Viani and Ms. Maxwell will both attend the upcoming Planning Commission meeting; the Amendment will then be presented to the Prince William Board of County Supervisors.

7. ADMINISTRATIVE REPORTS

Chair O'Meara noted that the monthly reports were included in the Board packets. Discussion was held.

8. CONSIDERATION OF MATTERS PRESENTED BY MEMBERS

Mr. Wiggins asked for an update on Bristow Manor. Mr. Pannell reported that PWC staff took a resolution about Bristow Manor to the BOCS to appropriate the grant funds that the state set aside; the BOCS approved the resolution. Staff at the Service Authority and PWC are communicating as PWC staff decide how they want to move forward with a project to construct the sewer line at Bristow Manor. County staff would like the Service Authority to take the lead on the sewer main design; Service Authority staff told PWC staff that a Memorandum of Agreement is required for the work (to establish roles and the reimbursement process). Mr. Viani added he spoke with the community's attorney to provide an update.

Mr. Almond appreciated the Compensation Study presentation, noting it was easy to understand. He congratulated staff on the 14th year of receiving the NACWA Platinum Award.

Dr. Kooyoomjian noted that he enjoyed the 40th anniversary and other recent events.

Mr. Colangelo agreed that the data in the Compensation Study presentation was important. He thanked the employee who delivered his Board package last week. Mr. Colangelo also noted that service and commitment are rooted in the Service Authority's "DNA." He shared his appreciation with the staff.

Mrs. Eagles advised that she learns something new every year in the Water Academy. She thanked Ms. Miranda and Ms. Alves-Bradford for their work in the Academy. Mrs. Eagles also praised the staff mechanics for their demonstration during one of the Water Academy sessions.

Mr. Dickey congratulated Mr. Farr and the staff on their awards. He also congratulated Mr. Pearson on his promotion.

Chair O'Meara also thanked staff for the good work they do. He congratulated Mr. Colangelo on being appointed for another four-year term on the Board by County Supervisor Weir. Mr. O'Meara confirmed that there will be no Board meeting in August.

9. CLOSED MEETING

Chair O'Meara announced a closed meeting at 8:53 PM to discuss items under Code of Virginia § 2.2-3711A1, Personnel, and § 2.2-3711A6, Public Procurement.

Upon conclusion of the closed meeting at 9:50 PM, and in compliance with the Freedom of Information Act, a motion was made by Mr. Colangelo and seconded by Mrs. Eagles 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, and § 2.2-3711A6, Public Procurement.

Mrs. Thomas Watson disconnected her call at 9:50 PM.

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;

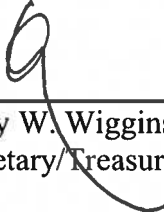
NOW, THEREFORE, BE IT RESOLVED that the Prince William County Service Authority Board of Directors hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which 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: Mr. Dickey
Second: Mr. Colangelo
Ayes: Dickey, Colangelo, Almond, Eagles, Kooyoomjian, O'Meara, Wiggins (via MS Teams)
Absent: Thomas Watson

10. ADJOURNMENT

There being no further business, the meeting adjourned at 9:50 PM.

Mr. Wiggins disconnected his call at 9:51 PM.



Harry W. Wiggins
Secretary/Treasurer