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# 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/CEO

## MINUTES OF BOARD OF DIRECTORS MEETING OF SEPTEMBER 8, 2022

- Board Members Present : Jim Almond (via telephone), Paul Colangelo, Jr., Dean E. Dickey, Joyce P. Eagles (via telephone), K. Jack Kooyoomjian, Ph.D., B. Paul O'Meara, Jr., Marlo Thomas Watson, and Harry Wiggins.
- Staff : Calvin D. Farr, Jr., Sandra Hardeman, Hari Kurup, Astrid Nelson, Don Pannell, Rasel Ahmed, Lake Akinkugbe, Lyle Beefelt (via MS Teams), Samer Beidas, Cindy Bittner, Jacqueline Brunson, Dwight Green, Dan Jones, Mark Morrast, Tony Nguyen, Jonathan Okafor, Tony Piccione, Doug Shoop, Brian Sipes, Shannon Spence, Jay Vaghani, Priscilla Wallace, Marcus Wilson, April Bean and Kim Murray.
- Legal Counsel : Mark Viani/Bean Kinney & Korman, P.C.
- Guests : Leita Bennett/GHD; Dongham Li and Donardan Dal/E-Merge Systems.
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Mr. Almond called into the meeting at 6:45 PM from his car for personal reasons.

### 1. CALL TO ORDER and GENERAL MATTERS

Chairman O'Meara called the meeting to order at 6:45 PM. Mrs. Eagles called into the meeting at 6:45 PM from her home for personal reasons.

#### a) Consideration of Approval of Minutes of July 14, 2022 Board Meeting

Chairman O'Meara asked if there were any corrections to the Minutes of the July 14, 2022 Board Meeting. Mr. Wiggins noted that on page 2, item 2.b), "CASA" stands for "Central American Solidarity Association." Hearing no further edits, Chairman O'Meara advised the minutes are approved as corrected.

#### b) Consideration of Announcements by Staff

i. At Places: Mr. Farr noted the following items at Board Members' places: (1) SCADA (Supervisory Control and Data Acquisition) Presentation (to be presented at this meeting); (2) July 2022

Monthly Financial Report (which was emailed to members on September 7, 2022); and (3) Dr. Kooyoomjian's proposed edits to the Board's "Code of Ethics and Related Matters Policy" (which he will present during discussion of this item on tonight's agenda).

c) Citizens' Time

There were no citizens attending who signed up to speak.

2. PRESENTATIONS

a) Recognition of Dan Jones and Dwight Green: Mr. Farr commended Mr. Jones and Mr. Green for their quick actions in assisting a motorist after witnessing a vehicle crash while working nearby. Mr. Farr noted his pride in Mr. Jones' and Mr. Green's actions and the character they displayed in helping the driver.

b) NACWA Platinum 13 Award: Mr. Farr presented the National Association of Clean Water Agencies (NACWA) Platinum 13 Peak Performance Award to Aaron Weatherspoon (Water Reclamation Maintenance Manager), Doug Chapman (Water Reclamation Operations Manager), Mike Lawson (Shift Supervisor), and Rachel Carlson (Wastewater Treatment Plant Superintendent), who all work at the H.L. Mooney Advanced Water Reclamation Facility ("the plant"). The award recognizes the plant for 13 years of complete and consistent National Pollutant Discharge Elimination System permit compliance. Mr. Farr reported staff recently had a small celebration to recognize the achievement.

c) Supervisory Control and Data Acquisition (SCADA) Presentation: Mr. Farr introduced Rasel Ahmed, Water and Wastewater Facilities Department Manager. Mr. Ahmed presented the Service Authority's SCADA upgrade project. Board Members appreciated the presentation and stated they are glad the Service Authority is staying current with technology.

3. CONSENT AGENDA

Chairman O'Meara asked if any Board Members wished to pull any items from the Consent Agenda. Dr. Kooyoomjian asked to pull item **3.a), Approval of the Prince William County Service Authority Board of Directors' Code of Ethics and Related Matters Policy**, as he wanted to offer several edits to the document. He also asked to edit item **3.b) i, Adoption of the Updated Prince William County Service Authority Mission Statement**, as follows: In the resolution, the Mission Statement reads, "*Prince William County Service Authority protects public health and the environment by reliably providing clean, safe and dependable water services to our community.*" Dr. Kooyoomjian asked to add the words "*and wastewater reclamation*" so the Mission Statement will read, "*Prince William County Service Authority protects public health and the environment by reliably providing clean, safe and dependable water and wastewater reclamation services to our community.*"

Chairman O'Meara called for a motion to approve items 3.b) i (as amended) and ii and 3.c) i and ii on the Consent Agenda:

- b) Prince William County Service Authority Mission and Vision:
  - i. Adoption of the Updated Prince William County Service Authority Mission Statement (as amended); and,
  - ii. Adoption of the Prince William County Service Authority Board of Directors' Vision – 2032.

- c) Supervisory Control and Data Acquisition (SCADA):
  - i. Approval of an Agreement with E-Merge Systems, LLC for SA-1824C Design-Build Services for Supervisory Control and Data Acquisition (SCADA) Upgrade Project Phase 3C Sites.
  - ii. Approval of Task Order No. 17 With GHD, Inc. to Provide Project Representative Services for SA-1824C Design-Build Services for Supervisory Control and Data Acquisition (SCADA) Upgrade Project Phase 3C.

Motion: Mrs. Thomas Watson moved that items 3.b) i. and ii., and 3.c) i. and ii., be approved as amended and/or presented.

Second: Mr. Wiggins

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

Dr. Kooyoomjian offered the following edits to the Prince William County Service Authority Board of Directors' Code of Ethics and Related Matters Policy:

1) Page 1, section 2.0 BOARD MEMBER RESPONSIBILITIES: Add the following statement as item f) and move the current item f) to g): "Represent the magisterial district or at-large customers as an appointee by the magisterial district supervisor or the Chair of the Prince William Board of County Supervisors."

Motion: Mrs. Thomas Watson moved to accept the edit as presented.

Second: Dr. Kooyoomjian

Discussion was held.

Ayes : Thomas Watson, Kooyoomjian

Nays : Colangelo, Dickey, O'Meara, Wiggins

Abstain: Almond, Eagles

The motion failed.

2) Page 2, section 3.8: Add the following underlined word: "In the absence of a policy or regulations, all Board Members are directed to act reasonably and in good faith based on the mission, vision and goals of the Service Authority."

3) Page 2, section 4.2 c): Add the following underlined words and delete the stricken words: "Duty of Obedience – Board Members shall ensure that the Service Authority complies with applicable federal and state ~~and local~~ laws, ~~and~~ regulations and local ordinances."

4) Page 3, section 5.1: Add the following underlined words to the last sentence: "The Board shall comply with all applicable laws and regulations and expects Board Members to conduct business in accordance with the letter and spirit of all relevant laws; to knowingly refrain from any illegal, dishonest, or unethical conduct; as well as strive to avoid the appearance of perceived or real conflicts of interest or unethical conduct; to act in a professional, businesslike manner; and to treat others with dignity, respect, impartiality and fairness."

5) Page 3, section 5.4: Add the following underlined word: “A Board Member that becomes aware of possible unethical behavior shall consult the Board’s legal counsel.”

Motion: Mr. Dickey moved to accept all remaining edits (items 2-5 above) as presented.

Second: Mrs. Thomas Watson

Ayes : Dickey, Thomas Watson, Almond (via telephone), Colangelo, Eagles (via telephone), Kooyoomjian, O’Meara, Wiggins

#### 4. GENERAL MANAGER’S REPORT

a) While Ms. Bean provided hardcopies of the FY2022 Accomplishments Report to Board Members, Mr. Farr explained the report provides the status of Board-level goals and key performance indicators, as well as many other accomplishments achieved by the Service Authority’s teams, divisions, and departments. It captures the tremendous amount of work and effort by staff over the last fiscal year while they continued to adjust operations to address evolving safety measures and staffing shortages in some areas. Mr. Farr stated, “Our people make it happen and are doing a great job.”

b) Mr. Farr noted the Town Hall Meeting and Fall Festival for staff and Board Members will be held Wednesday, September 20 at the Spittle Building.

c) Mr. Farr noted that Hari Kurup, Chief Information Technology Officer, recently received a Technology Executive Icon award (which he earned during his previous employment). The award honors the executive who has used new technology or thinking to solve a problem.

d) Mr. Farr reported the Service Authority was recently awarded an additional \$35,635 from unused American Recovery Plan Act (ARPA) utility assistance funds. All customers with past-due amounts between March 12, 2020 and August 31, 2021 are eligible to receive assistance.

e) Mr. Farr announced the Service Authority was selected as a winner of the 2022 *Prince William Living* Best Places to Work in Prince William. This is *Prince William Living’s* first year for these awards. He noted staff will share the award on the Service Authority’s career page and use this achievement to engage future job candidates in joining the Service Authority.

f) Mr. Farr advised Board Members of several conferences he has attended recently or will be attending soon. He added that he was recently asked to serve as Vice-Chair of the US Water Alliance’s One Water Council; he will then take over as the Chair of the One Water Council in January 2023.

g) Mr. Farr stated that in the coming months, staff will provide briefings on the IT Roadmap and the Rate Study.

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

#### 5. ATTORNEY’S TIME

Mr. Viani noted a closed meeting is needed under Code of Virginia § 2.2-3711A1, Personnel, and 2.2-3711A7, Litigation. Mr. Viani also noted officer elections will be held this evening after the closed meeting.

Chairman O’Meara requested a motion to authorize a closed meeting to discuss items under Code of Virginia § 2.2-3711A1, Personnel, and 2.2-3711A7, Litigation.

Motion: Mrs. Thomas Watson

Second: Mr. Dickey

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

6. ADMINISTRATIVE REPORTS

Mr. Akinkugbe provided a brief presentation on the Fiscal Year End 2022 and July 2022 Monthly Financial and Operational Reports. Discussion was held.

7. CONSIDERATION OF MATTERS PRESENTED BY MEMBERS

Mr. Almond stated he is thrilled and excited about all the accomplishments being made at the Service Authority. Staff is doing an excellent job; they continue to be the leaders in this field as evidenced by the awards received. He is happy to be a part of this winning team.

Mrs. Eagles noted staff always does a wonderful job.

Mr. Dickey congratulated staff at the plant on the NACWA Platinum 13 Peak Performance Award. He also congratulated Mr. Jones and Mr. Green on their heroic actions. Mr. Dickey stated he can feel the positive energy just walking into the Service Authority; staff really do care, and they have a great attitude; they are enthusiastic, committed, and dedicated. He noted this is a testament to the leadership and to the people who work at the Service Authority. Mr. Dickey also asked a question about a project on Sudley Road.

Mrs. Thomas Watson congratulated staff on their awards and asked them to continue doing a good job.

Mr. Colangelo praised staff for their outstanding customer service. He reported on a conversation he had with a Service Authority technician who was working in his neighborhood. He also commended staff on their prompt response and follow up actions to a customer's complaint about a pump station odor issue.

Mr. Wiggins asked a question about the staff report on the Occoquan River Crossing project with respect to the price increase; Mr. Pannell explained the reasons for the increase. Mr. Wiggins asked questions about two capital improvement program projects which show as behind schedule on the monthly report, which Mr. Pannell also answered. Mr. Wiggins also asked questions about Per- and Polyfluoroalkyl Substances (PFAS); discussion was held. He provided a handout he prepared which compares 2020 Census data for race and employee demographics for race from the EEO-4 Reports for Prince William County (PWC) Government, the Service Authority, and the PWC Police Department. Discussion was held on demographics and diversity. Mr. Wiggins noted he raised the issue of demographics at his first Board meeting. He expressed concern that it is going in the wrong direction. He said the workforce should look like the community and it's not even close; it's gotten worse based on the August 2022 numbers and the 2020 census. Mr. Farr respectfully disagreed with Mr. Wiggins and shared that the Service Authority hires the best people and attracting greater diversity in our applicant pools will impact the demographics. Mr. Farr said diversity is not just gender and race – we are looking at all types of diversity. Mr. Farr shared that there are a lot of dynamics, to include a shortage of interest and awareness in the industry, as well as the challenge of keeping employees once they are here. He referenced the new recruitment initiatives discussed at the last Board meeting and the cultural transformation of a more inclusive work culture. Mrs. Hardeman discussed the results from the Service

Authority's relationship with diversityjobs.com and shared that while there are modest improvements, trends and shifts will take time with turnover and recruitment. Mr. Colangelo also noted overall market challenges in hiring, recruitment, and retention.

Dr. Kooyoomjian thanked staff for the SCADA update. He commented on the tough job market that has a shortage of certain skilled positions. He also referenced a July 12, 2022 memorandum from Mr. Farr on the English Country Gardens property; discussion was held.

Chairman O'Meara entertained a motion to endorse the English Country Gardens site and direct the General Manager to continue moving forward with that plan.

Motion: Mr. Dickey  
Second: Mr. Colangelo

Further discussion was held. Mr. Wiggins suggested the Board postpone the decision to the October 2022 Board meeting. Mr. Dickey withdrew his motion.

Mrs. Thomas Watson followed up on Mr. Wiggins' comments about the Service Authority's workforce diversity. She stated the Board of Directors values all Service Authority employees, regardless of the color of their skin, their gender, or how they identify. She stated that what is important to her is that all staff feel, regardless of their ethnicity, that they are valued. She added that the desire to see more diversity does not reduce the appreciation and the value that the Board has for the employees.

Chairman O'Meara noted that in his regular work, he interacts often with PWC government and school division staff; he stated that he "sings the praises" of Service Authority staff. He's happy he has another award tonight "to brag about." The Chairman also praised Mr. Jones and Mr. Green for their selfless and courageous act, noting it is something to be celebrated for PWC.

#### 8. CLOSED MEETING

Chairman O'Meara announced a closed meeting at 8:37 PM to discuss items under Code of Virginia § 2.2-3711A1, Personnel, and 2.2-3711A7, Litigation.

Upon conclusion of the closed meeting at 9:21 PM, and in compliance with the Freedom of Information Act, a motion was made by Mrs. Thomas Watson and seconded by Mr. Colangelo 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 2.2-3711A7, 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. Thomas Watson  
Second: Dr. Kooyoomjian  
Ayes : Thomas Watson, Kooyoomjian, Almond (via telephone), Colangelo, Dickey, Eagles (via telephone), O'Meara, Wiggins

## 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.

With unanimous consent, Mr. Viani opened the floor to nominations for the Office of Chair.

Mr. Wiggins nominated Mr. O'Meara for the Office of Chair.

Hearing no other nominations, and with unanimous consent, Mr. Viani closed the floor to nominations for the Office of Chair.

Vote for the Office of Chair: By a unanimous vote, Mr. Viani announced Mr. O'Meara is Chair.

With unanimous consent, Mr. Viani opened the floor to nominations for the Office of Vice Chair.

Dr. Kooyoomjian nominated Mr. Colangelo for the Office of Vice Chair.

Hearing no other nominations, and with unanimous consent, Mr. Viani closed the floor to nominations for the Office of Vice Chair.

Vote for the Office of Vice Chairman: By a unanimous vote, Mr. Viani announced Mr. Colangelo is Vice Chair.

With unanimous consent, Mr. Viani opened the floor to nominations for the Office of Secretary-Treasurer.

Dr. Kooyoomjian nominated Mr. Wiggins for the Office of Secretary-Treasurer.

Hearing no other nominations, and with unanimous consent, Mr. Viani closed the floor to nominations for the Office of Secretary-Treasurer.


Vote for the Office of Secretary-Treasurer: By a unanimous vote, Mr. Viani announced Mr. Wiggins is Secretary-Treasurer.

Mr. Viani congratulated the (re-elected) officers for the next year (2022-2023): B. Paul O'Meara, Jr., Chair; Paul Colangelo, Jr., Vice Chair; and Harry W. Wiggins, Secretary-Treasurer.

10. ADJOURNMENT

There being no further business, the meeting adjourned at 9:28 PM.

Mr. Almond and Mrs. Eagles disconnected their calls at 9:28 PM.

  
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Harry W. Wiggins  
Secretary/Treasurer