

Prince William County Service Authority
4 County Complex Court
P. O. Box 2266
Woodbridge, VA 22195-2266

Phone (703) 335-7900
Fax (703) 335-7905
www.pwcsa.org



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 NOVEMBER 10, 2022

Board Members Present : Jim Almond (via telephone), Paul Colangelo, Jr., Dean E. Dickey, Joyce P. Eagles, K. Jack Kooyoomjian, Ph.D., B. Paul O'Meara, Jr., and Harry Wiggins.

Board Members Absent: Marlo Thomas Watson.

Staff: Calvin D. Farr, Jr., Sandra Hardeman, Hari Kurup, Astrid Nelson, Don Pannell, Lake Akinkugbe, Naeem Arshad, Lyle Beefelt, Samer Beidas, Kathy Bentz, Rachel Carlson, Andrew Cockram, Michael Fox, Tony Nguyen, Glenn Pearson, Tony Piccione, Brian Sipes, Shannon Spence, Renee Thompson, Jeanetta Williams, April Bean, and Kim Murray.

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

Guests: Myron Olstein/MAO; Joyce Spence; John McGettigan/Brown & Caldwell.

1. CALL TO ORDER and GENERAL MATTERS

Mr. Almond called into the meeting at 6:43 PM from his car for business reasons.

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

a) Consideration of Approval of Minutes of October 13, 2022 Board Meeting

Chairman O'Meara asked if there were any corrections to the Minutes of the October 13, 2022 Board Meeting; hearing none, the minutes were approved as presented.

b) Consideration of Announcements by Staff

i. At Places: Mr. Farr noted the following items at Board Members' places: Copies of tonight's presentations for the IT Roadmap, Effective Utility Management, and the Quarterly Financial Report.

c) Citizens' Time

There were no citizens attending who signed up to speak.

2. PRESENTATIONS

a) Presentations

i. IT Roadmap: Mr. Kurup, Chief Information Technology Officer, provided a briefing on the Information Technology Roadmap. Discussion was held.

ii. Effective Utility Management: Mr. Farr introduced Myron Olstein, the Service Authority's benchmarking and performance management consultant. Mr. Olstein presented a Performance Measurement Report on the Effective Utility Management Framework and the Service Authority's performance in key areas. Discussion was held.

3. CONSENT AGENDA

Chairman O'Meara called for a motion to approve the Consent Agenda. Mr. Dickey asked to remove item 3.a) from the Consent Agenda. Mr. Wiggins asked to remove item 3.c) from the Consent Agenda.

b) Consent to Upper Occoquan Service Authority (UOSA) Proposed 2022 Restated and Amended Service Agreement.

Motion: Dr. Kooyoomjian moved that the Prince William County Service Authority Board of Directors hereby consents to the proposed Upper Occoquan Service Authority (UOSA) Proposed 2022 Restated and Amended Service Agreement and by this resolution recommends that the Prince William Board of County Supervisors adopt and execute the UOSA Proposed 2022 Restated and Amended Service Agreement.

Second: Mr. Dickey

Discussion was held.

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

Absent: Thomas Watson

a) Approval of Change Order No. 2 to Contract SA-2101A with Ulliman Schutte Construction, LLC for Design Build Services for the H.L. Mooney Advanced Water Reclamation Facility Wide Improvements Project.

Motion: Mr. Dickey moved that the Prince William County Service Authority Board of Directors hereby approves Change Order No. 2 to Contract SA-2101A and authorizes the General Manager to execute Change Order No. 2 to Contract SA-2101A with Ulliman Schutte Construction, LLC for Design Build Services for the H.L. Mooney Advanced Water Reclamation Facility Wide Improvements Project in the amount of \$750,000, and to increase contract time by 84 calendar days to accommodate the addition of Head of Plant Hydraulic Improvements, Solids Building

Odor Control, the design of environmental sustainability items, and administrative efforts associated with the Envision Award.

Second: Mr. Colangelo

Discussion was held. Mr. Farr offered to provide Board Members a briefing later on Envision (framework for sustainable infrastructure). He emphasized that staff is being careful and practical with those decisions and purchases.

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

c) Authorize a Public Hearing to Consider Proposed Water and Sewer User Rates and Availability Fees.

Motion: Mr. Dickey moved that the Prince William County Service Authority Board of Directors does hereby signify its intent to adopt the proposed rates and fees and hereby sets the date of Thursday, January 12, 2023 at the Prince William County Service Authority Headquarters, 4 County Complex Court, Woodbridge, Virginia 22192 at 6:45 p.m. for a Public Hearing to receive comments regarding the proposed rates; and that Service Authority staff is directed to cause notice of the proposed rates, fees and charges for the Public Hearing on Thursday, January 12, 2023 at the Prince William County Service Authority Headquarters, 4 County Complex Court, Woodbridge, Virginia 22195 at 6:45 p.m. to be published as required by law.

Second: Dr. Kooyoomjian

Mr. Wiggins commented on availability fees. Discussion was held. Mr. Dickey suggested the Board have a rate workshop for further discussion. Several Board Members concurred with Mr. Dickey's suggestion.

No vote was taken on the motion.

Motion: Mr. Wiggins moved that the January 12, 2023 Public Hearing be deferred to a date uncertain to allow staff time to provide more information for the Board to consider.

Second: Mr. Dickey

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

4. GENERAL MANAGER'S REPORT

a) Veterans Recruiting Event: Mr. Farr acknowledged November 11 is Veterans Day and thanked all the veterans who work at the Service Authority and who serve on the Board. Last week, the Human Resources team and several other employees participated in a career fair at the National Museum of the Marine Corps. The event was designed to assist local veterans, military spouses, and transitioning service members in connecting to local job opportunities.

b) Mr. Farr shared Kathy Bentz's promotion to Director of Communications and Community Engagement. Ms. Bentz will provide a briefing to Board Members at the January 12, 2023 Board meeting regarding the Service Authority's FY2023 Strategic Communications Plan.

c) Mr. Farr announced that two employees were recently appointed to local non-profit boards: (1) Kathy Bentz was appointed to a two-year term on the Leadership Prince William (LPW) Board of Regents; several Service Authority employees have completed the LPW Signature Program. Ms. Bentz joins Doug Shoop, Director of Operations and Maintenance, in serving on LPW's governing board. (2) Michelle Bouchard, Community Outreach Supervisor, will become a member of the Board of Directors for Keep Prince

William Beautiful. The Service Authority has been expanding its partnership with this organization and they nominated Ms. Bouchard for a two-year Board appointment because of her passion for environmental stewardship and community outreach.

d) Mr. Farr informed Board Members of the new wall wrap in the Spittle Building lobby. The wall acknowledges the Prince William County (PWC) Schools as the Service Authority's partner in the annual art competition and will showcase the most recent winners of the Water Art Invitational.

e) Mr. Farr announced Board Ethics Training will be offered just before the February 9, 2023 Board meeting. It will run from 5:45-6:30 PM (with dinner). The regular Board meeting will begin at 6:45 PM.

f) Mr. Farr recommended the Board not have a meeting in December unless the Chairman wants to hold the Rate Study Work Session this month.

g) 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 § 2.2-3711A3, Real Property; and 2.2-3711A19, Cybersecurity/Physical Security.

Chairman O'Meara requested a motion to authorize a closed meeting to discuss items under Code of Virginia § 2.2-3711A3, Real Property; and 2.2-3711A19, Cybersecurity/Physical Security.

Motion: Mr. Wiggins

Second: Mr. Dickey

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

Absent: Thomas Watson

6. ADMINISTRATIVE REPORTS

Mr. Akinkugbe provided a brief presentation on the Fiscal Year 2023 First Quarter (July through September 2022) Financial and Operational Report. Discussion was held.

7. CONSIDERATION OF MATTERS PRESENTED BY MEMBERS

Mr. Wiggins noted this Saturday is the "Scouting for Food" event when the Boy Scouts of America collect food for low-income residents and families.

Dr. Kooyoomjian reported on the Federal Water Quality Association's webinar that was held earlier today. The next webinar is scheduled for December 8. He wished everyone happy holidays.

Mr. Colangelo thanked the veterans for their service. He commended Mr. Kurup on his IT Roadmap presentation. He also reported that the Audit Committee had a good meeting earlier.

Mrs. Eagles reported the Audit Committee members were provided a draft of the Annual Comprehensive Financial Report to review; comments are due November 23. She thanked Mr. Sipes and staff for their work on the report, which was prepared in-house for the first time. She wished everyone a happy Thanksgiving.

Mr. Dickey congratulated Ms. Bentz and Ms. Bouchard on their respective Board appointments. He stated that the presentations this evening were very informative. He wished everyone a happy Veterans Day and happy holidays. Mr. Dickey also thanked staff for their great work.

Mr. Almond noted he appreciated the presentations provided this evening. He wished everyone a happy Veterans Day and Thanksgiving. He also thanked Mr. Farr for his leadership.

Chairman O'Meara announced there will not be a Board meeting (or work session) in December. He stated that he appreciates all the work that staff has done.

8. CLOSED MEETING

Chairman O'Meara announced a closed meeting at 8:16 PM to discuss items under Code of Virginia § 2.2-3711A3, Real Property; and 2.2-3711A19, Cybersecurity/Physical Security.

Upon conclusion of the closed meeting at 8:55 PM, and in compliance with the Freedom of Information Act, a motion was made by Mr. Wiggins and seconded by Mr. Dickey 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 § 2.2-3711A3, Real Property; and 2.2-3711A19, Cybersecurity/Physical Security.

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;

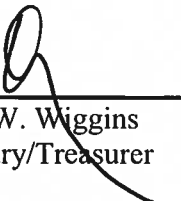
NOW, THEREFORE, BE IT RESOLVED that the Prince William County Service Authority Board of Directors hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which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

9. ADJOURNMENT

There being no further business, the meeting adjourned at 8:56 PM.

Mr. Almond disconnected his call at 8:56 PM.



Harry W. Wiggins
Secretary/Treasurer