

A REGULARLY SCHEDULED MEETING OF THE BOARD OF DIRECTORS OF THE UPPER OCCOQUAN SERVICE AUTHORITY WAS HELD APRIL 15, 2021 IN THE CHARLES P. BOEPPLE BUILDING LOCATED AT 14631 COMPTON ROAD, CENTREVILLE, VIRGINIA 20121.

A. Calling of the Meeting to Order

1. The Board of Directors of the Upper Occoquan Service Authority convened its Regularly Scheduled Meeting at 4:00 P.M.

**Directors Present:**

Tony H. Dawood	Shahram Mohsenin
Dean E. Dickey	Jeanette M. Rishell
Gary Fields	Glenn Simpson
Michael McGrath	Nancy Vehrs

**Directors Absent:**

None

**Others Present:**

UOSA Staff:	Robert W. Angelotti
	Brian L. Owsenek
	Kevin D. Wolfe
	Mishelle R. Noble-Blair
	John W. Airhart
	June A. Mahoney

Legal Counsel:	Sally Ann Hostetler
----------------	---------------------

Engineer:	Tim Gallagher, Jacobs
	Don Forgacs, Jacobs

B. Approval of Minutes

1. Chairman Mohsenin referenced the Board Minutes dated March 18, 2021 and asked the Board for their approval.

MOTION: Director Simpson moved to approve the minutes of the March 18, 2021 Board meeting.

SECOND: Director Vehrs

VOTE: Unanimous

C. Public Comment Time

1. Chairman Mohsenin referenced staff memorandum, *Public Comment Time at UOSA Board Meetings* (filed as Exhibit A).
  - a. Mr. Angelotti said the Board may recall there was a brief discussion on the topic at last month's meeting. He described the improvements made to how a member of the public would learn of a meeting and how to attend in-person or virtually, as well as who to contact if they are interested in speaking during the Public Comment Time. He stated that this is simply

a more structured way for a member of the Public to attend and/or participate in a UOSA Board meeting.

MOTION: Director Vehrs moved to endorse the proposed improvements.  
SECOND: Director Rishell  
VOTE: Unanimous

D. Financial Reports

1. Chairman Mohsenin referenced staff memorandum, *March 2021 Financial Summary* (filed as Exhibit B).
  - a. Mr. Wolfe reported that the March Financial Summary reflected lower O&M expenses than planned primarily due to lower usage and budget timing differences in Process Chemicals partially offset by higher Facilities Maintenance expenses and budget timing differences for Contract Services. Flows were 8.1 percent lower than planned for the month. Year-to-date FY-21 expenses through March were lower than budget by approximately \$1.3 million primarily due to budget timing difference for Process Chemicals and Contract Services, and lower Facilities Maintenance, Facilities Operations, Administration, Miscellaneous and Electric Power expenses. Year-to-date flows were 1.6 percent higher than planned.

MOTION: Director Simpson moved to receive and file the March 2021 Financial Summary.  
SECOND: Director McGrath  
VOTE: Unanimous

E. FY-21 Third Quarter Plant Performance Report

1. Chairman Mohsenin referenced staff memorandum, *FY-21 Third Quarter Plant Performance Report* (filed as Exhibit C).
  - a. Mr. Owsenek reported that UOSA's plant performance this quarter was once again excellent.

MOTION: Director Vehrs moved to receive and file the FY-21 Third Quarter Plant Performance Report.  
SECOND: Director Simpson  
VOTE: Unanimous

F. Staff Performance Reward for COVID-19 Response

1. Chairman Mohsenin referenced staff memorandum, *Staff Performance Reward for COVID-19 Response* (filed as Exhibit D).
  - a. Mr. Angelotti took a moment to applaud staff for their professionalism, dedication and sacrifice while responding to some really extraordinary times since the COVID pandemic began. He said every person and staff position at UOSA has stepped up and contributed to sustain the excellent level of service all while keeping their fellow coworker safe from the virus. He stated that UOSA has not had a single case of COVID transmission that has been traced back to a UOSA employee in the workplace. This was accomplished while treating 156 million

gallons more than projected at the O&M cost of \$1.3 million less than budgeted through the third quarter of FY-21, all while setting records for safety and perfect environmental compliance.

MOTION: Director Vehrs moved to double the reward amounts stated in the staff recommendation.

SECOND: Director McGrath

VOTE: The motion failed with 3 votes in favor and 5 against.

DISCUSSION:

b. In response to Director McGrath, Mr. Wolfe said UOSA currently has three part-time employees and confirmed that staff had not received a merit increase in the current FY-21 O&M Budget.

c. In response to Director Dickey, Mr. Angelotti stated that this was intended to be a one-time reward to be dispersed from the current FY-21 O&M Budget surplus. He advised that a decision on this reward proposal would not impact salaries for the Draft FY-22 O&M Budget that was set to be presented later on the agenda.

d. Director Rishell advised the Board to move forward with caution when considering recurring costs, like salary increases, especially in these uncertain economic times. She said that Manassas Park was not in the position to offer increases to their staff, with the exception being those who qualified under the Cares Act. Directors Dawood and Simpson stated that the City of Manassas approved a three percent raise this coming fiscal year. Chairman Mohsenin advised that Fairfax County is considering \$1,000 to full-time, and \$500 to part-time employees as a bonus, with zero salary increases at this time. Other jurisdictions have not approved their budgets thus far.

MOTION: Director Rishell moved to authorize a one-time performance reward of \$500 to full-time regular staff and \$200 to regular part-time employees for their exceptional response to the COVID-19 crisis, to be distributed effective on the next payroll cycle following the April 2021 Board Meeting.

SECOND: Director Dawood

VOTE: Unanimous

G. Election of Officers

1. Chairman Mohsenin referenced staff memorandum, *Election of Officers* (filed as Exhibit E).

MOTION: Director Dickey moved the slate of current officers:

Chairman – Shahram Mohsenin  
Vice Chairman – Dean E. Dickey  
Treasurer – Gary Fields  
Assistant Treasurer – Kevin D. Wolfe  
Secretary – Jeanette M. Rishell  
Assistant Secretary - June A. Mahoney

SECOND: Director McGrath

VOTE: Unanimous

H. Major Project Reports

1. Chairman Mohsenin referenced staff memorandum, *April 2019 Project Summary* (filed as Exhibit F).
  - a. Mr. Airhart reported on Plant Projects. He advised the Board that there was an error noted on the Construction Phase spreadsheet of the report for Contract AWT and that there is a corrected page at their places (filed as Exhibit G). He further reported that the preconstruction meeting for Contract AWT was held and a notice to proceed was dated for May 10, 2021 with a required Substantial Completion Date of May 10, 2023.
  - b. The Ozone Biofiltration design engineer continued to progress the project toward 90 percent design. The ARRP demo contractor is nearing the substantial completion date of the April 19, 2021 with a few minor items outstanding to complete.
  - c. For Contract R2D2 (Renovations to Residuals and Building D/2), the centrifuges and associated equipment successfully completed the required seven-day startup. At Complex C, Digester 7/2 was being filled with water and was being heated to temperature and has begun the seeding process. Once 7/2 is back in service the contractor will rehabilitate Digester 7/1. The project includes two subprojects; the substantial completion date for Subproject A work in Building D2 was January 1, 2021 and the staff and engineer continue to evaluate claims for time extensions, while the substantial completion requirement for Subproject B work in the Digester and Building E is unchanged at January 11, 2022.
  - d. For the P2NR (Phase 2 Nutrient Reduction) full scale settlability pilot project, the team is wrapping up the data collection and the engineers are starting to work on the project report which is expected by the end of April 2021.
  - e. Mr. Airhart reported on the single Delivery System Project. He said for the YPIU (Yorkshire Park Interceptor Upgrade) the engineers continue to work towards 90 percent design. The surveyor is completing supplemental survey work in April. Alternative bypass pumping routes are being considered to determine if there are lower cost and risk options.
  - f. Chairman Mohsenin suggested the Board move further discussion with regards to the Contract R2D2 to closed session, after all other agenda items were presented.

MOTION: Director Dickey moved to receive and file the Project Summary reports.  
SECOND: Director McGrath  
VOTE: Unanimous

I. FY-22 Debt Service Budget

1. Chairman Mohsenin referenced staff memorandum, *FY-22 Debt Service Budget* (filed as Exhibit H).
  - a. Mr. Angelotti reminded the Board that the FY-22 Debt Service Budget is fixed according to the prior bond issuances and based on the Plan of

Finance approved last month. He said there is a small increase of 0.64 percent over the last year's budget. The staff recommends the Board approve the attached FY-22 Debt Service Budget in the amount of \$36,924,210.

MOTION: Director Dickey moved to approve the FY-22 Debt Service Budget as presented.  
SECOND: Director Fields  
VOTE: Unanimous

J. FY-22 Budgets

1. Chairman Mohsenin referenced staff memorandum, *FY-22 Draft Budget* (filed as Exhibit I).
  - a. Mr. Angelotti said in response to the pressures that have been brought on by the COVID pandemic, staff was asked to sharpen their pencils to account for the current economic environment. He indicated that he was pleased to be able to submit an overall Budget that is 0.11 percent less than last year's budget. This is attributed to a decrease in the Operations & Maintenance budget of 0.98 percent that is partially offset by an increase in the Debt Service Budget of 0.64 percent. He said that OPEB Reserve, Generator Reserve and Reserve Maintenance Budgets reflect no proposed increase and remain flat for FY-22.
  - b. Mr. Angelotti advised that staff is recommending the Board vote on the Budget as presented, and postpone action on merit based salary increases until after member jurisdictions and other regional utilities approve their budgets for FY-22. He said a postponed decision by the Board could result in a budget amendment.
  - c. In response to Director Dickey, Mr. Angelotti confirmed that staff are confident that the decrease or otherwise flat budget will not compromise UOSA's ability to meet its mission and level of service with regard to maintenance, repairs and construction.
  - d. In response to Director McGrath, Mr. Angelotti explained that staffing needs are evaluated every year and no additional staff are being requested in FY-22. When UOSA expands capacity or significant new technology is added in the future, it is likely that additional staff will be needed. Mr. Angelotti further advised that some of the Planned RM Budget projects related to IT initiatives include initial costs for software licensing and installation. These IT improvements typically require continuing support fees which get funded in future O&M Budgets.
  - e. Director Vehrs stated that she was surprised to see that next year's projection for the Personnel category is lower than the previous year. Mr. Wolfe advised that without addressing the potential for salary increases, the decrease was a result of lower health insurance premiums and the number of employees who retired in 2020-2021 and those positions being filled with entry-level folks. He said that changes the mix in many ways even though the number of vacancies remain immaterial.
  - f. Director Fields recognized the staff for their ability to present such a tight budget and asked how much a one percent salary increase would equate to. Mr. Wolfe said a ballpark number would be \$90,000 for a one percent increase. Director Fields reflected that the O&M Budget

proposed is down by \$320,000 from the prior year and this may be considered in further discussions about salary increases.

- g. In response to Director Simpson, Mr. Wolfe advised that UOSA has 181 positions.
- h. Director Dickey acknowledged that the Prince William Service Authority has had some difficulty retaining staff, such as operators, that may find better paying opportunities within neighboring utilities. He asked if UOSA has processes for keeping position descriptions up to date. Mr. Angelotti confirmed that UOSA does experience a similar issue with retaining operators and said this is why keeping competitive salaries and positive morale is so important to the organization. He also said that staff review and update position descriptions each time a vacancy occurs to revise these with the latest tasks being performed and to reclassify the grade when merited.
- i. In response to Director Dawood, Mr. Angelotti said merit increases are based on the employee's original employment anniversary date, or in the case where an employee has been promoted and moved several grades, their annual merit evaluation may change to the date of the promotion.

MOTION: Director Rishell moved to approve the Debt Service, Operations & Maintenance, Reserve Funds and Reserve Maintenance Budgets, as presented, for FY-22.

SECOND: Director Dickey

VOTE: Unanimous

MOTION: Director Fields moved the Board's endorsement of staff coming back in July, after UOSA's member jurisdictions and other Boards and government entities in the region have officially acted on their budgets, to make recommendations regarding a budget amendment for UOSA salary merit adjustments in FY-22.

SECOND: Director Simpson

VOTE: Unanimous

## K. Staff Reports

### 1. Safety Briefing

- a. Ms. Noble-Blair said the monthly Safety Newsletter left at their places (Exhibit J) brought attention to the revised rally points that are designed for accountability after the onset of an emergency. She advised the Board of where they should rally in case of an emergency while at a meeting. She provided a quick safety update. The safety sign counter had to be reset since the last meeting; it is currently at 17 days with no lost time incidents. She reported that an employee fell into a wet well after stepping onto an older style lid or hatchway cover that was not fully seated. Most covers throughout the plant have been replaced with those that are hinged. Thankfully, the employee was not significantly hurt, although he did need a few days off to rest. This is a good time to do some site-wide training on walking-working surfaces as it relates to fall protection. She reported that UOSA has had no changes to the

number of COVID cases since the last meeting. The number remains at 8 total cases, and it has been seven straight weeks with no new cases. Staff remain diligent in following UOSA's Infectious Disease Preparedness and Response Plan and encourage employees to volunteer to obtain their vaccines.

2. Executive Director's Report

- a. Mr. Angelotti congratulated Directors Fields, Simpson and McGrath on their reappointments to the UOSA Board for another 4-year term. They join Director Vehrs who was confirmed for her reappointment to the UOSA Board and was reported at last month's meeting. He announced that Ms. Eleanor Coddling, Deputy Director of Fairfax County Storm and Wastewater Division was appointed to fill the expiring alternate position previously held by Director Bartlett. All board appointments are now confirmed.
- b. Mr. Angelotti said the Board may recall him speaking in the past about UOSA's participation with COVID monitoring in the raw wastewater and finished water. He gave a brief summary of the monitoring results. UOSA collected 19 samples of the raw sewage entering the treatment plant during the height of the third COVID wave between January and March of 2021. During that same period, UOSA also collected 24 samples of water at different stages of treatment, those being secondary treatment, advanced chemical treatment, filter effluent and the finished product water. All samples were sent to laboratories for a special PCR molecular analysis. The virus was detected in significant amounts in every single raw sewage sample collected. However, the virus was never detected in any of the 24 treated water samples. These results provide good news and confirm that UOSA's treatment process is quite effective at removing the SARS-COV-2 virus, and that it is probably not viable for infection after secondary or more advanced wastewater treatment.

3. Legal Counsel's Report

- a. Ms. Hostetler thanked the Board for the questions received to date on the potential Service Agreement Amendments that staff and the Board began to discuss at last month's meeting. She reminded the Board of the April 30 target date to have questions and concerns to staff so that they can prepare a memo for a work session to follow.

L. Closed Meeting

1. Chairman Mohsenin announced that a closed meeting was needed for the purpose of obtaining legal advice with regards to Contract R2D2 claims. Mr. Angelotti requested that Mr. Owsenek, Mr. Airhart, Ms. Hostetler and Ms. Mahoney be allowed to stay in the session.

MOTION: Director Dickey moved that the Board of Directors of the Upper Occoquan Service Authority (UOSA) convene a closed meeting at 4:57 P.M. pursuant to Virginia Code § 2.2-3711(A), Subsections 7, 8 and 29, to discuss contractual matters with legal counsel.

SECOND: Director Simpson

VOTE: Unanimous

MOTION: Director Fields moved to return to regular session at 5:19 P.M.  
SECOND: Director Simpson  
VOTE: Unanimous

2. Chairman Mohsenin made the following certification pertaining to the closed meeting.

CERTIFICATION OF CLOSED MEETING

WHEREAS, the Upper Occoquan Service Authority Board of Directors ("UOSA") 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 § 2.1-344.1 of the Code of Virginia requires a certification by UOSA that such closed meeting was conducted in conformity with Virginia law,

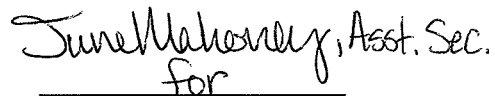
NOW, THEREFORE, BE IT RESOLVED that UOSA hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered in the closed meeting.

3. Chairman Mohsenin said, "You have before you the Certification of Closed Meeting." He said if any member of the Board believed there was a departure from this Certification, he/she should so state now, indicating the substance of the departure that, in his/her judgment, had taken place.

MOTION: Director McGrath moved to accept Certification of Closed Meeting.  
SECOND: Director Dickey  
VOTE: Unanimous

M. Adjournment

MOTION: Chairman Mohsenin moved to adjourn at 5:20 P.M.  
SECOND: Director Dawood  
VOTE: Unanimous

  
for

Jeanette M. Rishell, Secretary  
UOSA Board of Directors

Date: May 20, 2021

*These minutes are unofficial until signed.*