

A REGULARLY SCHEDULED MEETING OF THE BOARD OF DIRECTORS OF THE UPPER OCCOQUAN SERVICE AUTHORITY WAS HELD SEPTEMBER 16, 2021 IN THE 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 Dawood	Shahram Mohsenin
Calvin D. Farr, Jr.	Jeanette M. Rishell
Gary Fields	Nancy Vehrs
Michael McGrath	

Directors Absent:

Glenn Simpson

Others Present:

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

Legal Counsel:	Sally Ann Hostetler
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Engineer:	Don Forgacs, Jacobs
	Tim Gallagher, Jacobs

B. Approval of Minutes

1. Chairman Mohsenin referenced the Board Minutes dated July 15, 2021 and asked the Board for their approval.

MOTION: Director Vehrs moved to approve the minutes of the July 15, 2021 Board meeting.

SECOND: Director McGrath

VOTE: Unanimous

2. Chairman Mohsenin referenced the Work Session Minutes dated July 23, 2021 and asked the Board for their approval.

MOTION: Director Vehrs moved to approve the minutes of the July 23, 2021 Board meeting.

SECOND: Director McGrath

VOTE: Unanimous

C. Financial Reports

1. Chairman Mohsenin referenced staff memorandum, *July 2021 Financial Summary* (filed as Exhibit A) and *August 2021 Financial Summary* (filed as Exhibit B) and asked for Mr. Wolfe to focus his report on the later of the two.

- a. Mr. Wolfe noted that July's flows were 18 percent lower than planned before moving on to the August Financial Summary. He stated that the August Financial Summary reflected lower O&M expenses than planned primarily due to budget timing differences for Miscellaneous and Contract Services and lower costs for Personnel and Electric Power. Flows were 2.8 percent higher than planned for the month. Year-to-date FY-21 expenses through August were lower than budget by approximately \$507,000, primarily due to a combination of lower Electric Power and Personnel expenses, and budget timing differences for Contract Services, Chemicals and Miscellaneous, partially offset by higher Facilities Maintenance expenses. Year-to-date flows were 7.8 percent lower than planned.

MOTION: Director Vehrs moved to receive and file the July and August 2021 Financial Summaries.

SECOND: Director McGrath

VOTE: Unanimous

D. Approved FY-22 Budget

1. Chairman Mohsenin referenced staff memorandum, *Approved FY-22 Budget* (filed as Exhibit C).

- a. Mr. Angelotti said the FY-22 Approved Budget numbers were the result from the budget amendment acted on at the July 2021 board meeting. He advised that replacement pages for budget books were at the Board member's places. The updated numbers and revised text for the Personnel category of the budget reiterates that we were able to keep the FY-22 O&M Budget less than it was in FY-21 and the overall budget remained essentially flat.

MOTION: Director Fields moved to receive and file the memo and update their individually kept budget documents.

SECOND: Director Vehrs

VOTE: Unanimous

E. FY-23 Budget Projection

1. Chairman Mohsenin referenced staff memorandum, *FY-23 Budget Projection* (filed as Exhibit D).

- a. Mr. Angelotti said staff is aware that a conservative September budget projection for the next fiscal year is valuable to jurisdictions for rate setting calculations. With recent inflationary pressures in mind, it is difficult to fully predict where things might go with the labor and material shortages that have been observed since the pandemic began, so staff have presented a conservative estimate at this point.

- b. In response to Director Farr, Mr. Angelotti advised that O&M type budgets are not typically eligible for federal or state funding to help with expenses, although staff certainly looks for favorable opportunities related to capital infrastructure type expenses.
- c. Mr. Wolfe said there are possible limited reimbursements for PPE items and other things from FEMA on a small scale, but most of the American Rescue Plan and Cares Act funding is not eligible for UOSA as it does not directly bill its service population with retail accounts.

MOTION: Director Fields moved to receive and file the FY-23 Budget Projection.
SECOND: Director Vehrs
VOTE: Unanimous

F. FY-21 Constituent Loading Report

- 1. Chairman Mohsenin referenced staff memorandum, *FY-21 Constituent Loading Report* (filed as Exhibit E).
 - a. Mr. Owsenek reported that staff performed its annual analysis of chemical constituent loadings as compared to jurisdictional allocations. He reminded the Board that exceedances would invite Board action, per the Service Agreement, to either allow a situation to continue or to require actions by affected jurisdictions. He said that all jurisdictions remained within proportional allocations for four of the six parameters that are tracked. Two parameters exceeded are related to nitrogen and are covered by the ammonia agreement and therefore mechanisms already exist to allocate the excess O&M cost associated with those exceedances. He reported that no harm occurred from any of the nitrogen exceedances, in part due to safety margins that are inherent in the design. He advised that modest overages in the future are similarly unlikely to negatively affect plant performance or permit compliance.
 - b. Mr. Owsenek introduced Mr. Doug Hague, UOSA's Deputy Director of the Treatment Process Division, as having his BS and MS in Engineering, P.E. License, is also a licensed wastewater operator and is working towards an MBA. Mr. Doug Hague provided a brief presentation (filed as Exhibit F) on how staff calculate the loadings.
 - c. In response to Director Farr, Mr. Angelotti advised that staff use assumptions and algorithms to fill gaps when calculating the daily loads but the estimates are based on data generated from periodic measurements performed on influent samples that are collected on a daily basis. He gave an example of one assumption being that concentrations from domestic sewage is the same for all jurisdictions. He said industrial and septage loadings are allocated specifically according to jurisdiction.
 - d. In response to Director Farr, Mr. Angelotti stated that UOSA is responsible for administering and issuing Pretreatment permits to industrial users for the City of Manassas, City of Manassas Park, and Prince William County. He advised that Fairfax County operates and administers a pretreatment program themselves in close coordination and collaboration with UOSA.
 - e. In response to Chairman Mohsenin, Mr. Angelotti confirmed that once

the design and construction is complete for the ammonia removal facility, the City of Manassas would benefit from its increased allocation. The intent is for methanol to be used in response to observed actual process requirements.

- f. In response to Director Rishell, staff will be providing the presentation via email to the Board, after the meeting. Staff agreed to also prepare slide presentation handouts in the future.

MOTION: Director Vehrs moved to authorize the Executive Director to advise the exceeding jurisdictions that they have exceeded their respective constituent load allocations. Because no harm to UOSA permit compliance occurred and the ammonia agreement is in place, the Executive Director is authorized to advise the affected jurisdictions that they may continue delivering additional sewage to UOSA in FY-22 in accordance with existing Section 6.7 of the Service Agreement, and to assess the exceeding jurisdictions their respective FY-21 O&M costs for the treatment of the excess loading.

SECOND: Director McGrath

VOTE: Unanimous

G. Service Agreement Amendment to Sections 4.3 and 6.7

1. Chairman Mohsenin referenced staff memorandum, *Service Agreement Amendment to Sections 4.3 and 6.7* (filed as Exhibit G).
 - a. Mr. Angelotti said this has been a topic of discussion for several board meetings as well as one work session where participants found it agreeable to amend the flow and load thresholds to incorporate the three consecutive months language that is similar to that which is in UOSA's VPDES permit language. As a result, staff and Counsel prepared some draft language as shown in the memo, amending Sections 4.3 and 6.7 for the board's consideration.
 - b. Ms. Hostetler summarized the consensus of what staff heard from the work session discussion. She reminded the Board that the Project 60 language that was vetted through bond and legal counsels has been on hold with anticipation that the amendments to Sections 4.3 and 6.7 could also be approved to follow the same process for review and accepted by the member jurisdictions. She advised that this would also be an appropriate time to incorporate the multiple amendments into a restatement of the Service Agreement.
 - c. In response to Director Rishell, Ms. Hostetler and Mr. Angelotti advised that the amendment before the Board would not include earlier proposed language for a Section 6.7B as there did not seem to be Board interest in moving forward with the concept. They both advised that a 6.7B amendment could be brought back up in the future if deemed necessary.
 - d. Staff recommends that the Board approve the Service Agreement Amendment and direct staff and counsel to consult with the member Jurisdictions and Bond Counsel pursuant to seeking required authorizations. A final version of the proposed Amendment will be resubmitted to the Board for action once bond counsel and all Jurisdictions are satisfied with the language. Staff requested the Board act on a motion that reflects the recommendation provided in the Board mailing memo.

MOTION: Director Vehrs moved to approve the Service Agreement Amendment and direct staff and counsel to consult with the member Jurisdictions and Bond Counsel pursuant to seeking required authorizations. A final version of the proposed Amendment will be resubmitted to the Board for action once bond counsel and all Jurisdictions are satisfied with the language. Staff recommends that UOSA incorporate the 2007 Service Agreement Restatement, the 2015 amendment, the project 60 amendment and the amendments attached hereto into a new Restated and Amended Service Agreement.

SECOND: Director Rishell

VOTE: Unanimous

H. Major Project Reports

1. Chairman Mohsenin referenced staff memorandum, *September 2021 Project Summary* (filed as Exhibit H).
 - a. Mr. Airhart reported on Plant Projects. He said the NOVEC transformer replacement project (which is an agreement executed between NOVEC and UOSA to replace two high voltage transformers that provide the step-down electric power to the entire plant) received the first invoice for \$503,000 and a meeting is scheduled tentatively for October 19 to discuss actual construction schedules.
 - b. Mr. Airhart stated that the Contract AWT (Advanced Wastewater Treatment) contractor began removing abandoned piping inside Building L/1. The Substantial Completion Date is unchanged at May 10, 2023.
 - c. The Ozone Biofiltration design engineer submitted the 90 percent design package for review by staff.
 - d. For Contract R2D2 (Renovations to Residuals and Building D/2), Digester 7/1 demolition and media blasting continued inside the digester to prepare for coating. At Building D/2, the contractor completed the cerium chloride chemical storage tank installation that will be used for struvite control within the process. The project includes two subprojects; the substantial completion date for Subproject A, involving work in Building D/2, was January 1, 2021 and the staff and engineer negotiated an amicable settlement and change order. The substantial completion requirement for Subproject B work in the Digesters and Building E is unchanged for January 11, 2022.
 - e. Mr. Airhart took the opportunity to thank UOSA's Project Manager, Mr. Shakil Ahmed, for his dedication to reaching a favorable settlement after negotiations with the contractor.
 - f. For the P2NR (Phase 2 Nutrient Reduction) full-scale settleability pilot project, staff received the final report and have requested authorization for a preliminary project engineering report (PER) for Project P2NR Plus under a separate agenda item.
 - g. Mr. Airhart reported on the single active Delivery System Project. He said for the YPIU (Yorkshire Park Interceptor Upgrade), staff are anticipating the 90 percent design document submittal by the end of the month.

- h. In response to Director Dawood, Mr. Airhart said the 90 percent design review workshop for the Supplemental Carbon Facility was scheduled for the following day.

MOTION: Director McGrath moved to receive and file the report.
SECOND: Director Vehrs
VOTE: Unanimous

2. Chairman Mohsenin referenced staff memorandum, *Flat Branch Interceptor Wellington Road Undercrossing Repair – Sole Source* (filed as Exhibit I).

- a. Mr. Owsenek said UOSA owns a segment of pipe that passes under Wellington Road which has been out of service for years that will be useful for line maintenance and to handle future increased flows. In the FY-21 Budget, a planned reserve maintenance project to rehabilitate the pipe was approved. Unfortunately, the contractor was onsite to rehabilitate the pipe and when they pulled out the old liner, segments of the existing pipe collapsed making it impossible to complete the repair as planned. UOSA contracted with Hazen & Sawyer Engineers to evaluate different ways of resolving the situation. The recommendation that staff received was to hire the same contractor, Am-Liner, to conduct a different repair procedure. In changing the repair procedure this work moved from a maintenance activity to a construction activity under VPPA and a sole source authorization from the board is necessary. This sole source authorization is based on this being the only practicable way of completing timely repair to alleviate risks associated with road traffic over that section.
- b. In response to Director McGrath, Mr. Airhart said the Am-Liner's proposal was approximately \$185,000 as they are already onsite, which compared favorably with the Engineer's estimate of approximately \$300,000.
- c. In response to Director Rishell, Mr. Owsenek and Mr. Angelotti stated that this project would be executed with a purchase order that includes internal not-to-exceed language. This work involves risk of cost increases and they agreed that staff would be required to return to the Board for additional approval for changes beyond that that set forth by UOSA procurement policy. Additionally, there was discussion of a 20 percent contingency. Rather than set an explicit limit in the resolution, the Board indicated that this instruction to staff would be reflected in the meeting minutes.
- d. In response to Director Fields, Mr. Owsenek said that staff do not believe this is an emergency situation that would compel immediate procurement without a Board Sole Source Authorization. However, staff advise that it would be impracticable and pose unacceptable risks to conduct a traditional procurement. Ms. Hostetler advised that staff has documented the reasons for sole source procurement appropriately.

MOTION: Director Rishell moved to execute the attached Sole-Source resolution to allow timely repair work utilizing Am-Liner to complete the project, subject to the contingency limits discussed and existing UOSA procurement policies.
SECOND: Director Fields
VOTE: Unanimous

3. Chairman Mohsenin referenced staff memorandum, *Phase 2 Nitrogen Removal*

(P2NR) Settleability Pilot Study Briefing (filed as Exhibit J).

- a. Mr. Angelotti introduced Mr. Gallagher to present the findings to the Board.
- b. Mr. Gallagher provided a presentation (filed as Exhibit K) to review the objectives and offer an overview of how the full-scale pilot operated, followed by conclusions and recommendations. He said the pilot results demonstrated an increase in the settleability of the mixed liquor and consequently improved the reliable performance of the clarifiers. Improvements in settleability enhance the capabilities of existing infrastructure and reduce the need for future improvements. The costs are expected to be much less than that necessary to build new basins to replace the process volume previously repurposed for denitrification needs. Staff agrees it would make sense to move ahead with this facility for the UOSA Plant permanently.
- c. Mr. Angelotti announced that UOSA has received a lot of interest in the actual findings of this pilot study. Mr. Gallagher stated that UOSA is the first plant to be able to have a true, full-scale study, as UOSA has the ability to split the plant between the East side and the West side of the plant and run the pilot at the same time as the control throughout the seasonal changes.
- d. In response to Director Dawood, Mr. Gallagher advised that next meeting agenda item would request authorization for engineering services to develop a PER, which in turn would be what the Virginia Department of Environmental Quality (DEQ) would need to approve it in order to move forward. He reminded the Board that DEQ was informed of the pilot in concept although until there was real data, this pilot was not eligible for nutrient removal funding.
- e. After some discussion, staff suggested that the member jurisdictions could apply for grant funding from the American Rescue Plan based on their portion of the project responsibility to offset the CIP costs, whereas UOSA is not eligible to apply for the funding directly. Chairman Mohsenin advised that Fairfax County was able to secure funding from the WQIF in a similar fashion for sending wastewater to Blue Plains for nutrient removal purposes.
- f. Chairman Mohsenin asked if, by increasing the design capacity of the plant, will there be more allocation available. Mr. Gallagher responded that this sets UOSA up for a better position for a rerating analysis because it will have facilities in place as an alternative to the bioreactors as a more cost effective solution than building new basins.
- g. Mr. Angelotti added that the prior Master Plan presentation materials to the Board included some bullet points for near term actions to address immediate needs of the Jurisdictions. He said within the list of immediate needs was a rerating study of the existing plant and that existing CIP funding allocations could be used for that in the not-too-distant future. In response to Director Farr, Mr. Angelotti said a rerating study would be performed in preparation for Project 60, with a target of beginning the process within the next 3 to 6 months.
- h. Director McGrath congratulated everyone involved in the decision to move forward with the pilot back in 2017, as now it has proven to be a success by initially saving almost \$20 million on deferring the need for another bioreactor. Mr. Gallagher also appreciated the Board at the time for their ability to see the potential from this pilot study even though no promises of success could be given.
- i. Chairman Mohsenin asked staff to keep in mind when working on the PER, to look for alternatives in addition to rerating. He added that some Jurisdictions would highly value their increased capacity allocation and would be unlikely

to give it up. He suggested the possibility of a hybrid project where there is rerating along with a smaller expansion.

4. Chairman Mohsenin referenced staff memorandum, Phase 2 Nitrogen Removal (P2NR) Plus Other Interim Process Improvements – Preliminary Engineering Report (PER) (filed as Exhibit L).

- a. Mr. Angelotti said the Board may recall that a major recommendation from the 2020 Master Plan was to immediately begin work on the second phase of the nitrogen reduction improvements needed to meet UOSA's obligations under the Chesapeake Bay program. The Master Plan also recommended that work start on a number of necessary repair and replacement type improvements for the conventional portion of the treatment plant. Collectively these needs were designated in the Master Plan as project Zero, and now called Contract P2NR Plus. He said staff requested Jacobs to prepare a task order for engineering services to do a PER for Contract P2NR Plus. The proposed task order for engineering services in the amount of \$266,610 represents an estimate of the effort needed to further update and define the Contract P2NR Plus scope and provide a PER for delivery to DEQ for approval.
- b. In response to Director Farr, Mr. Angelotti confirmed that this would be the type of project that UOSA would apply for WQIF grant funds and which may be eligible of member jurisdictions to fund their proportion of the costs with federal pandemic recovery funds.
- c. In response to Director McGrath, Mr. Gallagher advised that the subcontractor used as senior process advisor is Dr. Glen Daigger, and he is the same Senior Consultant who worked on the Master Plan.

MOTION: Director Vehrs moved to authorize the Executive Director to execute Task Order No. E-02-22 with Jacobs/CH2M Hill for Engineering Services for development of the Preliminary Engineering Report for the P2NR Plus project for \$266,610.00.

SECOND: Director McGrath

VOTE: Unanimous

5. Chairman Mohsenin referenced staff memorandum, Design of Building U Organic Solids Dewatering Improvements (Contract U2) – Task Order No. E-03-22 (filed as Exhibit M).

- a. Mr. Angelotti reported that the 2020 Master Plan and Board endorsed February 2021 CIP included a near term project to replace one of the C54 vintage dewatering centrifuge systems in Building U. He reported that units are more than 20 years old and are nearing their useful life expectancy: the age, condition and repair history of these units indicate replacement is the preferred method to avoid compromising UOSA's required level of biosolids dewatering service. He said staff are obviously interested in managing that risk and have identified this design and construction effort as Contract U2. Staff requested Jacobs to prepare a task order for the engineering services to design, permit and develop the construction bidding documents for Contract U2 in the amount of \$390,169. The task order represents an estimate of the effort needed to address the Contract U2 project through the design and permitting phase.

- b. In response to Director McGrath's question regarding preselection, Mr. Gallagher advised that there were three named manufacturers listed in a previous project authorization where the prepurchase specification was vetted through all three manufacturers. Mr. Angelotti advised that staff have evaluated the options and have determined that in this case an open specification with specific requirements pertaining to desired features and components is in the best interest of UOSA.

MOTION: Director McGrath moved to authorize the Executive Director to execute Task Order No. E-03-22 with Jacobs/CH2M for design services for the necessary centrifuge and conveyor replacement in Building U.

SECOND: Director Dawood

VOTE: Unanimous

I. FY-21 Performance Measures and Savings Report

1. Chairman Mohsenin referenced staff memorandum, *FY-21 Performance Measures and Savings Report* (filed as Exhibit N)

- a. Mr. Angelotti acknowledged some highlights from the report:
- UOSA received the National Clean Water Agencies Platinum 16 Award, which recognizes that UOSA has now completed 16 consecutive calendar years with perfect compliance.
 - We have had zero sanitary sewer overflows in the last decade of operations
 - UOSA's safety metrics are in line with state and national case rates, and these metrics don't really reflect one remarkable statistic that we had in FY-21, which was that UOSA set a big record of 677 days with no lost-time accident.
 - Financial metrics are sound with reasonable year-over-year budget variances, with all of the budget increases in the last decade being at 3% or less. It is notable that the FY-22 O&M Budget actually decreased from the FY-21 O&M Budget. FY-21 actual expenditures for all the individual budgets were less than the authorized amount and total actual expenditures were more than \$3 million less than budgeted.
 - The monthly O&M cost per household was just over \$20 and, when adjusted for inflation, the rate in FY-21 is less than it was five years ago.
 - Increased operational efficiencies for the pelletized biosolids percentage remained high at 97-98 percent for two consecutive years, a truly remarkable achievement given the complexity of the system.
 - Emergency work order rates remain low and have steadily declined over the last decade.
 - Capital projects continue to show low change order rates and staff continue to look for innovative ways to defer or save on capital expenses as with the recent example of the hydrocyclone pilot.
 - Workforce metrics were not quite as rosy as our vacancy rates remained high, and that has been affecting our overtime usage and the number of full-time equivalents (FTE) in FY-21. The reported organizational FTE count was actually lower in FY-21 than in nine out of the last ten prior years.

- b. Chairman Mohsenin asked if the vacancy rate was the result of recruitment issues. Mr. Angelotti responded by saying UOSA has seen

some challenges with the labor market just as other utilities may be experiencing. UOSA is not seeing nearly the number of applicants now as observed prior to the pandemic and some candidates have some pricey starting salary expectations. He said the hiring entity is at a disadvantage in the current labor market. He indicated that some reasons for the vacancies were individuals eligible to retire may have done so earlier due to COVID, and geographic reasons such as employment closer to home given the lengthy daily commute times in the Northern Virginia area.

J. Staff Reports

1. Safety Briefing

- a. Mr. Angelotti announced that Ms. Mishelle Noble-Blair was attending the WaterJAM conference and introduced Ms. Amanda Taglieri, UOSA's Safety Officer to provide this month's Board report in her absence. Ms. Taglieri stated that a copy of UOSA's monthly Safety Newsletter was left at the Board Member's places with a number of timely articles. She provided a quick safety update and said the outside counter that you see when you enter the plant was currently at 171 days, almost half a year, without a lost time accident. She said staff continue to create, update and implement safety programs. For COVID news, we had a total of eight cases from the beginning of the pandemic to February 2021 with no additional cases from that time to mid-August. In the last five weeks we have had three cases, but through contact tracing we determined that these cases were not from internal exposures, and this is not a UOSA outbreak. Staff continue to be diligent about following our Infectious Disease and Preparedness and Response Plan and are in the process of updating that Plan, as well as the CDC guidance. She advised that staff are also in the process of conducting an employee survey for self-certification of COVID vaccine status. This survey is required for all employees to complete by Friday, September 17, 2021. The survey results will allow UOSA to assess risk, determine regulatory compliance requirements, and take necessary steps to help keep employees safe. We are also monitoring the changes in the regulatory requirements that may stem from Biden's vaccination mandate for businesses with 100 employees. We will be taking appropriate actions to comply with this and OSHA as those requirements become effective.
- b. Ms. Taglieri advised the Board that it has not yet been decided what form the mandate will take. Director Rishell expressed concern that no UOSA employee should lose a job over this mandate and that she would advocate a testing option that would not cost or inconvenience employees.

2. Executive Director's Report

- a. Mr. Angelotti announced that UOSA was once again recognized by the Water Environmental Federation as a Utility of the Future Today for 2021. He said UOSA was actually among the first utilities recognized by this honor back in its inaugural year of 2016 and the status expired after five years. This new recognition is for a different category of the program. He said UOSA is pleased to be among the 39 utilities recognized and will be celebrated along with the other recipients at the annual WEFTEC Conference in October.

- b. As mentioned at the July meeting, Mr. Angelotti advised the Board that the newly updated UOSA Reference Document notebooks were left at their places. He acknowledged that Ms. Mahoney and other UOSA staff worked hard to assemble the notebook binders for the distribution this month. He also brought the Board's attention to the USB thumb-drive that was clipped inside the binder. The USB contained a complete e-version of the notebook contents in an indexed PDF for the users' convenience. He also said the old binders could be returned to June for recycling.
- c. Mr. Angelotti said staff was looking forward to providing a tour of the UOSA plant to the Board now that the summer weather is behind us. He said that communication was emailed by Ms. Mahoney with three potential tour dates, and that, if necessary, staff would provide more than one tour to make sure everyone who was interested could receive a tour.
- d. Mr. Angelotti reported that reset of the VRA loan approved in July was progressing and staff should have an official update for the Board in October.
- e. Mr. Angelotti announced that staff typically celebrate the NACWA Platinum Award with an onsite catered meal and this year staff was considering inviting back the UOSA retirees of the pandemic era to the catered event. There were plans to have this event outside under a large tent, although the spike in the Delta variant of COVID made staff reconsider. UOSA's Health Contingency Working Group's (HCWG) unanimous recommendation was to not move forward with such a large event with employees and visitors gathering at this time. He said staff will continue to look for opportunities to safely celebrate the NACWA award and our recent retirees in the future.

3. Legal Counsel's Report

- a. Ms. Hostetler stated that she had nothing to report.

K. Adjournment

MOTION: Director Vehrs moved to adjourn at 5:51 P.M.
SECOND: Director McGrath
VOTE: Unanimous


Jeanette M. Rishell, Secretary
UOSA Board of Directors

Date: October 21, 2021

These minutes are unofficial until signed.