

JANUARY 20, 2022

A REGULARLY SCHEDULED MEETING OF THE BOARD OF DIRECTORS OF THE UPPER OCCOQUAN SERVICE AUTHORITY WAS HELD JANUARY 20, 2022 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 H. Dawood	Shahram Mohsenin
Calvin D. Farr, Jr.	Jeanette M. Rishell
Gary L. 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: Don Forgacs, Jacobs

B. Approval of Minutes

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

MOTION: Director Vehrs moved to approve the minutes of the November 18, 2021 Board meeting.

SECOND: Director McGrath

ABSTAINED: Director Fields

VOTE: Unanimous

C. Public Comment Time

1. Chairman Mohsenin asked if there was any known interest or request received by the Public to speak at the meeting.
2. Ms. Mahoney stated that none were received ahead of the meeting.

D. Financial Reports

1. Chairman Mohsenin referenced staff memorandum, *November 2021 and December 2021 Financial Summaries* (filed as Exhibit A and B).
  - a. Chairman Mohsenin requested that staff report on the more recent information. Mr. Wolfe stated that the December Financial Summary reflected lower O&M expenses than planned primarily due to lower requirements for Electric Power, Process Chemicals, and Facilities Operations expenses and budget timing differences for Contract Services. Flows were 22.1 percent lower than planned for the month. Year-to-date FY-22 expenses through December were lower than budget by approximately \$1.6 million, primarily due to lower Personnel, Process Chemicals, Electric Power, and Miscellaneous expenses, and budget timing differences for Contract Services. Year-to-date flows were 8.9 percent lower than planned.

MOTION: Director Vehrs moved to receive and file the December 2021 Financial Summary.

SECOND: Director Simpson

VOTE: Unanimous

E. FY-22 Second Quarter Plant Performance Report

1. Chairman Mohsenin referenced staff memorandum, *FY-22 Second Quarter Plant Performance Report* (filed as Exhibit C).
  - a. Mr. Owsenek reported that performance during the quarter was excellent as the plant continues outstanding performance through the calendar year. He announced that staff's hard work resulted in UOSA being eligible to apply for and receive the NACWA Platinum Peak Performance Award.
  - b. Chairman Mohsenin congratulated the staff for this achievement.

MOTION: Director Simpson moved to receive and file the FY-22 Second Quarter Plant Performance Report.

SECOND: Director Vehrs

VOTE: Unanimous

F. Major Project Reports

1. Chairman Mohsenin referenced staff memorandum, *January 2022 Project Summary* (filed as Exhibit D).
  - 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) now has a new point of contact that is acclimating himself with this project while UOSA awaits the tentative arrival and install of the first transformer at the plant in March 2022, with the second transformer expected in July 2022. NOVEC will rebuild the onsite station at the same time.

- b. Mr. Airhart stated that the Contract AWT (Advanced Wastewater Treatment) contractor has removed all eight clino tanks from the outside the building and installed 25 of the 34 new valves within Building L/1 during scheduled outages. The project schedule is on time. The Substantial Completion Date is unchanged at May 10, 2023.
- c. The Ozone Biofiltration engineer is working to obtain the necessary permits for the project from Fairfax County.
- d. The Building U Centrifuge Upgrade engineer has submitted the 50 percent design documents earlier this month and these are currently being reviewed by staff.
- e. For Contract R2D2 (Renovations to Residuals and Building D/2), digester 7/1 work was completed, it was filled and seeded and is currently functioning and stabilized. The contractor made great efforts to mitigate delays and are close to achieving substantial completion. The substantial completion requirement for Subproject B work in the Digesters and Building E was January 11, 2022.
- f. The P2NR Plus (Phase 2 Nutrient Reduction Plus) project a follow up meeting was held and staff await notes from the meeting.
- g. The MFF (Methanol Feeding Facility) design was finalized and Fairfax County commented on the design construction drawings. The engineer will provide responses.
- h. Mr. Airhart reported on the single active Delivery System Project. He said for the YPIU (Yorkshire Park Interceptor Upgrade), the 90 percent design workshop was held in November and the engineer is addressing comments as a result of the workshop. Staff continues to coordinate with the Bull Run Park staff through which the interceptor runs.

MOTION: Director McGrath moved to receive and file the January 2022 Project Summary.

SECOND: Director Simpson

VOTE: Unanimous

G. Staff Reports

1. Safety Briefing

- a. Ms. Noble-Blair stated that a copy of UOSA's monthly Safety Newsletter was left at the Board Member's places to read at their leisure. She provided a quick safety update and said the outside counter that you see when you enter the plant was almost at 300 days without a lost time accident. She said the annual OSHA 300 report is being prepared and for 2021 there were four reportable incidents. She took a moment to explain the difference between a recordable (minor, more than basic first aid or restrictive duty) incidents and a reportable incident (a more significant injury, not all result in lost time, some only additional medical treatment or restrictive duty).
- b. She reported that UOSA has seen 17 COVID-19 cases in the past eight weeks which brings the number of cases to 39 since the start of the pandemic with about twenty percent of UOSA population having had

COVID. Although recent weeks have been the highest, UOSA is not unlike many other organizations experiencing Omicron and its greater transmission. Staff continues to follow UOSA's Infectious Disease Plan and update it in accordance with Virginia standards and requirements, while also following the CDC requirements, as appropriate.

- c. Ms. Noble-Blair took the opportunity to highlight two of UOSA's Delivery System staff, Mr. Oscar Carter and Mr. Mark Whitaker that were working in the area of the Cub Run Pump Station this week and were able to assist a person in medical distress on the roadway. This area is not a highly traveled area and Mr. Carter and Mr. Whitaker were able to assist by calling 911 and stayed with the person until medical assistance arrived. This shows the caliber of people here at UOSA and those employees were rewarded by receiving a quick hit award for their service to the community.

## 2. Executive Director's Report

- a. Mr. Angelotti announced that UOSA is the only utility in the nation to receive NACWA's National Environmental Achievement Award in the Research and Technology category for 2022. This is prestigious honor that UOSA was awarded for the industry advancing work that was on sludge densification using hydrocyclones to improve sludge settling from our successful full-scale pilot project. Preliminary engineering for a full deployment of that technology on the secondary portion of the treatment plant will be done as part of the P2NR Plus project.
- b. Mr. Angelotti encouraged the Board to take an opportunity to visit UOSA's newly designed website. He said that the work was done in-house and that staff worked very hard to give the site a fresh new look and feel.
- c. Mr. Angelotti reported on an update to Master Plan recommendations. He said the Board may recall from the 2020 Master Plan document, from Jacobs' presentation and some subsequent board meeting discussions, that there are still two immediate need recommendations that we need to move on. These include preliminary engineering assessments for offline storage and process capacity ratings to better define the specific needs for future capacity expansions. In response, staff developed an RFP for engineering services to conduct the engineering assessments and process rating evaluations. Staff decided to use the RFP approach to outline overall objectives and obtain proposed ideas and approaches from several consulting engineers rather than be more prescriptive in a BOA assigned task order to a single entity. Staff hopes that an RFP will inspire innovative thoughts from a variety of consulting engineers. He said staff plan to release the RFP soon and will return to the Board with a solid recommendation about an engineering service contract and a task order at a future meeting.
- d. Mr. Angelotti revisited the board mailing process with the Board as some members are new. He said the board mailing package is provided electronically via email and a hardcopy is delivered either by hand delivery or by mail service. With the Board's consent to begin with the February package, staff are looking to streamline the board mailing process by continuing to provide an advanced scan of the package via email and scale back on the hardcopies that are mailed to only those who request it as their preference. A hardcopy will now be provided at their

places at the start of each meeting for the Board Member's convenience. Staff will also advance mail or hand deliver a hardcopy when large attachments or those that are more difficult to handle via email, like the annual budget notebooks or confidential memos are distributed. The Board gave its consent to streamline based on individual Board Member preferences. Ms. Mahoney will record the preferences of each Board Member to begin the new process with the February mailing.

3. Legal Counsel's Report
  - a. Ms. Hostetler stated there was nothing to report.

H. Closed Meeting

1. Chairman Mohsenin announced that a closed meeting was needed for the purpose of discussing personnel matters.

MOTION: Director Rishell moved that the Board of Directors of the Upper Occoquan Service Authority (UOSA) convene a closed meeting at 4:21 P.M. pursuant to Virginia Code Section 2.2-3711 (A), Subsection 1, to discuss personnel matters.

SECOND: Director Vehrs

VOTE: Unanimous

MOTION: Director Simpson moved to return to regular session at 5:17 P.M.

SECOND: Director Vehrs

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.

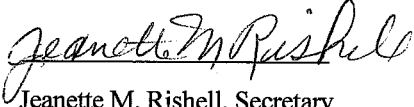
3. Chairman Mohsenin said, "You have before you the Certification of Closed Meeting." He said if any member of the Board believed there was a departure from this Certification, he/she should so state now, indicating the substance of the departure that, in his/her judgment, had taken place.

MOTION: Director Simpson moved to accept Certification of Closed Meeting.  
SECOND: Director Vehrs  
VOTE: Unanimous

MOTION: Director Vehrs moved to approve a salary increase of 10% for the Executive Director effective on his anniversary date to recognize his excellent performance and bring his salary closer to that of regional water utility executives.  
SECOND: Director Fields  
VOTE: Unanimous

H. Adjournment

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

  
Jeanette M. Rishell, Secretary  
UOSA Board of Directors

Date: February 17, 2022

*These minutes are unofficial until signed.*