

A REGULARLY SCHEDULED MEETING OF THE BOARD OF DIRECTORS OF THE UPPER OCCOQUAN SERVICE AUTHORITY WAS HELD APRIL 21, 2022 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
Calvin D. Farr, Jr.	Glenn Simpson
Gary L. Fields	Nancy Vehrs
Michael McGrath	

**Directors Absent:**

Jeanette M. Rishell

**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, Odin, Feldman, & Pittleman, P.C.
Engineer:	Don Forgacs, Jacobs

B. Approval of Minutes

1. Chairman Mohsenin referenced the Board Minutes dated March 17, 2022 and asked the Board for their approval.

MOTION: Director Vehrs moved to approve the minutes of the March 17, 2022 Board meeting.

SECOND: Director McGrath

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. She stated that there were several people, mostly UOSA employees, attending the meeting via Zoom.
3. Chairman Mohsenin welcomed participation from those attending via Zoom.

D. Financial Reports

1. Chairman Mohsenin referenced staff memorandum, *March 2022 Financial Summary* (filed as Exhibit A).
  - a. Mr. Wolfe reported that the March Financial Summary reflected lower O&M expenses than planned primarily due to budget timing differences for Process Chemicals, Electric Power and Personnel expenses partially offset by higher Facilities Maintenance expenses and budget timing differences for Contract Services. Flows were 15.1 percent lower than planned for the month. Year-to-date FY-22 expenses through March were lower than budget by approximately \$1.8 million primarily due to Personnel, Electric Power, and Miscellaneous expenses, and budget timing differences for Process Chemicals and Contract Services. Year-to-date flows were 8.3 percent lower than planned.

MOTION: Director Vehrs moved to receive and file the March 2022 Financial Summary.

SECOND: Director Fields

VOTE: Unanimous

E. FY-22 Third Quarter Plant Performance Report

1. Chairman Mohsenin referenced staff memorandum, *FY-22 Third Quarter Plant Performance Report* (filed as Exhibit B).
  - a. Mr. Owsenek reported that UOSA's plant performance this quarter was once again excellent.
  - b. Chairman Mohsenin spoke on behalf of the Board to recognize staff for their hard work and skills that contribute to the plant's success resulting in such a great report.

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

SECOND: Director Farr

VOTE: Unanimous

F. Election of Officers

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

MOTION: Director Vehrs moved the slate of current officers:

Chairman – Shahram Mohsenin  
Vice Chair – Nancy Vehrs  
Treasurer – Gary L. Fields  
Assistant Treasurer – Kevin D. Wolfe  
Secretary – Jeanette M. Rishell  
Assistant Secretary - June A. Mahoney

SECOND: Director Dawood

VOTE: Unanimous

G. Election of UOSA Audit Committee

1. Chairman Mohsenin referenced staff memorandum, *Election of UOSA Audit Committee* (filed as Exhibit D) and stated the current members of the UOSA Audit Committee were Directors Vehrs, Fields and Simpson.
  - a. Mr. Angelotti took this time to advise the Board that due to some scheduling conflicts with key auditor staff, that the Audit Committee meeting that is regularly scheduled in the month of June, will now be conducted in the month of May instead. The meeting will be just prior to the May Board Meeting at 3:30 p.m.

MOTION: Director McGrath moved to reappoint Directors Vehrs, Fields and Simpson to serve on the Audit Committee for the April 2022-April 2024 term.

SECOND: Director Farr

VOTE: Unanimous

H. Basic Ordering Agreements for Engineering Services

1. Chairman Mohsenin referenced staff memorandum, *Basic Ordering Agreements for Engineering Services* (filed as Exhibit E).
  - a. Mr. Angelotti advised that UOSA's current basic ordering agreements were set to expire at the end of the month, therefore, staff issued a request for proposals (RFP) and conducted a very well attended preproposal conference and received eight proposals. Following a qualifications-based evaluation, all eight firms proposing were selected for contract awards. Seven of the eight firms listed in the memo have been under contract with UOSA previously. Multipliers and markup rates were negotiated, and a listing of those rates were handed to the Board at their places. He said a sample contract was provided for the Board's information and that any task order issued under these contracts that exceeds \$200,000 requires Board approval.
  - b. In response to Director Farr and Chairman Mohsenin, Mr. Angelotti and Mr. Airhart acknowledged that contracted engineering firms are selected for each project by their special expertise and knowledge of project work, as well as, how well work has been equitably distributed among the group of firms. Mr. Airhart added that it also depends upon the firm's available personnel and their current workload. To their knowledge, UOSA had not received complaints from contracted engineering firms with regard to distribution of work assigned.
  - c. In response to Director Farr's interest to assure inclusion of small, local, minority and women-owned businesses, Ms. Hostetler affirmed that the RFP contains equal opportunity language for all bidders.

MOTION: Director Farr moved to authorize the Executive Director to execute, on UOSA's behalf, the Basic Ordering Agreement Contract attached as Exhibit 1 with the identified firms.

SECOND: Director Simpson

VOTE: Unanimous

I. Major Project Reports

1. Chairman Mohsenin referenced staff memorandum, *April 2022 Project Summary* (filed as Exhibit F).
  - a. Mr. Airhart reported on Plant Projects. He said the contractor for the NOVEC transformer replacement project will demobilize from the site until the first transformer is delivered and ready to install. The delivery date for the first transformer has slipped further from March 2022 and is now expected sometime in July with the second transformer expected on August 12, 2022 with a full project completion date of mid-September 2022. In response to Director Dawood, Mr. Airhart said the original transformer order was placed in March of 2021.
  - b. Mr. Airhart stated that the Contract AWT (Advanced Wastewater Treatment) contractor has filled-in all the scuppers in Building L1 and installed the bar screens in the ballast ponds. The first of the new motor control centers was delivered that morning, while HVAC work in Building L continues on schedule. The Substantial Completion Date is unchanged at May 10, 2023.
  - c. The Ozone Biofiltration engineer continues to work on acquiring the necessary permits for the project from Fairfax County.
  - d. The Building U Centrifuge Upgrade (Project U2) engineers are working on the 90 percent design documents.
  - e. For Contract R2D2 (Renovations to Residuals and Building D/2), the contractor reached substantial completion status and therefore this item will be removed from future reports. Mr. Airhart advised that staff would provide the Board with a final summary on how UOSA's experience with its first CMAR project turned out.
  - f. The P2NR Plus (Phase 2 Nutrient Reduction Plus) engineer is preparing the final PER based on feedback from the workshop and staff expect the report sometime in the next six weeks.
  - g. The MFF (Methanol Feeding Facility) engineer advised that comments were uploaded again to Fairfax County's permitting website in early April.
  - h. Mr. Airhart reported on the single active Delivery System Project. He said for the YPIU (Yorkshire Park Interceptor Upgrade), the Park Authority reviewed the proposed limits of disturbance for the construction inside the park and provided the engineer with an application that now needs to be submitted, prior to any compensation issues being addressed. In response to Director Vehrs, Mr. Airhart advised that it could take quite some time before the project was ready for construction. He said the compensation and license agreement process with the Park is lengthy and project permitting involves both Prince William County and Fairfax County since the project will go through portions of both. He also assured Director Vehrs that UOSA's project would be complete prior to any proposed construction of a future Route 28 Bypass.

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

SECOND: Director Vehrs

VOTE: Unanimous

J. FY-23 Budgets

1. Chairman Mohsenin referenced staff memorandum, *FY-23 Draft Budget – O&M, Generator Reserve, OPEB Reserve & Reserve Maintenance* (filed as Exhibit G).
  - a. Mr. Angelotti highlighted some areas of the proposed budget. He said that during this fiscal year, the budget team was challenged with preparing a budget that considers tight labor, energy, chemical and material markets with unprecedented supply shortages; and pandemic related consumer savings and federal monetary policy that has generated pent-up spending demand. The economic circumstances have resulted in 40-year record high inflation rates. As of March 2022, inflation was at 8.5 percent as measured by the annual increase in the CPI. Unfortunately, looking forward into fiscal year 23, a leading indicator of inflation, which is the Producer Price Index, or PPI, had reached 11.2 percent in March, suggesting that climbing inflation is likely to continue for some time. So, the budget team was asked to once again sharpen their pencils to propose a budget that will not compromise UOSA's mission, but will take into account the unusual economic environment along with the projected need to treat 0.6 percent more flow in the coming fiscal year. The budget proposal staff presented is a 6.56 percent increase in the O&M Budget, which is nearly 2 percent less than the current inflation rate of 8.5 percent for an overall total budget increase of just 4.2 percent which is about half the inflation rate.
  - b. Mr. Angelotti said this is a competitive budget plan, when viewed in the context of the higher flow treated and the current economic pressures that utilities and municipal governments are dealing with right now. He said the Executive Overview and the budget book that was presented details each of the budget categories, the O&M Budget, the planned Reserve Maintenance Projects and Reserve Budgets. He mentioned a few budget highlights: the O&M Electrical and Miscellaneous budgets are actually less than last year's budget and staff are proposing a flat, zero increase for O&M Facilities Maintenance budget compared to last year.
  - c. Mr. Angelotti continued with highlights and stated that the proposed budget included a customary annual 2 percent escalation on the Reserve Maintenance Budget. A 6.37 percent increase in Personnel Services to accommodate the two new fulltime employees that were planned for and presented in September in the look-ahead budget, as well as merit raises, market rate and pay scale adjustments that staff feels are needed for UOSA to stay competitive in the region and retain its highly qualified people that we have invested heavily in as we do our best to deal with this very tough labor market challenging employers nationwide. The overall impact of the O&M Budget increase calculated on an equivalent household basis served by UOSA is estimated to increase costs by about \$7.44 per year, which equates to about \$0.62 a month, or just two pennies a day.
  - d. In response to Director McGrath, Mr. Angelotti and Mr. Wolfe assured the Board that by maintaining a zero increase for Facilities Maintenance it would not risk any maintenance or postpone any major work as this category has a trend of fluctuating magnitude from year to year.

- e. In response to Director McGrath, Mr. Angelotti explained that renting or leasing was considered because this is the current arrangement, that purchasing a new track loader would avoid those costs with reasonable payback and buying provides the advantage of immediate equipment availability when it is needed. The equipment is primarily used for onsite landfill operations and periodically moving material in the ponds. He advised that this equipment will be needed more in the future with new landfill regulations coming.
- f. Director McGrath acknowledged that the cost of lime is a significant amount of the operating budget and with lime due to continue to rise in price, he asked staff if one of the eight BOA engineers could do a study to find other lime alternatives to avoid the high prices. Mr. Owsenek agreed that with a fifty percent cost increase for lime that it would seem appropriate to rehash those discussions that staff considered in the past when lime was less expensive and reevaluate the process once again. He advised that both lime and alum can be used to achieve the removal of phosphorus and that staff have already begun offsetting the amount of lime by using more alum. Mr. Angelotti added that lime addition has some benefits to the water reuse process and those benefits would need to be considered. He also advised that alternatives to transition UOSA away from lime treatment, such as membrane bioreactors, were already identified in prior preliminary engineering reports and the Master Plan.
- g. Director Dawood stated that on the Personnel portion of the O&M Budget, coincidentally the City Council for the City of Manassas approved a 5 percent across the board increase for its employees and a 3 percent merit-based increase, which totals an 8 percent increase. He said that their recommendation came from a thorough compensation study, which is very consistent with what UOSA budget team has proposed. Director Farr said that the PWCSA also adjusted their scales and the results are in line with what others have chosen to do as well.
- h. In response to Director Farr, Mr. Angelotti said that an overall budget increase of 4.2 percent is not a typical annual increase for UOSA in recent years and that for many years increases have been in the low single digits and last year was held at less than 1 percent. Mr. Angelotti also reminded the Board that the salary scales typically have increased by only 1 percent annually, until last year the increase was moved up to 3 percent. He said it was important to increase the salary scales once again as a result of the current labor market. Mr. Wolfe warned that if the salary scales are not increased this fiscal year, that roughly 40 percent of the workforce would be topped out within the year. He said we do not want to be in a position of losing staff in this hiring market where jobs are difficult to fill.
- i. Director Dawood asked how many vacancies UOSA currently had. Mr. Wolfe said that 4 or 5 fulltime positions are currently open along with several summer/temporary positions available. He reported that as recently as two months ago there were approximately 10 vacancies, but we have been lucky to fill some of those. He also stated that two of those vacancies occurred within the last week to higher salaries elsewhere.
- j. In response to Chairman Mohsenin, Mr. Angelotti said the two newly proposed full-time positions are for one mechanic and one treatment process operator. He stated that a lot of infrastructure, such as new centrifuges and a second dryer were added to the plant increasing the operations and maintenance workload. We have difficulty with

operator coverage on the night shift and the need for additional staffing has not been addressed until now.

MOTION: Director Vehrs moved to approve the Operations & Maintenance, Reserve Funds and Reserve Maintenance Budgets, as presented, for FY-23.

SECOND: Director Farr

VOTE: Unanimous

K. 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 at 388 days without a lost time accident. She said the one-year mark had passed and was celebrated by giving all employees a lifesaving hammer tool (also one was left at the Board's places). This tool has the ability to break glass or cut a seatbelt if you ever found yourself in need of this in an emergency or accident. The suggestion came from an employee through UOSA's Safety Suggestion program. Employees are looking forward to celebrating the next 180 days with an outdoor picnic or something similar. Chairman Mohsenin congratulated staff on reaching an impressive safety record.
- b. Ms. Noble-Blair reported that UOSA has seen 2 COVID-19 case since last month with a total of 43 cases since the start of the pandemic. She said the State of Virginia Safety and Health Code Boards officially revoked the Virginia Standard for COVID on March 21, 2022. Following that, UOSA's internal group prepared and UOSA implemented a very succinct COVID-19 Policy that follows CDC guidelines to include basic health and safety work practices such as washing hands, voluntary mask wearing except for under certain circumstances where people are not able to social distance. Staff are no longer required to do daily wellness checks. Staff will continue to monitor the COVID-19 status and continue to see what others are doing so that UOSA will be ready if the return of protection measures becomes necessary.
- c. Ms. Noble-Blair wished everyone a Happy Earth Day. She acknowledged that UOSA's Sustainability Committee had done a great job of providing information and encouraging staff to get involved outside at UOSA, and at home, as part of a month-long Earth Day celebrations. UOSA's Safety Officer led a plant tour on site for other UOSA employees and spent an hour or so identifying different native and invasive plants, and talked about whether they were harmless or invasive.
- d. Ms. Noble-Blair advised everyone to be careful outside as this is nesting season for the geese, and they can become aggressive. Director Vehrs asked if there is anything being done to control the geese population. Ms. Noble-Blair said that over the years there has been an increase in goose population and that staff continue to monitor nested eggs and try to minimize some of the continued growth on site when possible. She said recently a company was hired to bring a

trained dog to chase or discourage the geese from gathering in locations with high traffic areas for vehicles and pedestrians.

## 2. Executive Director's Report

- a. Mr. Angelotti reminded the Board that staff had reported at previous meetings that there has been a lot of activity in the area of Per- and Polyfluoro- Alkyl Substances (PFAS) and he wanted to give an update on that. He reported that DEQ sent out a survey to permitted entities that discharge to Virginia surface waters, probing for information about PFAS sources contributing to those facilities and monitoring results encountered. UOSA as a potable reuse facility has taken a responsible and proactive stance and has performed a significant amount of monitoring to understand what kind of compounds may be present at what concentrations in our influent and effluent, as well as our biosolids. There is some concern that since we have analyzed for so many compounds, the sum of results for all those analytes can be quite high when you start adding up small numbers of a large quantity of the analytes that we analyzed for. He said some additive results are in excess of a 70 nanograms per liter criteria that DEQ seems to have grabbed hold of as sort of a tipping point for these survey responses. UOSA has seen additive results higher than the survey reporting threshold and are concerned that reporting these maximum numbers may cast a negative light on UOSA. Many other facilities may not have done any analysis, or if they did, it might have been very limited to just a few compounds that would not add up to that threshold. With the survey submission dates coming up at the end of April and given the public perception and interest on this particular issue, and the likelihood that the survey results will be public record for DEQ, staff thought the Board should be made aware. He stated that staff is planning to be transparent and report what we see and share the information with the State because the information is valuable to the regulators so they are able to make good decisions based on good science which requires data.
- b. In response to Chairman Mohsenin, Mr. Angelotti reported that there is not a reduction in these particular compounds through the plant when comparing the influent to the effluent. The compounds are called "forever chemicals" for this reason and are actually designed by humanity to prevent being broken down and are very persistent in the environment. He said there have been some indications that there are numerous precursor compounds, something like 5,000 to 7,000 of these larger fluorinated compounds in the water that we don't analyze for and then when these get into the treatment plant, sometimes those large molecules can break down into the smaller compounds that we do analyze for. Essentially this gives the appearance that there has been an increase in the compounds that are analyzed through the plant. He also said there was a separate regulatory effort underway to monitor drinking water across the state as well, and to fully understand where these compounds are coming from.
- c. Director Dawood requested that staff provide a reader digest version of the effort that VT & OWML is taking on the salt issue.
- d. Mr. Angelotti delivered some sad news to the Board, he shared that the Dr. Adil Godrej had recently passed away. Dr. Godrej was the Co-Director of the Occoquan Watershed Monitoring Laboratory (OWML), a sister agency to UOSA. Dr. Godrej will be greatly missed as OWML



will be challenged to find another resource that was as helpful, knowledgeable, and as dedicated to his work and the environment.

- e. Mr. Angelotti announced that as the pandemic seems to have subsided, staff are now able to plan for UOSA's Annual Service Award luncheon which will be held on Wednesday, June 29, 2022. He advised the Board to mark their calendars for the outdoor event that will be held under a tent, onsite near the lake. He added that those who retired from UOSA during the pandemic and were unable to be celebrated in the past will be invited to attend this year's celebration.

### 3. Legal Counsel's Report

- a. Ms. Hostetler reminded the Board that the proposed amendment changing how UOSA measured exceedances was sent to Bond Counsel and approved. The changes have since been sent to the legal counsels for each member jurisdiction and responses from several have been received with no issues. Ms. Hostetler has had some good conversations explaining UOSA's Service Agreement to those who are less familiar with that document. She hopes that by the next board meeting, she can bring back any additional tweaks to the exceedance changes along with the expansion to 60 MGD that was previously blessed. The next step would be to then submit it to the jurisdictions for one action, one adoption.
- b. In response to Chairman Mohsenin, Mr. Angelotti provided an update on the status of the expansion to 60 MGD. He reported that work has begun on a rating study for the various unit processes on the plant site so that we can better identify where our bottlenecks are and develop a better understanding of the scope of the expansion effort. We are hopeful that there may be some capacity already in portions of the treatment plant as it sits here today. An RFP for the rating study was issued, a preproposal conference was held, and of the proposals received staff have narrowed it down to three engineering firms. Those firms will be coming in for interviews and presentations of their teams so that we can make the final selection before entering into a contract with one.

### L. Closed Meeting

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

MOTION: Director Vehrs moved that the Board of Directors of the Upper Occoquan Service Authority (UOSA) convene a closed meeting at 4:58 P.M. pursuant to Virginia Code Section 2.2-3711 (A), Subsection 1, to discuss personnel matters.

SECOND: Director Farr

VOTE: Unanimous

MOTION: Director McGrath moved to return to regular session at 5:11 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 McGrath moved to accept Certification of Closed Meeting.  
SECOND: Director Vehrs  
VOTE: Unanimous

MOTION: Director Vehrs moved to authorize an \$800 per month car allowance for the Executive Director effective July 1, 2022 in lieu of a company vehicle.  
SECOND: Director Simpson  
VOTE: Unanimous

M. Adjournment

MOTION: Chairman Mohsenin moved to adjourn at 5:12 P.M.  
SECOND: Director Dawood  
VOTE: Unanimous

  
Jeanette M. Rishell, Secretary  
UOSA Board of Directors

Date: May 19, 2022

*These minutes are unofficial until signed.*