

A REGULARLY SCHEDULED MEETING OF THE BOARD OF DIRECTORS OF THE UPPER OCCOQUAN SERVICE AUTHORITY WAS HELD MARCH 17, 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 joined meeting after the start due to local traffic issue.*

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, Odin, Feldman, & Pittleman, P.C.
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Engineer:	Don Forgacs, Jacobs
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B. Approval of Minutes

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

MOTION: Director Vehrs moved to approve the minutes of the February 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.

D. Financial Reports

1. Chairman Mohsenin referenced staff memorandum, *February 2022 Financial Summary* (filed as Exhibit A).
 - a. Mr. Wolfe stated that the February Financial Summary reflected lower O&M expenses than planned primarily due to budget timing differences for Contract Services and Miscellaneous, and lower Electric Power expenses partially offset by higher Facilities Maintenance expenses. Flows were 8.6 percent lower than planned for the month. Year-to-date FY-22 expenses through February were lower than budget by approximately \$1.8 million, primarily due to lower Personnel, Electric Power, and Miscellaneous expenses and budget timing differences for Contract Services and Process Chemicals. Year-to-date flows were 7.4 percent lower than planned.

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

SECOND: Director McGrath

VOTE: Unanimous

Directors Dawood and Fields arrived at the meeting.

E. FY-23 Debt Service Budget

1. Chairman Mohsenin referenced staff memorandum, *FY-23 Debt Service Budget* (filed as Exhibit B).
 - a. Mr. Angelotti reminded the Board that the FY-23 Debt Service Budget is fixed according to the prior bond issuances and based on the Plan of Finance approved last month. He said the slight increase of 2.4 percent over the last year's budget was primarily due to increased principal payments for 2019 Series bonds partially offset by some savings from the rate reset for the VRA loan. The staff recommends the Board approve the attached FY-23 Debt Service Budget in the amount of \$37,806,001.
 - b. Chairman Mohsenin reiterated the sentiment from the last meeting, for staff to continue to review CIP projects to see if there are any opportunities to perform smaller upgrades to extend the life of the asset, as opposed to an overhaul or replacement. He requested this project review be done before bonds are issued again. He said anything to flatten the peak in the CIP would be greatly appreciated.
 - c. Mr. Angelotti advised that staff will be addressing R&R type project scope reviews by issuing task orders through UOSA's BOA contracts. BOA task orders will be issued to better detail near term project scopes including those projects that will be funded with the next bond issue. He also stated that these BOA contracts are due for renewal soon and the Board could anticipate updates on those contracts and associated task orders in the upcoming months.

Director Simpson arrived at the meeting.

MOTION: Director Vehrs moved to approve the FY-23 Debt Service Budget as presented.

SECOND: Director McGrath

VOTE: Unanimous

F. Major Project Reports

1. Chairman Mohsenin referenced staff memorandum, *March 2022 Project Summary* (filed as Exhibit C).
 - a. Mr. Airhart reported on Plant Projects. He said the contractor for the NOVEC transformer replacement project began preparation work just after the last board meeting, and that the delivery date for the first transformer slipped from March 29 to May 21, with the second transformer expected on August 12, 2022 with a full project completion date of mid-September 2022.
 - b. Mr. Airhart stated that the Contract AWT (Advanced Wastewater Treatment) contractor backfilled the area where the post carbon filter tanks were located and is now using that area for parking. All contract-required valves and all other filter hatch repairs are complete. The contractor is coordinating with UOSA's Operation staff to schedule pressure testing once all repairs reach 100 percent complete. The electrical work continues with installing of cabling to Building P by using a newly constructed duct bank and that work should be complete by the end of the week. The delivery of their first MCC was delayed although the project schedule is on time. The Substantial Completion Date is unchanged at May 10, 2023.
 - c. The Ozone Biofiltration engineer continues to work on bidding documents and acquiring the necessary permits for the project from Fairfax County. Mr. Airhart advised that although the permitting process is moving slowly with Fairfax County, that there has been some movement forward. Chairman Mohsenin offered his assistance within the County to help expedite the permit process and hopefully move the permits forward if the need arose.
 - d. The Building U Centrifuge Upgrade (Project U2). The 50 percent design workshop was held February 28, 2022, while a separate meeting to discuss the instrumentation and controls to make sure all parties understood the control strategy was held on March 10, 2022.
 - e. For Contract R2D2 (Renovations to Residuals and Building D/2), DEQ issued the Certificate to Operate on March 11, 2022. With all field work completed, that project is substantially complete. Staff is drafting a change order to move administrative items from substantial completion to final completion status, retroactively. 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) engineer provided the Draft PER and it is currently being reviewed by staff.
 - g. The MFF (Methanol Feeding Facility) awaits a response from Fairfax County for the permitting process.
 - h. Mr. Airhart reported on the single active Delivery System Project. He said for the YPIU (Yorkshire Park Interceptor Upgrade), staff continues to coordinate with the Bull Run Park staff through which the interceptor

runs and have set the limits of disturbance in the park and are reviewing the 90 percent design for the project. The Park is also drafting a new license agreement for UOSA.

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 at 353 days without a lost time accident.
- b. She reported that UOSA has seen 1 COVID-19 case since last month with a total of 41 cases since the start of the pandemic. She said staff continue to wait for the final vote from the State of Virginia Safety and Health Code Boards to determine if the Virginia Standard for COVID is still needed. The vote to is expected the following Monday. Until official changes are voted on, staff continue to follow UOSA's Infectious Disease Plan, and will update it in accordance with Virginia standards and requirements, while also following the CDC requirements, as appropriate. The UOSA employee led group, the Health Contingency Working Group (HCWG), has begun to prepare a succinct policy for COVID-19 as a basic health and safety practices should we need to go back to implementing protection measures such as mask wearing and temperature checks in the future.
- c. Director Vehrs inquired about the record number of days without an incident for UOSA. Ms. Noble-Blair said the record is somewhere just above 700-day mark.

2. Executive Director's Report

- a. Mr. Angelotti stated that he had nothing to report.
- b. Director Vehrs inquired about UOSA's position on teleworking now that the COVID pandemic has shown it can be successful for some workforces and asked if UOSA would be continuing teleworking as an option for staff. Mr. Angelotti advised that most staff have returned to working in-person, and that not all positions lend themselves to telework when you factor in their daily responsibilities and that not all tasks can be handled remotely. He did acknowledge that UOSA may need to consider adapting to some telework being available in the future to make the work environment attractive and to retain staff. He said currently, the individual directors are responsible for determining which positions can be eligible to telework and how many days to best staff their areas.
- c. Director Dawood inquired as to when the UOSA's personnel compensation or the corresponding budget line item would be presented for this upcoming fiscal year. He advised that the City of Manassas is performing a compensation study. Mr. Angelotti stated that the Personnel section will be presented to the Board as part of the Operation and Maintenance (O&M) Budget at the April Board meeting. He said any information the City could share with UOSA staff with regards to compensation study findings would be greatly appreciated.

3. Legal Counsel's Report

- a. Chairman Mohsenin referenced staff memorandum, *Attorney Rate Increase Request* (filed as Exhibit D).
- b. Ms. Hostetler reminded the Board that two years ago, Odin, Feldman & Pittleman, P.C. (OFP) requested an increase of its hourly rate cap. Due to economic issues associated with the COVID-19 pandemic that increase request was withdrawn before any Board action was taken. She said the current hourly rate has been in place since 2013, and even with the increase request before the Board today, the proposed hourly cap is still below prevailing rates in the legal industry and is less than any public authority that was surveyed.

MOTION: Director Rishell moved to increase the OFP hourly rate cap from \$300 to \$330, whereas any attorneys whose hours rate are less than the cap will continue to bill at their normal hourly rate.

SECOND: Director Fields

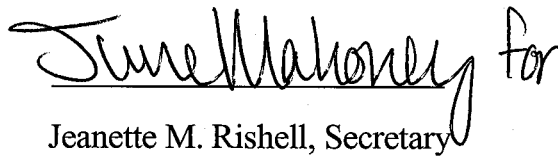
VOTE: Unanimous

H. Adjournment

MOTION: Director Simpson moved to adjourn at 4:22 P.M.

SECOND: Director Fields

VOTE: Unanimous

 for

Jeanette M. Rishell, Secretary
UOSA Board of Directors

Date: April 21, 2022

These minutes are unofficial until signed.