

MAY 19, 2022

A REGULARLY SCHEDULED MEETING OF THE BOARD OF DIRECTORS OF THE UPPER OCCOQUAN SERVICE AUTHORITY WAS HELD MAY 19, 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.	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
	Nina Andgren
	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 April 21, 2022 and asked the Board for their approval.

MOTION: Director Vehrs moved to approve the minutes of the April 21, 2022 Board meeting.

SECOND: Director Simpson

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, *April 2022 Financial Summary* (filed as Exhibit A).
 - a. Mr. Wolfe reported that the April Financial Summary reflected higher O&M expenses than planned primarily due to higher Facilities Maintenance and Process Chemicals expenses partially offset by lower Personnel, Facilities Operations and Administration expenses and budget timing differences for Contract Services. Flows were 4.3 percent lower than planned for the month. Year-to-date FY-22 expenses through April were lower than budget by approximately \$1.76 million primarily due to lower requirements for Personnel, Electric Power, Process Chemicals, Miscellaneous expenses, and budget timing differences for Contract Services partially offset by higher Facilities Maintenance expenses. Year-to-date flows were 7.9 percent lower than planned.
 - b. Mr. Wolfe reminded the Board that the O&M Budget surplus return procedures approved by the Board in 2014 indicate that a budget surplus over \$1 million at the time of the June Board Meeting will be designated as a significant surplus, and fifty percent of the surplus will be returned to the jurisdictions in the June quarterly billing. He stated that the budget surplus currently stands at \$1.76 million therefore the member jurisdictions will see fifty percent of the surplus returned in next month's billing.
 - c. In response to Director McGrath, Mr. Wolfe said the next bond issuance is projected for the Fall of 2022 or may slide into early Spring of 2023 and that staff will further discuss the next bond issuance with the Board at the July meeting.

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

SECOND: Director Simpson

VOTE: Unanimous

2. Chairman Mohsenin referenced staff memorandum, *FY-22 Third Quarter O&M Budget Review* (filed as Exhibit B).
 - a. Mr. Wolfe reported that the Third Quarter period ending March 31, 2022 reflected a favorable variance of \$148,000 or 1.9 percent and actual flows for the quarter were 7.1 percent lower than planned. He said that during the Third Quarter, favorable variances in Personnel, Electric Power, Chemicals, Facilities Operations, and Administration were partially offset by higher expenses for Facilities Maintenance, Contract Services, and Miscellaneous expenses. He reported that year-to-date expenses through March 31, 2022 reflected a favorable variance of approximately \$1.8 million or 7.5 percent, primarily due to lower costs in Miscellaneous, Contract Services, Chemicals, Electric Power, Facilities Operations, and Personnel.

MOTION: Director Simpson moved to receive and file the FY-22 Third Quarter O&M Budget Review.

SECOND: Director Vehrs

VOTE: Unanimous

E. FY-22 Audit

1. Chairman Mohsenin referenced staff memorandum, *FY-22 Audit* (filed as Exhibit C).
 - a. Mr. Angelotti asked Mr. Wolfe to brief the Board on any comments shared by the Auditors in the Audit Committee meeting that was held just prior to the regular Board meeting.
 - b. Mr. Wolfe stated the audit partner, Mr. Mike Garber, reviewed the agenda for this year's audit. The Committee asked about any new pronouncements that staff would need to be aware of. He said this year the same partner will be managing the audit and that there were no pre-audit questions raised or comments made in general to note.

F. O&M Budget FY-23 First Six-Month Appropriation

1. Chairman Mohsenin referenced staff memorandum, *O&M Budget FY-23 First Six-Month Appropriation* (filed as Exhibit D).

MOTION: Director Fields moved to appropriate \$17,357,600 to fund Operations and Maintenance for the first six months of FY-23.

SECOND: Director Vehrs

VOTE: Unanimous

G. Major Project Reports

1. Chairman Mohsenin referenced staff memorandum, *May 2022 Project Summary* (filed as Exhibit E).
 - a. Mr. Airhart reported on Plant Projects. He said since last month's board meeting, the contractor for the NOVEC transformer replacement project demobilized from the site until the delivery of the first transformer is onsite and ready to install. The delivery date for the first transformer 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.
 - b. Mr. Airhart stated that the Contract AWT (Advanced Wastewater Treatment) contractor installed large exhaust fans on Building L1. The Substantial Completion Date is unchanged at May 10, 2023.
 - c. The Ozone Biofiltration engineer is working on comments and continues to await the necessary permits for the project from Fairfax County.
 - d. The Building U Centrifuge Upgrade (Project U2) engineers continue to work on the 90 percent design documents that are anticipated mid-June.
 - e. The P2NR Plus (Phase 2 Nutrient Reduction Plus) engineer is on schedule to provide the final PER to staff by the end of the month.
 - f. The MFF (Methanol Feeding Facility) site plan has been approved by Fairfax County to the level where it is now passed along to the Building

Permit Office with any questions being directed to the project engineer.

- g. Mr. Airhart reported on the single active Delivery System Project. He said for the YPIU (Yorkshire Park Interceptor Upgrade), the engineer is finalizing the application for the Park Authority to approve the proposed limits of disturbance for the construction inside the park and staff anticipate a response the following day.

MOTION: Director Simpson moved to receive and file the May 2022 Project Summary reports.

SECOND: Director Vehrs

VOTE: Unanimous

2. Chairman Mohsenin referenced staff memorandum, *Laboratory Building Roof Replacement* (filed as Exhibit F).

- a. Mr. Angelotti introduced Ms. Nina Andgren, UOSA's O&M Division Director, to the Board and called on her to further discuss the details in the subject memo. Ms. Andgren greeted the Board and said it was nice to see everyone in person, as she has attended many meetings via the Zoom platform.

- b. Ms. Andgren said the Board may recall that a complete Laboratory Building Renovation project was included in the February 2022 CIP Update, which was endorsed by the Board at its February meeting and that the whole project was slated to begin in 2022 and be completed in 2026. She said as indicated in the latest condition assessment, the roof has continued to deteriorate since the last repair and is now leaking into office and common areas of the building. Due to the current poor condition of the roof, accelerating the roof replacement is recommended to preclude major leaks in the main lab area, electrical load center, mechanical room, and office spaces from potentially compromising critical laboratory operations.

- c. Ms. Andgren stated that staff solicited bids for the roof replacement alone, and from the seven interested contractors that attended a pre-bid meeting, three of them submitted competitive bids. The lowest responsive and responsible bidder was determined to be RainTree Services with a bid of \$649,100.00. She said to lock-in costs and guarantee timely execution in the inflationary and supply chain limited market, it was staff's recommendation to move forward with a contract in hopes of beginning the roof work in August 2022.

MOTION: Director Vehrs moved to authorize the Executive Director enter into a contract to replace the Bldg. LB roof with RainTree Services, in the amount of \$649,100.00.

SECOND: Director McGrath

VOTE: Unanimous

H. Staff Reports

1. Safety Briefing

- a. Ms. Noble-Blair provided a quick safety update and said the outside counter that you see when you enter the plant was at 416 days without a lost time accident. She said unfortunately staff was unable to produce

a Safety Newsletter for the month of May due to a recent vacancy in the position for UOSA's Safety Officer. She did however provide the Board with a copy OSHA's recently issued National Emphasis Program on Heat Stress left at the Board Member's places to read at their leisure. She said this program is an enforcement initiative focused on indoor and outdoor heat related workplace hazards. In response to the program, UOSA will be initiating education and awareness programs for its employees, including newsletter articles, training, posters, and other activities.

- b. Ms. Noble-Blair reported that UOSA has seen 10 COVID-19 case since last month with a total of 53 cases since the start of the pandemic, almost two years ago. She said this increase is similar to trends observed within the county and country. Fairfax County recently raised their transmission level from low to medium; mask wearing continues to be voluntary, consistent with VOSH and CDC guidelines. She said UOSA will initiate additional protection measures should it become necessary to protect the UOSA workforce and comply with laws and regulations.

2. Executive Director's Report

- a. Mr. Angelotti reminded the Board of UOSA's Annual Service Awards celebration that is traditionally held in June. This year we will celebrate long-term employees and invite back UOSA folks that retired during the pandemic to acknowledge their service as well. He said this year staff is planning a luncheon at the plant on Wednesday, June 29th at 11:30. This event will be held onsite under a tent near the lake. He said invitations will be forthcoming via email.
- b. Chairman Mohsenin referenced staff memorandum, *Occoquan Salinization Study* (filed as Exhibit G). Mr. Owsenek said the Board may recall at last month's meeting that staff was asked to provide an update on the status of the Occoquan Salinization Study. He described the National Science Foundation (NSF) funded study that has technical, social science and advocacy angles. Many staff from regional facilities such as UOSA, Fairfax Water, and all of UOSA's member jurisdictions make up the ECOS committee, "the Executive Committee on the Occoquan Watershed." He said the ECOS members like himself, Mr. Angelotti and Ms. Noble-Blair, are both study participants and also study subjects who completed a guided interview process to measure and evaluate how their thinking converges as they learn more on the issues associated with the reservoir and how salinization is progressing over time. Phase I of the effort focused on the sewershed and is wrapping up this year. The study team is applying for funding for Phase II which will focus on distributed sources in the Occoquan Watershed such as road salt. He said one useful finding has been that both UOSA and Fairfax Water each contribute about 4 percent total sodium load coming into and exiting UOSA. Another 14 percent of the total sodium load in the UOSA influent comes from Micron with another 14 percent is attributed to human waste. The remaining two thirds comes from unknown sources and that may be kitchen waste, or possibly other types of sources, with the thought that road salt may be the largest single contributor to the salinization of the reservoir. Mr. Owsenek advised that if Phase II is funded, the focus will be on the road salt type issues such as its application procedures, etc. He stated that staff believe this focus on road salt is appropriate and will continue to stay involved and brief the Board as requested.

- i. In response to Director Rishell, Mr. Owsenek and Director Dawood described the pros and cons of using brine to pretreat pavement compared to salting roads during winter storms.

3. Legal Counsel's Report

- a. Ms. Hostetler reported that she is still awaiting final comment from one member jurisdiction's counsel on the proposed Service Agreement Amendments. She said there is still time, as the Board may recall this process is known to take several months. She hopes that she may have a revised amendment for the Board to consider at the next meeting for one last look before the document is sent to the member jurisdictions for adoption.

I. Adjournment

MOTION: Chairman Mohsenin moved to adjourn at 4:29 P.M.
SECOND: Director Dawood
VOTE: Unanimous


Jeanette M. Rishell, Secretary
UOSA Board of Directors

Date: June 16, 2022

These minutes are unofficial until signed.