

A REGULARLY SCHEDULED MEETING OF THE BOARD OF DIRECTORS OF THE UPPER OCCOQUAN SERVICE AUTHORITY WAS HELD APRIL 20, 2023 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	Shwan Fatah
Calvin D. Farr, Jr.	Allan Rowley
Gary L. Fields	Nancy Vehrs
Michael McGrath	

**Directors Absent:**

Shahram Mohsenin  
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
	Nina Andgren

Legal Counsel: Sally Ann Hostetler, Odin, Feldman, & Pittleman, P.C.

Engineer: Don Forgacs, Jacobs

B. Announcement

1. Vice-Chair Vehrs announced that she would be the presiding officer for the meeting while Chairman Mohsenin was out of town.
2. Vice-Chair Vehrs welcomed Fairfax County's alternate board member, Mr. Shwan Fatah, for attending in Chairman Mohsenin's absence. She welcomed the City of Manassas Park's alternate board member, Mr. Allan Rowley, for attending in Director Rishell's absence.

C. Approval of Minutes

1. Vice-Chair Vehrs referenced the Board Minutes dated March 16, 2023 and asked the Board for their approval.

MOTION: Director McGrath moved to approve the minutes of the March 16, 2023 Board meeting.

SECOND: Director Fields

VOTE: Unanimous

C. Public Comment Time

1. Vice-Chair Vehrs 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. None were brought forward during the meeting.

D. Financial Reports

1. Vice-Chair Vehrs referenced staff memorandum, *March 2023 Financial Summary* (filed as Exhibit A).
  - a. Mr. Wolfe stated that the March Financial Summary reflected lower O&M expenses than planned primarily due to budget timing differences for Process Chemicals and lower requirements for Outside Services and Maintenance Materials, partially offset by higher requirements for Contract Services. Flows were 19.1 percent lower than planned for the month. Year-to-date FY-23 expenses through March were lower than budget by approximately \$728,000, primarily due to lower Personnel, Miscellaneous and Facilities Operations expenses and budget timing differences for Contract Services, partially offset by higher Facilities Maintenance and Electric Power expenses. Year-to-date flows were 11.3 percent lower than planned.

MOTION: Director McGrath moved to receive and file the March 2023 Financial Summary.

SECOND: Director Dawood

VOTE: Unanimous

E. FY-23 Third Quarter Plant Performance Report

1. Vice-Chair Vehrs referenced staff memorandum, *FY-23 Third Quarter Plant Performance Report* (filed as Exhibit B).
  - a. Mr. Owsenek reported that performance during the quarter was excellent as the plant continued outstanding performance through the fiscal year. He indicated that treatment is more difficult during the cold weather months, not just because of the impact on our O&M and TP field staff, but also because of the cold water's impact on biological and chemical process, and that the performance is therefore indicative of excellent work by staff.

MOTION: Director Rowley moved to receive and file the FY-23 Third Quarter Plant Performance Report.

SECOND: Director Farr

VOTE: Unanimous

F. Major Project Reports

1. Vice-Chair Vehrs referenced staff memorandum, *April 2023 Project Summary* (filed as Exhibit C).

- a. Mr. Airhart reported on Plant Projects. He stated that the MFF (Methanol Feeding Facility) project bid-opening occurred on March 30<sup>th</sup>, and as a result, the next meeting agenda was an action for the Board's consideration.
- b. He addressed the NOVEC transformer replacement project. He said the vendor, Pennsylvania Transformer, had been onsite installing parts that were missing from the previous installation attempt. NOVEC will inform staff when the vendor has the third-party testing and commissioning completed so the transformer can be fully energized, put online, and then the rented transformer unit will be removed. In response to Vice-Chair Vehrs, he advised that the project initially began May 2022 with a proposed completion date of September 2022.
- c. Mr. Airhart stated that the Contract AWT (Advanced Wastewater Treatment) project is currently 100 days behind schedule. The contractor has one motor control center and one pump remaining to be replaced along with the last filter quadrant to have the instrumentation and control circuit upgraded. The substantial completion date remains unchanged at May 10, 2023.
- d. He reported that the Building U Upgrade (Contract U2) project was out for bids, with the bid-opening scheduled for May 25, 2023.
- e. The Ozone Biofiltration (Contract OBF) project continues to await review in Fairfax County's permitting system.
- f. The P2NR Plus (Phase 2 Nutrient Reduction Plus) engineer continued developing schematic designs and finalizing the technical memorandum to define the scope of the renewal and replacement work. Insulation-resistance testing is scheduled for April 20, 2023.
- g. The Contract LB (C54 Laboratory Renovations) engineer is working on the design. The current design schedule shows that final design should come in December 2023, before the holiday.
- h. Mr. Airhart reported on the single active Delivery System Project, the YPIU (Yorkshire Park Interceptor Upgrade). He stated that staff and the engineer had begun moving forward with an approach that will break the project into separate phases so the area that is not impacted by the road alignment could move forward independently.
- i. In response to Director McGrath with regard to an example of streamlining commissioning activities for Contract AWT, Mr. Airhart and Mr. Angelotti explained that there are 30-day notice requirements for commissioning activities that affect taking equipment out of service and that the project team may ask treatment process staff to ready themselves in less time, if it can be accommodated. They confirmed that no commissioning work is being skipped or omitted.

MOTION: Director McGrath moved to receive and file the April 2023 Project Summary reports.

SECOND: Director Dawood

VOTE: Unanimous

2. Vice-Chair Vehrs referenced staff memorandum, *Methanol Feed Facilities (Contract MFF) - Contract Award Recommendation* (filed as Exhibit D).
  - a. Mr. Angelotti said the Board may recall that the methanol feed facility is the ammonia project described in the 2019 Ammonia Cost Agreement between the City of Manassas and UOSA. He stated that staff solicited bids for the MFF project and received four bids, one of which was found non-responsive. The three responsive bid amounts were included in the memo. The lowest responsive and responsible bidder was determined to be Clark Construction Group, LLC with a bid of \$7,129,000.00.
  - b. Director Dawood provided the Board with some background on the purpose of the MFF project, and the funding arrangements that the City of Manassas has in place for improvements to the peak shaving pond and other necessary infrastructure. He expressed concern about the increased cost due to the bid amount and its potential impact on the project. The current \$7 million bid received was more than twice that of the 2021 engineer's construction cost estimate of \$3.2 million. He asked staff if the Notice of Intent to Award could be delayed until the City could make the necessary funding arrangements prior to UOSA moving forward with the award. He also reminded the Board that there is a chance that this project is eligible for a State subsidy of up to forty-five percent of the project's cost.
  - c. Mr. Owsenek stated that the City of Manassas has been allowed to exceed their ammonia limit each year because they are signatory to the Ammonia Agreement and are committed to constructing the MFF. Under the terms of that agreement, the City of Manassas reimburses the O&M costs associated with those exceedances to make the other jurisdictions whole.
  - d. Mr. Angelotti stated that UOSA has forty-five days to issue a notice of intent to award after the opening bid date. Forty-five days would be May 12, 2023, and the next regular board meeting is not until May 18, 2023.

MOTION: Director McGrath moved to defer action to allow staff time to contact the bidder and request the bid price be honored until the next board meeting on May 18, 2023.

SECOND: Director Rowley

VOTE: Unanimous

#### G. FY-24 Budgets

1. Vice-Chair Vehrs referenced staff memorandum, *FY-24 Draft Budget – O&M, Generator Reserve, OPEB Reserve & Reserve Maintenance* (filed as Exhibit E).
  - 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: a tight labor market, which puts pressure on salaries, wages, compensation, benefits; as well as commodity, energy and service markets that experienced an unprecedented amount of inflation since procurement contracts were last renewed by UOSA. He shared some examples of the staggering increases in commodity pricing: the price of lime and bleach doubled, the plant's average price per kilowatt hour went up by forty percent,

and there are signs of continued supply side shortages as the Federal government has tightened monetary policies affecting economic productivity.

- b. Mr. Angelotti said that many of UOSA's prior purchasing arrangements, like its power block and natural gas pricing arrangements, that were executed during times of favorable commodity pricing, have since been renewed during times with significantly inflated pricing. Mr. Owsenek added that while UOSA does participate in peak shaving efforts at the plant with NOVEC, staff also participates in a different load sharing agreement with C-Power with regards to occasionally removing the pump stations off the grid. The pump station efforts resulted in a payment of \$42,000 from C-Power since it began three years ago.
- c. Mr. Angelotti advised that the Executive Office pushed the budget team to sharpen their pencils wherever they could by assuming no flow growth in FY-24, which squeezed the overall budget increase down to 9.24 percent over last year. He stated that the executive overview memo and budget book presents the details of each O&M budget category, as well as the planned reserve maintenance projects and the other reserve budgets presented for approval.
- d. Mr. Angelotti reported a modest 5.57 percent increase in personnel services to accommodate the three new full-time employees that were planned and included in September 2022 budget projection, as well as the normal zero to five percent merit-based raise, and a three percent pay scale adjustment without an across-the-board increase. He advised that staff will come back to the Board after the salary compensation study is complete with any recommended adjustments that come from the study consultants. The proposal would be to bring those recommendations before the Board, probably in the month of June, after any recommended salary adjustments are brought forward and proposed. Staff envisions that a budget amendment in June would be the best way to accomplish any adjustments that are needed.
- e. He advised that this year's impact of the O&M budget increase on a household served by UOSA is estimated to increase by \$33.50/year, which equates to about \$2.80/month, or just under \$0.10/day. He reminded the Board that the average requested total annual budget increases for the past three years (e.g. FY-22, FY-23, FY-24) have averaged 4.45 percent. Staff hope the Board finds this to be a reasonable record of fiscal stewardship, and that it conveys a high level of staff mindfulness for budget increase impacts to UOSA ratepayers.
- f. In response to Director Fatah, Mr. Angelotti advised that there is an increase in FY-24 for PFAS analytical monitoring. He said UOSA has been doing quarterly influent, effluent and biosolids analyses for PFAS and plans to do some additional monitoring for industries in its collection system. Mr. Angelotti acknowledged that UOSA is following EPA guidance on the matter.
- g. In response to Directors Farr and McGrath, Mr. Angelotti shared that while staff continue to look for ways to defer reserve maintenance projects or join smaller projects into larger efforts for CIP consideration, staff does not defer anything that would create an issue with permit compliance.
- h. In response to Director McGrath, Mr. Angelotti acknowledged that staff have discussed the cost and difficulties associated with the high

lime chemical AWT process and whether that is the most sustainable choice for UOSA's future, especially with the recent economic impact from cost increases for lime and other chemicals. He advised that if the price of lime remains high, then other alternatives may begin to look more attractive.

MOTION: Director Dawood moved to approve the Operations & Maintenance, Reserve Funds and Reserve Maintenance Budgets, as presented, for FY-24.

SECOND: Director Farr

VOTE: Unanimous

## H. Staff Reports

### 1. Safety Briefing

- a. Vice-Chair Vehrs welcomed Ms. Noble-Blair and said it was wonderful to have her back at the board meeting to provide her report.
- b. Ms. Noble-Blair reported that today marked UOSA's 751st day without a lost time injury or accident. She said there was a special lunch celebration planned to acknowledge and recognize staff's safety achievement.
- c. Ms. Noble-Blair said staff were celebrating Earth Day this week.
- d. Ms. Noble-Blair said the Regulatory Affairs Division, which consists of Safety, Security, and Environmental Compliance, are developing a site-wide training program on environmental, regulatory and safety issues. The Safety portion will consist of hazard communication training for chemicals stored onsite and navigating UOSA's safety data sheet system. For the regulatory portion, staff will be talking about spill prevention, control and countermeasures for our petroleum products and talking about spills and management of hazardous and chemical wastes.

### 2. Executive Director's Report

- a. Mr. Angelotti announced that with the return to more normal social interactions UOSA is planning the 2023 Annual Service Awards luncheon for June 21, 2023. He said the event will be held in Prince William County at the Fox Chase Manor. The Board will receive invitations in May from Ms. Mahoney.
- b. Mr. Angelotti provided an update on PFAS issues reporting that several media outlets reported that the concentration of PFAS in the Occoquan Reservoir exceeded some of the drinking water contaminant limits proposed by EPA. He said that he had recently met with Director Farr, at the Prince William County Service Authority, and with Ms. Jamie Bain-Hedges, at Fairfax Water, to discuss the increased public interest on this topic. He stated that he expects Fairfax Water to initiate an Occoquan stakeholder meeting that will expand the regional level of collaboration.
- c. Mr. Angelotti mentioned local sodium developments arising from the ECOS Research Team that is championed by Dr. Stan Grant, with Virginia Tech and the Occoquan Watershed Monitoring Laboratory (OWML). He advised that the fifth ECOS meeting was scheduled for the

following morning and that UOSA's Deputy Executive Director, Mr. Owsenek, would be providing a short presentation about UOSA's sodium and dissolve salt monitoring results at the meeting.

- d. Mr. Angelotti referenced staff memorandum, *Election of Officers and Election of UOSA Audit Committee Vacancy* (filed as Exhibit F) stated that the month of April is normally when the Board would elect its officers and choose audit committee members. Staff decided to postpone action for both the officers and the audit committee until next month's meeting, hoping for attendance by all the regular members and because UOSA is still waiting on official Board appointments from some jurisdictions.
- e. Mr. Angelotti said the Board may recall that UOSA, the Haskell Company, and a Jacobs team received a Southwest Regional Association of Builders and Contractors Excellence in Construction award (i.e. the ABC Eagle Award) for the Contract R2D2 improvements. The regional award made the project eligible for a more prestigious national award. Mr. Angelotti was pleased to announce that the R2D2 project took the top honors for environmental project for the national Eagle Award. He said this was a huge success for UOSA as R2D2 was its first CMAR project.
- f. Mr. Angelotti reminded the Board that staff felt it important for the Board to get more familiar with various pieces of UOSA's operations and have opportunities to interact with future leaders on the staff. He mentioned that during upcoming Board meetings, staff from various divisions will provide short presentations to serve this purpose.
- g. Mr. Angelotti introduced Ms. Nina Andgren, UOSA's Operation and Maintenance (O&M) Division Director. Mr. Angelotti introduced Ms. Andgren as one of UOSA's homegrown success stories and remarked on how smart and competent she is. Ms. Andgren began by recognizing Mr. Randy Allen, the Deputy Director of O&M, as another home-grown success story, like herself, that has worked their way up the career ladder at UOSA. Ms. Andgren's presentation focused on:
  - i. The fifty-four members of the O&M Division (the second largest division), their responsibilities, and what they can do when faced with challenges, putting their resources to work to overcome obstacles. She stated O&M's role in this organization is to take the raw sewage and convey it from the member jurisdictions to the plant and then to make sure that all the interceptor, pump station, and plant assets are in working order. The Division contains seven departments: Delivery Systems, Electrical Systems, Facilities Management, Industrial Controls, Mechanical Systems, and Support Systems.
  - ii. Ms. Andgren brought attention to some of the challenges the Division faces, like an aging facility with future planned growth in new and complex infrastructure, requiring an increased number of assets to track and maintain through work orders. She also acknowledged that O&M has been innovative in staffing specialized tasks. Examples include bringing back a retired, more senior employee in a part time role to work on special projects, and hiring summer interns when a full-time position is not available but want to develop potential candidates for future full-time opportunities. She said O&M had great success with its intern program over the years and has hired several people into full-time positions and they continue to grow and develop here at UOSA.

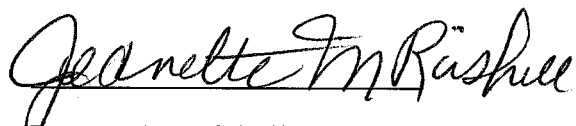
- iii. She said that many O&M vacancies over the past few years are the result of staff retirements. With a complicated facility such as UOSA, where a sewage treatment plant and a drinking water plant are joined together, it takes approximately six to eight years to learn this plant. It takes time to rebuild such a knowledge base. In response to Director Fatah, Mr. Angelotti stated that an area that UOSA has found to be particularly difficult to staff is in the professional trades, particularly the mechanical, electrical, and industrial controls fields. He said it is easy to find folks that have auto mechanic, home or small commercial electric, and residential control experience. However, it is another proposition to find experienced trade candidates that have worked in big industrial environments like UOSA, with very different knowledge requirements like working on large, complicated engine generators, massive pumps, high voltage switchgear, banks of load centers and big industrial HVAC systems.
- iv. In response to Director Vehrs, Mr. Angelotti confirmed that staff receive monetary bonuses or rewards as part of their career ladder progression if they obtain additional trade education and certifications.

3. Legal Counsel's Report

- a. Ms. Hostetler advised the Board that she was misinformed last month, and therefore misinformed the Board that all four member jurisdictions had approved to adopt Service Agreement Amendments. She said the Prince William County Board of Supervisor has this action on their May 2023 meeting agenda.

I. Adjournment

MOTION: Director Fields moved to adjourn at 5:26 P.M.  
SECOND: Director Rowley  
VOTE: Unanimous



Jeanette M. Rishell, Secretary  
UOSA Board of Directors

Date: May 18, 2023

*These minutes are unofficial until signed.*