

A REGULARLY SCHEDULED MEETING OF THE BOARD OF DIRECTORS OF THE UPPER OCCOQUAN SERVICE AUTHORITY WAS HELD MAY 18, 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:**

Calvin D. Farr, Jr.  
Gary L. Fields  
Michael McGrath

Richard Meyer  
Jeanette M. Rishell  
Nancy Vehrs

**Directors Absent:**

Tony H. Dawood  
Shahram Mohsenin

**Others Present:**

UOSA Staff:

Robert W. Angelotti  
Brian L. Owsenek  
Kevin D. Wolfe  
Mishelle R. Noble-Blair  
John W. Airhart  
June A. Mahoney  
James Robertson

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. She advised that Director Dawood was out of the country.
2. Vice-Chair Vehrs welcomed the City of Manassas' newly appointed regular board member, Mr. Richard Meyer. She stated that Director Meyer is retired as Senior Vice President and General Counsel at the National Rural Electric Cooperative Association.
3. Director Meyer thanked the Board for their welcome and said it is a pleasure to be part of an organization that performs a very important function.

C. Approval of Minutes

1. Vice-Chair Vehrs referenced the Board Minutes dated April 20, 2023 and asked the Board for their approval.

MOTION: Director McGrath moved to approve the minutes of the April 20, 2023 Board meeting.  
SECOND: Director Rishell  
VOTE: Unanimous

D. 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.

E. Financial Reports

1. Vice-Chair Vehrs referenced staff memorandum, *April 2023 Financial Summary* (filed as Exhibit A).
  - a. Mr. Wolfe stated that the April Financial Summary reflected higher O&M expenses than planned primarily due to higher pricing for Calcium Oxide, partially offset by lower Facilities Operations and Electric Power expenses. Flows were 14.7 percent lower than planned for the month. Year-to-date FY-23 expenses through April were lower than budget by approximately \$758,000, 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 11.6 percent lower than planned.

MOTION: Director Farr moved to receive and file the April 2023 Financial Summary.  
SECOND: Director McGrath  
VOTE: Unanimous

2. Vice-Chair Vehrs referenced staff memorandum, *FY-23 Third Quarter O&M Budget Review* (filed as Exhibit B).
  - a. Mr. Wolfe reported that the Third Quarter period ending March 31, 2023 reflected a favorable variance of \$206,000 or 2.4 percent and actual flows for the quarter were 14.3 percent lower than planned. He said that during the Third Quarter, favorable variances in Personnel, Electric Power, Facilities Operations, Chemicals, Administration and Insurance were partially offset by higher Contract Services, Miscellaneous, and Facilities Maintenance expenses. He reported that year-to-date expenses through March 31, 2023 reflected a favorable variance of approximately \$769,000 or 3 percent, primarily due to lower costs in Personnel, Miscellaneous, and Facilities Operations expenses, and budget timing differences for Contract Services, partially offset by higher Facilities Maintenance.
  - b. In response to Director McGrath, Mr. Owsenek stated that the increase of purchased water (i.e. UOSA's account for drinking water utility) was a result of broken underground pipes. He said the leaks were found and repairs have been made; the system is being monitored.

MOTION: Director McGrath moved to receive and file the FY-23 Third Quarter O&M Budget Review.  
SECOND: Director Rishell  
VOTE: Unanimous

F. Election of Officers

1. Vice-Chair Vehrs referenced staff memorandum, *Election of Officers* (filed as Exhibit C).
2. Ms. Mahoney stated that Chairman Mohsenin's and alternate Director Fatah's term reappointment was on the May 23, 2023 meeting agenda for Fairfax County Board of Supervisors. She advised that pursuant to UOSA's Bylaws and Articles of Incorporation, each officer (i.e. Board Member) shall hold office until a successor has been duly appointed.

MOTION: Director Farr 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 Rishell  
VOTE: Unanimous

G. Election of UOSA Audit Committee Vacancy

1. Vice-Chair referenced staff memorandum, *Election of UOSA Audit Committee Vacancy* (filed as Exhibit D).
  - a. Mr. Angelotti advised that the vacancy is due to Director Simpson's departure from the Board. He said the Board will need to appoint one member to fill the vacancy on the Audit Committee to serve with the other current members, Director Vehrs and Director Fields, for the remainder of the two-year term, April 2022 – April 2024.

MOTION: Director Rishell moved to appoint Director Meyer to serve on the Audit Committee for the remainder of the April 2022-April 2024 term.

SECOND: Director McGrath  
VOTE: Unanimous

H. Major Project Reports

1. Vice-Chair Vehrs referenced staff memorandum, *May 2023 Project Summary* (filed as Exhibit E).
  - a. Mr. Airhart reported on Plant Projects. He stated that Clark Construction Group, the most responsive and responsible low bidder for the MFF (Methanol Feeding Facility) project, agreed to honor their bid price through this May 18, 2023 Board meeting so that the Board could take action on the contract award decision that was deferred from the April meeting. As a result, the next meeting agenda item has that action for the Board's consideration.

- b. He addressed the NOVEC transformer replacement project. He said the vendor, Pennsylvania Transformer, had their vendor's third-party testing and commissioning firm onsite. There was a problem found and corrected by draining oil from its main tank for a few days before refilling it. The unit was scheduled to be energized the follow day.
- c. Mr. Airhart stated that the Contract AWT (Advanced Wastewater Treatment) project remains approximately 100 days behind schedule. The contractor continued commissioning motor control centers and working on getting the final filter quadrant delivered. Site restoration with sod and topsoil was in progress. The substantial completion date remains unchanged at May 10, 2023.
- d. He reported that the Building U centrifuge upgrade (Contract U2) project was out for bids, with the bid-opening scheduled for May 25, 2023. Staff hoped to bring an action before the Board with a recommendation to award at the June meeting.
- 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) project, the low voltage feeder cables in the area were tested, and the engineers are analyzing the testing data to determine if we need to include feeder replacement work in the P2NR+ project. Schematic design for the rest of the improvements continued.
- g. The Contract LB (C54 Laboratory Renovations) engineer was supposed to deliver the 30 percent design documents the following day. The final design is anticipated toward the end of the calendar year.
- 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. He said staff continue to work with Bull Run Park as their main focus appears to be a Cub Run bridge at the confluence of Bull Run. In response to Vice-Chair Vehrs, Mr. Airhart stated that he did attend the recent citizens' meeting about the Route 28 Bypass project. He said while he did not find it very informative, he did acknowledge that a member of his staff participates with the Route 28 Bypass design team and he is privy to more detailed information.

MOTION: Director Farr moved to receive and file the May 2023 Project Summary reports.

SECOND: Director Fields

VOTE: Unanimous

- 2. Vice-Chair Vehrs referenced staff memorandum, *Methanol Feed Facilities (Contract MFF) - Contract Award Recommendation* (filed as Exhibit F).
  - a. Mr. Angelotti said the Board may recall that the action to approve the award and execution of the construction contract for the methanol feed facility was on the agenda last month but was tabled until this meeting. The City of Manassas called a meeting with UOSA staff and representatives from Micron since last month's Board meeting. This

meeting was very productive, and the staff came away with an understanding that reservations about the project were relieved.

- b. He reminded the Board 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.

MOTION: Director Rishell moved to approve the Resolution authorizing the Executive Director to issue a Notice of Intent to Award, the Notice of Award, and thereafter to proceed with Award and execution of UOSA Contract MFF to Clark Construction Group, LLC, the lowest responsive and responsible bidder, for the contract amount of \$7,129,000.00.

SECOND: Director Farr

VOTE: Unanimous

3. Vice-Chair Vehrs referenced staff memorandum, *Cub Run Generator Control System Upgrade – Request for Authorization to Advertise and Issue the Invitation to Bid* (filed as Exhibit G).

- a. Mr. Angelotti said the Board may recall that this renovation project was included in the FY-24 Reserve Maintenance Budget approved last month. He said the project will replace the antiquated generator control system and some protective electrical relays at Cub Run Pump Station that are 20 years old and no longer supported by service providers. The project is expected to take two years to complete with an estimated first year cost of \$400,000. Staff anticipates being ready to issue the solicitation within the next month and is recommending that the Board authorize staff to advertise the invitation to bid for the project and to certify to the Department of Taxation that this project is eligible for sales tax exemption.

MOTION: Director Farr moved to authorize the Executive Director to advertise the Invitation to Bid for the Cub Run Pump Station Generator Control System Upgrade and certify to the Department of Taxation that the controls and other equipment for the project is eligible for a sales tax exemption.

SECOND: Director McGrath

VOTE: Unanimous

## I. Staff Reports

### 1. Safety Briefing

- a. Ms. Noble-Blair took a moment to introduce UOSA's Safety Officer, Mr. James Robertson, to the Board and said that he would be providing the safety briefing this month on her behalf.
- b. Mr. Robertson reported that today marked UOSA's 780th day without a lost time injury or accident.
- c. Mr. Robertson said the Regulatory Affairs Division, which consists of Safety, Security, and Environmental Compliance, are developing a site-wide program for the annual compliance and awareness training that will be underway shortly. He said the training will touch on hazard

communication, spill prevention/control/and containment, air permits, heat stress, and kicking off the CPR/AED/First Aid training classes. He took a moment to recognize Mrs. Meagan Best, UOSA's Maintenance Planning Assistant, for making use of the training she received last year by providing medical assistance to a person in the form of CPR while at a gas station and was able to assist until EMS personnel arrived. The Board asked Mr. Robertson to extend their appreciation for Mrs. Best's lifesaving service to someone in need.

2. Executive Director's Report

- a. Mr. Angelotti referenced staff memorandum, *Annual Service Awards Luncheon* (filed as Exhibit H) and said the event was scheduled for June 21, 2023, at the Fox Chase Manor in Manassas. The Board was asked to send their RSVP status to Ms. Mahoney.
- b. 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 to offer the Board opportunities to interact with leaders on the staff. He mentioned that during upcoming Board meetings, staff from various divisions will provide short presentations to serve this purpose.
- c. Mr. Angelotti introduced Ms. Mishelle Noble-Blair, UOSA's Regulatory Division Director. Mr. Angelotti introduced Ms. Noble-Blair as someone that has been in the Northern Virginia regional water business for more than two and a half decades. She worked at: IBM Dominion Semiconductor (currently known as Micron Technologies), the City of Manassas, and at Fairfax Water before joining UOSA almost 5 years ago. Since then, her role as Regulatory Compliance Officer was expanded to oversee a division that includes Safety, Security, Environmental Compliance, and the Laboratory functions. Ms. Noble-Blair began by recognizing May as Stroke Awareness Month and passed out a public service announcement sheet on how to recognize the signs for early detection. This is something that she learned firsthand with her own health earlier this year. Ms. Noble-Blair's presentation (filed as Exhibit I) focused on:
  - i. The fourteen-person Laboratory section that receives an estimated 13,000 samples per year and analyze approximately 96,000 tests per year. The Laboratory staff has 250 years of combined lab experience, while 226 of those years are working at UOSA. She went over the many special programs that are managed by lab staff, like the Pretreatment sampling and the Land Application Biosolids sampling.
  - ii. The sole Safety person that manages an estimated twenty safety programs (e.g. Hearing/Fall/Respiratory Protection, Confined Space, First Aid/CPR/AED), and that he is responsible to maintain approximately twenty safety related policies, and track the required safety training for all staff.
  - iii. The sole Environmental Compliance Coordinator person that handles all of the regulatory compliance programs and the monumental amount of reporting requirements (e.g. VPDES Permit, Air Emissions, Pretreatment Monitoring, Industrial Landfill, Biosolids Management, the management and disposal of chemical and hazardous waste).

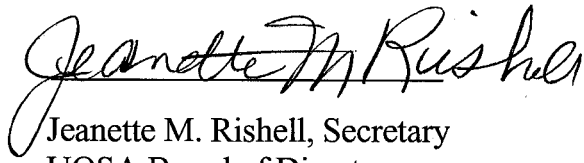
- iv. UOSA's sole Security person is a retired local law enforcement officer, and his experience has provided UOSA with a great resource of knowledge with respect to event investigation, as well as the ability to offer staff individual driver safety training.
- v. Ms. Noble-Blair described the Division's challenges, its importance of close working relationships with other utilities and regulatory agencies and making use of expert consultants when necessary. She shared with the Board, UOSA's Emergency Procedures Flip Chart, and said it was a document that was prepared years ago as a readily available reference for staff to use during emergency situations. The flip chart is color coded and includes quick and easy to follow instructions when an emergency occurs, as well as what to do after the emergency like referring to other UOSA plans and programs for reporting requirements.

3. Legal Counsel's Report

- a. Ms. Hostetler advised the Board that the Prince William County Board of County Supervisors would be taking action on the Service Agreement Amendments the following week, at their May 23, 2023 meeting. Mr. Angelotti and Mr. Owsenek had received a request to attend, from staff at the Prince William County Service Authority, just in case any questions were asked during that meeting.

J. Adjournment

MOTION: Director McGrath moved to adjourn at 5:34 P.M.  
SECOND: Director Farr  
VOTE: Unanimous

  
Jeanette M. Rishell, Secretary  
UOSA Board of Directors

Date: June 15, 2023

*These minutes are unofficial until signed.*