

A REGULARLY SCHEDULED MEETING OF THE BOARD OF DIRECTORS OF THE UPPER OCCOQUAN SERVICE AUTHORITY WAS HELD OCTOBER 19, 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.	Richard Meyer
Gary L. Fields	Shahram Mohsenin
Michael McGrath	Jeanette M. Rishell
Jeff McWhirt	Nancy Vehrs

Directors Absent:

Tony H. Dawood

Others Present:

UOSA Staff:	Robert W. Angelotti
	Brian L. Owsenek
	Kevin D. Wolfe
	Mishelle R. Noble-Blair
	John W. Airhart
	Kandi Mitchell

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 September 21, 2023 and asked the Board for their approval.

MOTION: Director Vehrs moved to approve the minutes of the September 21, 2023 Board meeting.

SECOND: Director Rishell

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. Mitchell stated that two members of the Public had requested to address the Board.

3. Ms. Mitchell called on Mr. Charlie Grymes from the Greater Prince William Trails Coalition and displayed the proposed trail map on screen (filed as Exhibit A). Mr. Grymes introduced himself as a board member for the Coalition and described the organization as a non-government 501C-3 that began three years ago to support Manassas City, Manassas Park, and Prince William County with a goal to improve the jurisdictions' attention on building bike and pedestrian infrastructures where there are opportunities to build trails, bike paths, and shared use paths. He advised the Board that a summit with the Northern Virginia Regional Commission would be held the following week to coordinate across jurisdictional boundaries to build better bike and pedestrian networks. He said one issue that brought him to speak to the UOSA Board was the opportunity to connect the Yorkshire area to the Splashdown Water Park to take advantage of the recreational facilities that Prince William has built but are currently isolated due to the difficulty of crossing over the Flat Branch tributary. The Coalition looks for ways to link up communities to public facilities, schools, libraries, and parks and one of those ways happens to be a UOSA pipeline that goes right where they think people need to go. Moving people by bike and by foot across the UOSA route looks like the best opportunity to build a trail that does not currently exist. He said it is the Coalition's job to get people and jurisdictions to talk to one another, so he is inviting the Board and staff to come out and walk a portion of the trail on November 3, 2023, at 10:00, beginning at the end of Mosby Drive.
4. Ms. Mitchell called on Mr. Allen Muchnick, Co-Chair of Active Prince William, and a member of the Greater Prince William Trails Coalition. Mr. Muchnick greeted the Board and supported Mr. Grymes' message that trails are an important community amenity for transportation and recreation, and parks and open space, which is in scarce supply in the Greater Prince William area. He said this is a wonderful opportunity to have trails that connect to neighborhoods to get people more active and to know their community. In many localities, trails are built along gravity sewer lines, similar to the path along Godwin Drive in Manassas. He said this proposed trail would be a great opportunity that would not interfere with the mission of UOSA but would enhance these corridors and allow connections to the neighborhoods that are blocked off by non-connecting street grids. He said Flat Branch is a major barrier to get across from the West to the East and these are equity emphasis areas that people cannot get from the Loch Lomond and Manassas Park neighborhoods in the Yorkshire area, over to Splashdown Water Park. He did announce that Manassas Park recently adopted or accepted a transportation plan that calls for making connections to two locations across the Flat Branch tributary that cross the UOSA pipelines to connect the neighborhoods. He said he hoped the dialog continued and he would see folks Friday, November 3, 2023, at 10:00 at the end of Mosby Drive.
5. Mr. Angelotti informed the Board that UOSA had already been in communication and were planning to have staff from UOSA's Delivery System section and Capital Improvements to participate in the walk the Coalition planned. He said staff would keep the Board apprised if there were any following action requested.

D. Financial Reports

1. Chairman Mohsenin referenced staff memorandum, *September 2023 Financial Summary* (filed as Exhibit B).
 - a. Mr. Wolfe stated that the September Financial Summary reflected lower O&M expenses than planned primarily due to budget timing differences for Contract Services and Facilities Maintenance, and lower Personnel

expenses, partially offset by higher Miscellaneous expenses than planned. Flows were 8.4 percent lower than planned for the month. Year-to-date FY-24 expenses through September were lower than budget by approximately \$787,000, primarily due to a combination of lower Personnel, Electric Power, and Process Chemicals expenses and budget timing differences for Contract Services and Facilities Maintenance. Year-to-date flows were 10 percent lower than planned.

MOTION: Director Vehrs moved to receive and file the September 2023 Financial Summary.

SECOND: Director McGrath

VOTE: Unanimous

2. Chairman Mohsenin referenced staff memorandum, *FY-23 O&M Budget Review* (filed as Exhibit C).

a. Mr. Wolfe said the FY-23 Operations and Maintenance Budget Review ending June 30, 2023 reflected an under-budget amount of approximately \$481,000 or 1.4 percent. Actual Flows for FY-23 were 32.21 mgd or approximately 12.9 percent below projected flows of 37 mgd. UOSA ended the fiscal year with favorable variances in Personnel, Contract Services, Facilities Operations, and Administration.

b. Mr. Wolfe said as stated in the memo, the net FY-23 O&M Budget Surplus credited back to the jurisdictions in the December 2023 quarterly billing will be \$481,000, which reflects the entire budget surplus. The budget surplus credits per jurisdiction approximately as follows \$179,000 to Fairfax, \$192,000 to Prince William, \$90,000 to City of Manassas, and \$20,000 to Manassas Park.

c. In response to Director Meyer, Mr. Wolfe said the detail amount issued back to each jurisdiction was always available and was mentioned verbally but as a result of Director Meyer's recent request, staff will now include that level of detail in the actual report. Director Meyer thanked staff for including the breakdown.

d. Mr. Wolfe reminded the Audit Committee members there would be a committee meeting just prior to the November Board meeting.

MOTION: Director Vehrs moved to receive and file the FY-23 O&M Budget Review.

SECOND: Director Rishell

VOTE: Unanimous

E. FY-24 Third Quarter Appropriation

1. Chairman Mohsenin referenced staff memorandum, *FY-24 Third Quarter Appropriation* (filed as Exhibit D).

MOTION: Director Vehrs moved to appropriate \$10,083,125 to fund Operations and Maintenance for the third quarter of FY-24.

SECOND: Director McGrath

VOTE: Unanimous

F. FY-24 First Quarter Performance Report

1. Chairman Mohsenin referenced staff memorandum, *FY-24 First Quarter Performance Report* (filed as Exhibit E).
 - a. Mr. Owsenek reported that plant performance during the first quarter of the fiscal year was outstanding. He advised the highest risks from compliance tend to occur during the high flows and during major maintenance activities or major outages. He stated that over the past month, the Treatment Process and O&M teams worked together to reroute the flow to the south end of the plant to access a thirty-foot deep chlorine contact chamber and complete repairs within those vessels. He reported that this major maintenance activity went smoothly as a direct result of the highly focused teams involved.
 - b. Directors Mohsenin acknowledged the staff's excellent work to continue to obtain outstanding plant performance.

MOTION: Director Vehrs moved to receive and file the FY-24 First Quarter Performance Report.

SECOND: Director Farr

VOTE: Unanimous

G. Sole Source Request for Critical Plant Operations - Fairbanks Morse Defense

1. Chairman Mohsenin referenced staff memorandum, *Sole Source Request for Critical Plant Operations - Fairbanks Morse Defense* (filed as Exhibit F).
 - a. Mr. Owsenek reported UOSA has three 2.5-megawatt diesel generators that are used for both emergency purposes and for peak shaving purposes. One of the generators dates back to the original plant construction at fifty years old. While this is an impressive piece of machinery, it does require support from the OEM from time to time. To access that support, and if the total is over our sole source threshold, we would require individual board authorization for each repair. As with similar sole source resolutions done approximately a year ago, staff is recommending that the Board authorize staff to access Fairbanks Morse Defense for five years as a sole source under the Virginia Public Procurement Act.
 - b. In response to Director McGrath, Mr. Owsenek advised that if UOSA was not able to obtain support from the OEM via a sole source, then finding alternative technicians that are capable of performing repairs could be difficult and not favorable for critical equipment during an emergency situation.
 - c. Director Farr asked staff to include a greater level of detail in future sole source requests memos. His initial concern was that staff were simply extending a seventeen-year-old sole source. After staff further explained what the market was for this equipment and that the sole source vendor owns the plans and the parts, he is comfortable with staff's request. In response to Director Farr, Mr. Owsenek said that while any sole source resolution is in place, staff would only make use of it when that vendor is deemed by our procurement process to be the only available source.
 - d. In response to Director McWhirt, Mr. Owsenek said the current CIP shows engineering design activities beginning for refurbishment of the emergency generator area in 2028. Staff is hopeful that by performing good maintenance on the equipment, with some help from the OEM, that the timeline could be extended.

MOTION: Director McGrath moved to approve the proposed sole source for a period of five (5) years for purchases through Fairbanks Morse Defense, A division of Fairbanks Morse LLC, to allow prompt service of the ALCO generator as part of a critical operating system. Staff will continue to comply with the required process under the Virginia Public Procurement Act each time a sole source procurement is used for any of these items.

SECOND: Director Rishell

VOTE: Unanimous

H. Major Project Reports

1. Chairman Mohsenin referenced staff memorandum, *October 2023 Project Summary* (filed as Exhibit G).
 - a. Mr. Airhart reported on Plant Projects. He stated that Clark Construction Group, the contractor for the MFF (Methanol Feeding Facility) project, is in the process of getting the underground utilities marked before sediment and erosion control measures can be installed. They continue to work on providing submittals for review. The substantial completion date is January 3, 2025.
 - b. Mr. Airhart stated that the Contract AWT (Advanced Wastewater Treatment) project team has successfully completed refurbishment construction and the facilities are functioning. The contractor provided a preliminary proposal to resolve outstanding issues. The substantial completion date remained unchanged at May 10, 2023.
 - c. The Building U centrifuge upgrade (Contract U2) project contractor, Clark Construction Group, the same company under contract for the MFF project, submitted a baseline schedule that is under review as they work on early submittal of documents. The substantial completion date remained unchanged as August 10, 2025.
 - d. The Ozone Biofiltration (Contract OBF) project was advertised October 8, 2023, in the Washington Post and on the UOSA website. The bid opening is scheduled for January 4, 2024.
 - e. The P2NR Plus (Phase 2 Nutrient Reduction Plus) project, staff received the 30% design documents from the engineer. A workshop is scheduled to address comments on October 30, 2023. He reported that some cost increases were observed due to current market conditions and code compliance needs. Staff are looking at the estimate to determine how best to handle those costs.
 - f. Contract LB (C54 Laboratory Renovations) 90 percent design documents were received the day before and were circulated to staff to review before the engineer begins the final design. He said final design deliverables are anticipated toward the end of the calendar year.
 - g. Mr. Airhart reported on the CTIE project in Building H/1 (the Acid Wash and Carbox Tanks) and installation of the temporary acid wash system was complete. The system will be filled with plant water and then be tested for leaks. He anticipates that the system will be put into operation soon.
 - h. Mr. Airhart reported on the single active Delivery System Project, the YPIU (Yorkshire Park Interceptor Upgrade). He stated staff sent a draft license agreement to the Bull Run Park staff for their review and

comments.

MOTION: Director Vehrs moved to receive and file the September 2023 Project Summary reports.
SECOND: Director McGrath
VOTE: Unanimous

2. Chairman Mohsenin referenced staff memorandum, *Engineering Services for Contract 54 Solids Building U Improvements* (filed as Exhibit H).

a. Mr. Angelotti said much of the infrastructure installed during Contract 54 (C54) was now over twenty years old. Many of the electrical, mechanical and control assets will require rehabilitation, replacement, and renovation as those assets' lives expire. The first of those C54 assets reaching that milestone is the Laboratory building and UOSA is moving forward with engineering design of those improvements. The 2020 Master Plan identified the next cluster of C54 assets needing attention were the solid handling facilities that reside in Building U. A recommended start for that project was in early 2024. So, for reasons listed in the memo, staff commissioned Jacobs Engineering to perform a study of these assets and recommend discrete projects to address the age and condition of those C54 assets in Building U. The outcome of the study was very positive, which recommended some smaller phased projects tailored to a just-in-time type of delivery approach, which lowered the overall funding amount, stretched those out and deferred some capital costs further into the future. He said the first of these phased projects for Building U assets are intended to address the oldest rotary dryer system in the building that was installed during C54.

b. Mr. Angelotti said with the initial project's cost is estimated to be \$50 million. To start moving forward with engineering plans to address those aging assets, an engineering service procurement vehicle needs to be selected. If the engineering costs of the project are broken out into separate task orders for pre-design, design, and then services during construction, and you assign typical percent of construction for those services and apply them to the construction cost estimate; some of those task orders are likely to exceed the two and a half million-dollar threshold in the VPPA to use a BOA type engineering contract. Therefore, staff is requesting Board approval to issue an RFP to select an engineer for this effort.

MOTION: Director Rishell moved to authorize the Executive Director to issue an RFP for Engineer Services for the Contract 54 Solids Building U Improvements.
SECOND: Director Vehrs
VOTE: Unanimous

3. Chairman Mohsenin referenced staff memorandum, *Plant Capacity Expansion and Re-rating Study - Black and Veatch (B&V) Task Order No. 02* (filed as Exhibit I).

a. Mr. Angelotti said the Board may recall, at last month's meeting staff was authorized to move forward with phase two of the process rerating study to confirm the desktop modeling with full scale stress testing and to better define the project scope and funding needs for expanding capacity to 60 mgd.

- b. In response to Director Farr, Mr. Angelotti explained that some additional analysis was done over last three years to compare the projected jurisdiction growth and timing of the Micron expansion, which was detailed in the 2020 Master Plan, with the actual flows delivered. To date, the actuals are lower than projections allowing staff to revise the projected need for a plant expansion from the year 2028 to 2030.
- c. In response to Director McGrath, Mr. Angelotti said he did not anticipate a third phase to the rerating study. He said following conclusion of the rerating study, the next logical step would be a pre-design effort for a capacity expansion, like a preliminary engineering report (PER) and expected the need for an RFP process for engineers for an effort of that size.

MOTION: Director Meyer moved to authorize the Executive Director to execute Task Order No. 2 to accomplish Phase 2 of the Re-rating Study with B&V for the amount tendered in the attached task order.

SECOND: Director Farr

VOTE: Unanimous

I. Staff Reports

1. Safety Briefing

- a. Ms. Noble-Blair provided the briefing. She reported that UOSA days without a lost time injury or accident had reached an impressive 927 days. Staff celebrated the more than two and a half years milestone with a lunch for all staff. Unfortunately, an end of an era has come as just one week later, an employee fell on a step. The employee will be recovering for a few weeks but has every reason to believe they will make a full recovery.
- b. Ms. Noble-Blair shared that COVID-19 was still looming but was not significant and that UOSA has no reported cases in the last several months.
- c. She said the Regulatory Division continued site-wide training on spill prevention control and countermeasures (SPCC). This is an annual requirement for UOSA's Treatment Process and Operations and Maintenance staff to complete. She said staff outside of those two main groups are encouraged to complete the training as well.
- d. She reported that staff were working on updating the Industrial Users Survey used in UOSA's Pretreatment Program. The Program is intertwined with Prince William County and Fairfax County, and staff have been working closely with County staff to have a consistent look for the survey forms that are used in the permitting process. This will be helpful to ensure important information is collected with regards to chemical usage like sodium, bromide, and possibly PFAS and PFOA as they become more regulated.

2. Executive Director's Report

- a. Mr. Angelotti referenced staff memorandum, *FY-25 Budget Projection by Jurisdiction* (filed as Exhibit J) and asked if the Board was satisfied with the report and if they found it helpful for future budget

presentations. The report was a response to a request to detail jurisdictional allocations in the budget projections. Director Meyer thanked staff for including the detail in the report.

MOTION: Director Farr moved to receive and file the FY-25 Budget Projection by Jurisdiction.
SECOND: Director Vehrs
VOTE: Unanimous

3. Legal Counsel's Report

- a. Ms. Hostetler did not have anything additional to report. She requested joining the Board in their closed session along with Mr. Tom Berray and Ms. Trang Gulian from DHR Global.

J. Closed Meeting

1. Chairman Mohsenin announced that a closed meeting was needed to consult with the Executive Search firm, DHR Global.

MOTION: Director Vehrs moved that the Board convene a closed meeting at 4:40 P.M. pursuant to Virginia Code § 2.2-3711(A)(1) and (8), for the purpose of consulting with the Executive Search firm DHR Global to discuss consideration of, and requirements for, candidates to fill the upcoming Executive Director position.
SECOND: Director Meyer
VOTE: Unanimous

MOTION: Director Vehrs moved to return to regular session at 5:26 P.M.
SECOND: Director Rishell
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 Vehrs moved to accept Certification of Closed Meeting.
SECOND: Director Rishell
VOTE: Unanimous

K. Adjournment

MOTION: Director Vehrs moved to adjourn at 5:27 P.M.
SECOND: Director McWhirt
VOTE: Unanimous


Jeanette M. Rishell, Secretary
UOSA Board of Directors

Date: November 16, 2023

These minutes are unofficial until signed.