

A REGULARLY SCHEDULED MEETING OF THE BOARD OF DIRECTORS OF THE UPPER OCCOQUAN SERVICE AUTHORITY WAS HELD NOVEMBER 16, 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:

Don Pannell	Shahram Mohsenin
Gary L. Fields	Patrick Small
Michael McGrath	Jeanette M. Rishell
Richard Meyer	Nancy Vehrs

Directors Absent:

Calvin D. Farr, Jr.

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, (via electronic video conferencing) Odin, Feldman, & Pittleman, P.C.
Engineer:	Don Forgacs, Jacobs
Auditor:	Dwight Buracker, Partner, PBMares, L.L.P.

B. Special Announcement

1. Chairman Mohsenin introduced Mr. Patrick Small to the UOSA Board. Director Small is the newly appointed regular member serving on behalf of the City of Manassas.

C. Approval of Minutes

1. Chairman Mohsenin referenced the Board Minutes dated October 19, 2023 and asked the Board for their approval.

MOTION: Director Vehrs moved to approve the minutes of the October 19, 2023 Board meeting.
SECOND: Director McGrath
VOTE: Unanimous

D. 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. None were brought forward during the meeting.

E. FY-23 Audit

1. Chairman Mohsenin referenced staff memorandum, *FY-23 Audit Presentation* (filed as Exhibit A).
 - a. Mr. Angelotti announced that the Audit Committee met prior to the Board meeting. Mr. Wolfe advised that Mr. Dwight Buracker, a Partner with UOSA's audit firm PBMares, L.L.P., was there in-person and would present the audit results to the Board.
 - b. Mr. Buracker announced that PBMares issued two clean, unmodified opinions for UOSA's annual comprehensive financial report and internal controls as there were no findings. He stated these two opinions are the highest opinions that an auditor can issue. He thanked Mr. Wolfe and the finance staff for another great audit.
 - c. Mr. Buracker reported there was only one new requirement issued by the Government Accounting Standards Board (GASB) this audit cycle and that was the Statement No. 96 for Subscription-Based Information Technology Arrangements (i.e. subscription-based assets, primarily software related). Staff did a great job gathering the information which resulted in identifying four intangible assets of \$570,000 that will now be reported in financial statements with a corresponding liability.
 - d. Director Fields spoke on behalf of the Audit Committee, saying that the finance staff were well prepared to answer any questions and once again performed a great job with regard to the audit process.

F. Financial Reports

1. Chairman Mohsenin referenced staff memorandum, *October 2023 Financial Summary* (filed as Exhibit B).
 - a. Mr. Wolfe stated that the October Financial Summary reflected lower O&M expenses than planned primarily due to lower Personnel, Process Chemicals, and Electric Power expenses, partially offset by higher requirements than planned and budget timing differences for Facilities Maintenance and Contract Services. Flows were 18.3 percent lower than planned for the month. Year-to-date FY-24 expenses through October were lower than budget by approximately \$802,000, primarily due to a combination of lower Personnel, Electric Power, and Process Chemicals expenses and budget timing differences for Contract Services. Year-to-date flows were 12.1 percent lower than planned.

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

SECOND: Director Vehrs

VOTE: Unanimous

2. Chairman Mohsenin referenced staff memorandum, *FY-24 First Quarter O&M Budget Review* (filed as Exhibit C).
 - a. Mr. Wolfe reported that the first quarter FY-24 O&M budget review for the period ending September 30, 2023, reflected a favorable variance of \$773,000 or 7.7 percent.
 - b. Mr. Wolfe advised that actual flows for the first quarter were 10 percent lower than planned. He reported that during the first quarter all budget lines except Administration were lower than planned. The favorable variance was primarily due to lower Personnel expenses, and budget timing differences for Contract Services and Facilities Maintenance expenses.
 - c. In response to Director McGrath, Mr. Wolfe said that the landfill closure plan referenced in the report is not expected to occur for decades, although as part of the permitting process a detailed plan is required for the closure, post closure expenses and monitoring, etc. Mr. Angelotti said the actual closure will depend on the volume of solids that are produced from flows. A flyover report is routinely completed to evaluate the landfill's capacity by determining the increase in elevation.

MOTION: Director McGrath moved to receive and file the FY-24 First Quarter O&M Budget Review.

SECOND: Director Rishell

VOTE: Unanimous

G. Draft Annual Comprehensive Financial Report (ACFR) – FY-23

1. Chairman Mohsenin referenced staff memorandum, *Draft Annual Comprehensive Financial Report (ACFR) – FY-23* (filed as Exhibit D).

MOTION: Director McGrath moved to approve the Annual Comprehensive Financial Report for the fiscal year ended June 30, 2023 and authorize its publication and distribution.

SECOND: Director Vehrs

VOTE: Unanimous

H. GFOA Presentation – Certificate of Achievement for Excellence in Financial Reporting for FY-22

1. Chairman Mohsenin referenced staff memorandum, *GFOA Certificate of Achievement for Excellence in Financial Reporting for FY-22* (filed as Exhibit E).

- a. Mr. Angelotti reported that UOSA had received a Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association (GFOA) of the United States and Canada for its Annual Comprehensive Financial Report (ACFR) for the period ending June 30, 2022. He announced that this was the thirty-fourth consecutive year UOSA had received this honor and offered his gratitude to Mr. Wolfe and the entire Finance staff. The GFOA considers this award the highest form of recognition in the area of governmental accounting in financial reporting, and that its

attainment represents a significant Finance team accomplishment with tremendous effort and attention to detail in the face of ever-increasing requirements.

- b. Chairman Mohsenin along with Mr. Angelotti, presented the GFOA plaque to Ms. Angela Mikolich, UOSA's Controller on behalf of UOSA's Assistant Controller, Ms. Christina Campbell, who was unable to attend the meeting.
- c. Director Fields stated that the award is a symbol of an inordinate amount of work on the staff's part. He commended all of the finance staff that had a part in producing information that is included in this report.

I. Major Project Reports

- 1. Chairman Mohsenin referenced staff memorandum, *November 2023 Project Summary* (filed as Exhibit F).
 - a. Mr. Airhart reported on Plant Projects. He stated that Clark Construction Group, the contractor for the MFF (Methanol Feeding Facility) project, started the excavation for the building foundation and are continuing with utility location in the path of the methanol solution pipeline. The substantial completion date is January 3, 2025.
 - b. Mr. Airhart stated that the Contract AWT (Advanced Wastewater Treatment) project team is working on a change order to settle some of the issues and to recognize the substantial completion date. 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, is working with subcontractors on their contracts and equipment procurements. The contractor continues to provide the required contract submittals for review and approval by staff. The substantial completion date is August 10, 2025.
 - d. The Ozone Biofiltration (Contract OBF) project was advertised October 8, 2023, in the Washington Post and on the UOSA website. A pre-bid meeting was held November 2, 2023 and the bid opening is scheduled for January 4, 2024.
 - e. The P2NR Plus (Phase 2 Nutrient Reduction Plus) project, the 30% design workshop was held to address comments on October 30, 2023. The engineer acknowledged that the cost escalated from the preliminary engineering report (PER) and staff are comparing the most recent cost construction estimate to determine what the cost drivers were and if there are any areas for reduction.
 - f. Contract LB (C54 Laboratory Renovations) 90 percent design documents continue with review while UOSA is entering into a contract with a third-party HVAC contractor to inspect the exhaust duct work to help quantify the amount of demo work that will be needed for the renovation project. He reminded that 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 all construction work for the temporary acid wash

system was completed and the new piping passed pressure tests. Further definition of the project scope and other at-risk infrastructure in the building are being identified.

- h. Mr. Airhart reported on the single active Delivery System Project, the YPIU (Yorkshire Park Interceptor Upgrade). He stated staff await comments from the Bull Run Park staff review of the draft license agreement.
- i. Mr. Airhart said the Board may recall at the October meeting, Mr. Charlie Grymes, of the Greater Prince William Trails Coalition, addressed the Board. As a result, a site meeting was held on November 3, 2023. He and UOSA's Delivery Systems Manager accompanied the Coalition members on a tour along UOSA's Liberia Interceptor easement. This was one of the areas the Coalition wanted to explore for potential pathways. He explained to the Coalition that the terms of UOSA easement agreements do not allow the Authority to grant others access to our easements. If the Coalition wanted to develop a trail along the Liberia line, it would require that they negotiate their own easements with the landowners and ultimately establish a Memo of Understanding (MOU) with UOSA.

MOTION: Director Vehrs moved to receive and file the October 2023 Project Summary reports.

SECOND: Director Meyer

VOTE: Unanimous

J. 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 34 days.
- b. Ms. Noble-Blair shared that COVID-19 was not a significant impact at this time, requiring no additional report.
- c. She said the Regulatory Affairs Division continues to develop, review, update and train on all safety programs and policies.

2. Executive Director's Report

- a. Mr. Angelotti referenced staff memorandum, *Holiday Greetings* (filed as Exhibit G) and confirmed with Ms. Mahoney all Board members at today's meeting had signed the greeting.
- b. Mr. Angelotti announced that while staff did not anticipate a need to hold a December Board meeting, the Board members may know better the status of the current search for an Executive Director candidate and if a meeting is needed it would be solely for that topic. Chairman Mohsenin said he would provide information during the next agenda item, the Legal Counsel's Report.
- c. Mr. Angelotti informed the Board that he was asked by the WasteReuse Association to participate as a panelist at their upcoming international

conference in Denver, Colorado. The conference will be held in March 2024 which is coincidentally around the same time as Mr. Angelotti's impending retirement from UOSA. After some discussion and with the importance of travel deadlines in mind, it was determined to be in UOSA's best interest to sponsor Mr. Angelotti's trip to the international conference, regardless of the outcome or status of the recruitment for his successor.

- d. Mr. Angelotti provided an update on sodium for the Board. He said he attended the ECOS 6 regional sodium meeting held at the Fairfax Water Griffith plant on November 2, 2023, along with Ms. Noble-Blair and Mr. Owsenek. He said many participants at the meeting were surprised to see the modeling performed to project the sodium concentrations out to the year 2100, showed the future situation may be less dire than previously described or understood. A taste testing experiment on the approximately fifty individuals attending the event concluded that there has to be quite a lot of sodium (i.e. salt) in the water before the population can discern significant taste differences from tap water. He explained by showing a slide on the topic (filed as Exhibit H).
- e. Mr. Angelotti provided an update on PFAS. He announced that he presented on this topic at the Joint Water Environment Association/AWWA Chesapeake Section Water Reuse Seminar that was held in Annapolis, MD that week. He shared a few slides on-screen (filed as Exhibit I) showing locations UOSA collects information on the PFAS compounds in the watershed. Results suggest that UOSA may be a minority source for two compounds that are the subject of proposed drinking water MCLs. UOSA was asked to share its PFOA and PFOS concentration data with Fairfax Water prior to them speaking with their board on this subject. UOSA provided a spreadsheet with the data collected through October 2023. The message conveyed to Fairfax Water was consistent with the information presented today, that even if UOSA could reliably get all of its product water concentrations below these MCLs, that there is probably a likelihood that Fairfax Water is still going to need to do something at the drinking water plant to meet the proposed numbers.
- f. In response to Director Small's inquiry on what a less dire sodium situation might mean with regard to industrial users of the system, Mr. Angelotti advised that there are stakeholders in the region that are still concerned about sodium levels and he expects continued debate about the need to limit sodium in industrial effluents. He added that now there is some evidence that is positive and encouraging for UOSA and its industrial users, which can be shared with concerned stakeholders. Chairman Mohsenin added that there is no maximum contaminant level right now that limits salt in drinking water. He said Fairfax Water's concern is that the salt in the water is withdrawn from the reservoir, run through for their drinking water treatment process, and then is served to their customers. Normally water treatment plants do not include salt removal as part of their treatment process. The concern is that the salt from the reservoir basically passes through the treatment plant and gets distributed to the customers. There is an advisory level for sodium in drinking water for folks with such severe high blood pressure that they need to strictly manage salt intake. EPA has a recommendation that if you fall in this category that you are better off not drinking water that has sodium above 20 milligrams per liter. So, this is a concern for Fairfax Water.

3. Legal Counsel's Report

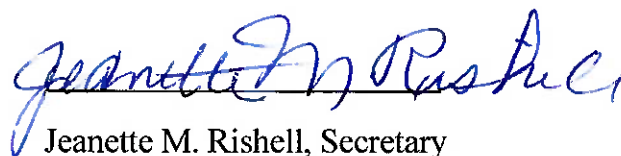
- a. Ms. Hostetler said she had recently attended the NACWA Law and Enforcement Seminar in Asheville, NC. Unfortunately, after her travels she fell sick with COVID and that is the reason she was attending today's meeting remotely.
- b. On behalf of the Committee that is apprised of Chairman Mohsenin, Director Meyer, and Ms. Hostetler, Chairman Mohsenin provided an update on the status of the search for the next Executive Director. The recruiting firm, DHR Global, surveyed UOSA employees and received a lot of good feedback. A copy of the confidential feedback was handed out to the Board by the Chairman himself. Feedback material included a summary of the survey results and the actual raw data without any associated names. He advised that the feedback may influence how the group may want to formulate interview questions to help identify the top candidate for the position.
- c. Chairman Mohsenin said DHR Global advertised the position with a loose closing date of December 1, 2023. All applicants will be screened, and the Board will be given a short list of candidates to ultimately set up interviews with the entire Board participating. DHR Global has vetted over one hundred potential candidates. Chairman Mohsenin said that this process could still take quite some time and a December Board meeting may not be necessary at this time.
- d. Ms. Hostetler advised that if a December Board meeting was necessary to consider candidates, it would be for a closed session. At UOSA's option, the Board could meet electronically pursuant to UOSA's Electronic Meeting Policy.

K. Adjournment

MOTION: Director Meyer moved to adjourn at 4:45 P.M.

SECOND: Director Fields

VOTE: Unanimous



Jeanette M. Rishell, Secretary
UOSA Board of Directors

Date: January 18, 2024

These minutes are unofficial until signed.