

A REGULARLY SCHEDULED MEETING OF THE BOARD OF DIRECTORS OF THE UPPER OCCOQUAN SERVICE AUTHORITY WAS HELD MARCH 21, 2024, 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.	Shahram Mohsenin
Gary L. Fields	Allan Rowley
Michael McGrath	Nancy Vehrs (via electronic video conferencing)
Richard Meyer	

**Directors Absent:**

Jeanette M. Rishell  
Patrick Small

**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, Odin, Feldman, & Pittleman, P.C.
Engineers:	Don Forgacs, Jacobs Brandon Flint, CDM Smith Josh Gelman, CDM Smith

B. Approval of Board Member Electronic Participation

1. Chairman Mohsenin advised that Director Vehrs wished to participate remotely due to a personal matter. Pursuant to UOSA's Electronic Meeting Policy, Director Vehrs was asked to identify the nature of the personal matter and state her current location.
2. Director Vehrs (who was attending via video conference) stated that she was ill and therefore was attending remotely at her personal residence in Prince William County. This is the first remote participation for Director Vehrs in 2024.
3. By unanimous consent, Chairman Mohsenin heard no objections and permitted Director Vehrs' remote participation.

MOTION: Director Meyer moved to approve Director Vehrs' remote participation.

SECOND: Director Fields

VOTE: Unanimous by those physically present in the room (Directors Mohsenin, Farr, McGrath, Meyer, Rowley, and Fields).

C. Approval of Minutes

1. Chairman Mohsenin referenced Board Minutes dated February 15, 2024, and asked the Board for their approval.
2. Ms. Hostetler noted that on page 24-18 in connection with the Contract OBF, Item E, that the meeting minutes accurately reflect what Mr. Airhart said at the time of the meeting, although she wanted to state for the record that upon further reflection and review of the contract, the bids must be honored for 120 days and that takes precedence over the 45-day period.

MOTION: Director Farr moved to approve the minutes of the February 15, 2024 Board meeting.

SECOND: Meyer

ABSTAINED: 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 she had not received any ahead of the meeting. None were brought forward during the meeting.
3. Chairman Mohsenin advised that earlier that afternoon he had received comments from Fairfax Water regarding the Ozone (OBF) Project and that he would consider that as public comment and would like it recorded as such. He said the matter would be discussed further during the agenda topic *UOSA Contract OBF – Contract Award Recommendation*.

E. Financial Reports

1. Chairman Mohsenin referenced staff memorandum, *February 2024 Financial Summary* (filed as Exhibit A).
  - a. Mr. Wolfe stated that the February Financial Summary reflects lower O&M expenses than planned, primarily due to lower Process Chemicals and Miscellaneous expenses and budget timing differences for Electric Power. Flows were 9.6 percent lower than planned for the month. Year-to-date FY-24 expenses through February were lower than budget by approximately \$1.5 million, primarily due to a combination of lower Process Chemicals, Personnel, Facilities Operations, Miscellaneous, Facilities Maintenance and Electric Power expenses, and budget timing differences for Contract Services. Year-to-date flows were 8 percent lower than planned.

MOTION: Director McGrath moved to receive and file the February 2024 Financial Summary.

SECOND: Director Fields

VOTE: Unanimous

F. FY-25 Debt Service Budget

1. Chairman Mohsenin referenced staff memorandum, *FY-25 Debt Service Budget* (filed as Exhibit B).
  - a. Mr. Angelotti reminded the Board that the FY-25 Debt Service Budget is fixed according to the prior bond issuances and based on the Plan of Finance approved last month. He said the reasonable increase of \$789,000 or just under 2 percent over last year's budget was primarily due to the need to phase in the principal payments for the new debt resulting from the 2022 Series bonds. The staff recommends the Board approve the attached FY-25 Debt Service Budget in the amount of \$40,700,564.

MOTION: Director McGrath moved to approve the FY-25 Debt Service Budget as presented.

SECOND: Director Rowley

VOTE: Unanimous

G. Major Project Reports

1. Chairman Mohsenin referenced staff memorandum, *March 2024 Project Summary* (filed as Exhibit C).
  - a. Mr. Airhart reported on Plant Projects. He stated that Clark Construction Group LLC (Clark), the contractor for the MFF (Methanol Feeding Facility) project, continued the electrical duct bank installation in Building D/2. The required Contract Substantial Completion date is January 3, 2025.
  - b. The Building U centrifuge upgrade (Contract U2) project contractor, Clark, continues to procure equipment and to provide the contract required submittals for review and approval. The required Contract Substantial Completion date is August 10, 2025.
  - c. The Ozone Biofiltration (Contract OBF) project bid opening was held on February 6, 2024, and was presented to the Board at the February Board Meeting at which the Board deferred action until the March Board Meeting to provide staff an opportunity to obtain information requested by the Board. He advised that a request for approval to award is again included as a separate agenda item at today's meeting.
  - d. The P2NR Plus (Phase 2 Nutrient Reduction Plus) project, the 60 percent design workshop was held earlier that week and the engineer will address staff comments.
  - e. Contract LB (C54 Laboratory Renovations), staff anticipate receiving the final design documents from the engineer by the end of the month. The documents will then be submitted to the County for permitting.
  - f. Mr. Airhart reported on the CTIE project in Building H/1 (the Acid Wash and Carbox Tanks) as stated in the memo the new containment wall is under construction. The demolition and disposal of the two dead lined east side CO2 storage tanks is completed. A follow-on task order to further define the project scope for the permanent facilities and to identify other at-risk infrastructure in the filter press area of Building H/1 is currently under development.

- g. Mr. Airhart reported on the single active Delivery System Project, the YPIU (Yorkshire Park Interceptor Upgrade). He stated PWCSA and UOSA are coordinating on a newly proposed Yorkshire Pump Station upgrade that is upstream of the YPIU project. Staff from PWCSA, UOSA and NOVA Parks met to discuss ongoing conditions and fees.

MOTION: Director Rowley moved to receive and file the March 2024 Project Summary report.

SECOND: Director Meyer

VOTE: Unanimous

#### H. UOSA Contract OBF – Contract Award Recommendation

1. Chairman Mohsenin referenced staff memorandum, *UOSA Contract OBF – Contract Award Recommendation* (filed as Exhibit D).
  - a. As mentioned during the Public Comment Time, Chairman Mohsenin said he received comments from Fairfax Water regarding the Ozone project and in light of the changing regulatory environment around PFAS and UOSA's next Executive Director starting in a few months, Fairfax Water requested the decision for this project be deferred. Chairman Mohsenin asked Mr. Angelotti to brief the Board on the background of the project, if there was any urgent timeline to consider, whether the original intent for this project is still valid considering that the concept was born approximately ten years ago, and if there are concerns relating to the low number of bids received for the construction of the project.
  - b. Mr. Angelotti followed Chairman Mohsenin by saying that he was able to provide to the Board draft responses to Fairfax Water's comments just prior to today's Board meeting. He said that document (filed as Exhibit E) was printed and left at the Board's places. He said that he was in hopes that there was just a misunderstanding with regard to the terminology that is used between Biologically Activated Carbon (BAC) and Granular Activated Carbon (GAC).
  - c. Mr. Angelotti provided a briefing on the project. He said, in 2013, the addition of Ozone in front of activated carbon was first brought to UOSA's attention and an outside consultant considered its benefits to the treatment process. The Board was made aware of the concept in 2014 and at that time there were likely positive economic and process resiliency, robustness benefits, as well as improved water quality benefits that could be gained from the addition of Ozone to the UOSA process. Around 2015, the board gave staff authorization to proceed with an evaluation and subsequently authorized staff to team up with CDM Smith to conduct an extensive pilot study to see if adding ozone would, in fact, provide significant benefits to the organization, to UOSA and the community. It was a two-phase pilot study that was conducted beginning 2015 through the fall of 2017. The pilot study's conclusions were summarized as:
    - adding ozone ahead of GAC will extend the life of the GAC exhaustion cycle and therefore will provide economic benefits;
    - ozone removes organic compounds such as pharmaceuticals and personal care products, as well as disinfection byproduct precursors;
    - ozone ahead of GAC performs better than if you just had GAC alone;

- adds another barrier to pathogenic viruses and bacteria, which helps disinfect the water that UOSA produces;
  - adding ozone provides a product water that has a lower bioassay test response, particularly for things like endocrine disrupting compounds and aryl hydrocarbons. So, the water quality with respect to discharging it to the environment is better if you add ozone than if you do not;
  - one of the most important benefits is that it will provide a new rapidly adjustable tool to the operations staff in meeting UOSA's COD permit limit, rather than having to rely on the slow and cumbersome process currently used with the carbon regeneration furnace or with purchased GAC; and
  - Lastly, the pilot showed promise that more flow could be sent through existing infrastructure while meeting UOSA's COD treatment goal, offering significant future capital cost savings for a plant expansion.
- d. Mr. Angelotti explained that in 2017 the Board directed staff to seek endorsement from the Occoquan Watershed Monitoring Program that has members from EPA, Virginia DEQ, Virginia Department of Health, Fairfax Water and other stakeholders. This endorsement is a requirement under the Occoquan Policy before UOSA can change its treatment process. He reported that the project was given unanimous endorsement from those stakeholders present at the subcommittee meeting.
- e. In 2018, the UOSA Board directed staff to move forward with the preliminary engineering report (PER) for the Ozone project and the demo work needed to remove the ARRP facility that was abandoned in place for decades. The plant real estate occupied by the abandoned facility is needed for the Ozone project. The demo work was completed in 2021. After a lengthy period of the ARRP demolition, the Ozone project design, permitting, and bidding, UOSA has invested about \$6 million in this project so far which included the construction and engineering of the pilot as well.
- f. Mr. Angelotti advised that during the pilot, the subject of PFAS was investigated and found that pretreating the GAC with ozone provides a boost to adsorption of PFAS compounds like those to be regulated by EPA with drinking water MCLs. The pilot demonstrated that UOSA could, in fact, increase the PFOA removal and extend the life of the carbon if UOSA pre-ozonates ahead of the activated carbon process. UOSA observed an increase in PFOA removal of 75%. For other PFAS compounds, particularly ones that have longer carbon chains, like for 9 or 10 carbons, UOSA can double the exhaustion cycle of the carbon by adding ozone.
- g. Mr. Angelotti said this research is published and has been presented at internationally recognized conferences. EPA advertised this project as the "poster child" for its Bipartisan Infrastructure Law Emerging Contaminants grants as a model for the type of projects eligible for the funding. This is likely why UOSA obtained approval for \$10.3 million in federal grant money. He added that UOSA has already made a multi-million dollar commitment to this project and has embraced it publicly as a part of its commitment to address PFAS with Occoquan Watershed stakeholders.

- h. In conclusion, Mr. Angelotti said that staff did their best to address some of the questions about the bid and the engineer's estimate that was requested by the Board at the February meeting. That information was provided in their Board packet. He acknowledged that the public comments received by Fairfax Water suggests more effort is needed to make sure all stakeholders understand the proposed project and the benefits it will deliver.
- i. In response to Director Meyer, Mr. Angelotti said with respect to delaying the project until the next Executive Director was brought up to speed, as long as there was a short delay it should not impact the grant money. If one were suggesting to delay for years then UOSA would have to reapply for grant monies if those were even still available. The same situation is likely if the scope of the project was changed and then it was rebid. There is no guarantee that future federal funding will be available. Ms. Hostetler advised that the 120-day requirement for bidders to keep their bid bond and execute a contract if they are awarded one would fall in mid-May for the proposed project. Mr. Airhart advised that it would be after the May Board Meeting but before the June Board Meeting.
- j. Director Farr was disappointed that Fairfax Water, the primary drinking water supplier for the region as well as to the Service Authority, had these concerns at this stage of the project process and assumed it was from a lack of communication or a lack of collaboration. He said he did not understand the urgency of this project at this time, especially considering that the EPA regulation limits for PFAS have yet to be put in place for drinking water or wastewater. He said there were too many unresolved questions for him to be comfortable committing to the project. He opined that the next Executive Director might want to be on board for this project decision.
- k. After some discussion, Director Meyer reflected that UOSA is a very collaborative body and there did not seem to be a downside to waiting at least one month while further discussions amongst stakeholders could be arranged, he suggested not taking action at today's meeting in hopes that UOSA staff and Fairfax Water would have an opportunity to further discuss the ozone topic and decide on the best path forward.
- l. Chairman Mohsenin supported the idea of waiting until stakeholders' comments or concerns are addressed or resolved. He said that UOSA was created to protect the reservoir that Fairfax Water uses to produce drinking water. Just about every jurisdiction represented by the Board is supplied with water from Fairfax Water. He said many of the same rate payers that pay for what happens at Fairfax Water also pay for what happens at UOSA.
- m. Mr. Angelotti said that he would initiate a meeting or even a workshop to try to get additional information to the current stakeholders. He stated that UOSA's motivation in all of this is to provide clean water that is safe for the environment, to keep the reservoir safe and to sustain it as a drinking water resource for the community. UOSA is an outstanding, global potable reuse entity that is well recognized for taking wastewater and turning it into drinking water. UOSA would never do anything that would jeopardize its reputation or to compromise any of its goals or objectives. Mr. Angelotti expressed his optimism that more information sharing will result in better understanding of the project's intent.

- n. Mr. Angelotti advised the Board that he and the UOSA's next Executive Director, Mr. Brian Steglitz, were scheduled to meet the following week and that he would be sure to discuss this project with him as well.
- o. Chairman Mohsenin said this was in no way a reflection on what a great job UOSA does and has done for many years of producing excellent water. He just stated that this project has raised some concerns and questions that are worth looking into prior to committing to a project cost of \$40 million.
- p. Director Meyer summarized that based on the discussion from UOSA's Executive Director and others, the Board will be delaying this action to allow Mr. Angelotti additional time to meet with stakeholders as Mr. Angelotti is optimistic about the outcome from such discussions.

MOTION: Director Meyer moved to defer Board action until the April Board Meeting and asked staff for a status report on any further communications, dealings, issues, or information at that meeting.

SECOND: Director Fields

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 was at 19 days. She said unfortunately, an employee experienced an event where they slipped on some ice on a grating that was caused by a pin hole spray of water from a pressurized pipe. The employee missed four days of work. According to the CDC, slips/trips/falls are the primary cause of lost days from work and for workman compensation claims.
- b. Ms. Noble-Blair said the Safety Department continues to develop and review UOSA Safety programs and policies. Focus continues on enhancing and formalizing a hearing protection program and updating the respiratory protection program. She reported that approximately sixty employees are now certified/recertified and completed their respirator fit tests. This was a big effort from many on the UOSA team and UOSA's Safety Office to get this completed by addressing multiple shifts and varying work schedules.
- c. Ms. Noble-Blair said the 2023 Nutrient Exchange credits have all been allocated to the jurisdictions per the UOSA agreement and the information was shared with the Nutrient Exchange and will be shared with DEQ once all the jurisdictional forms are signed. Staff believes they resolved the City of Manassas' question about using the credits for other than just MS4 purposes. UOSA's existing agreement does not require any changes to allow this.
- d. Ms. Hostetler advised that while the UOSA agreement was intended for jurisdictions to use the credits towards MS4 permit requirements, the language is broad enough to cover credits for other lawful purposes. She gave the opinion despite the ambiguity in the agreement that she thinks a fair reading is it is for MS4 permits and any other lawful use. And it is between each jurisdiction and DEQ, what is a lawful use or not.

## 2. Executive Director's Report

- a. Mr. Angelotti advised the Board that UOSA's Director of Human Resources, Mr. Rod Griggs, had retired that month. Although Mr. Griggs chose to keep his retirement reception small and informal, Mr. Angelotti wanted to publicly acknowledge Mr. Griggs' immense contributions to UOSA's success over the decade that he worked here. Mr. Griggs always did a great job for UOSA, and did exactly that in preparing his successor, Ms. Montee McGowan, who is UOSA's new Human Resources Director and he looks forward to a lot of great success from the HR Division. He introduced Ms. McGowan to the Board.
- b. Mr. Angelotti reported that his VRS application was submitted to formalize his retirement from UOSA for May 3, 2024. After some discussion amongst the Board, Mr. Angelotti advised that he would be speaking with Mr. Steglitz, UOSA's next Executive Director, soon and would find out if there will be a need for overlap in the transition period.

## 3. Legal Counsel's Report


- a. Ms. Hostetler brought the Board's attention to the News Release that was included in the packet and posted on UOSA's website (filed as Exhibit F). She stated that the Board should be commended on the amount of time and effort that everyone put toward the negotiations, the interviews and other forms of the decision-making process needed to find and hire UOSA's next Executive Director.
- b. Chairman Mohsenin agreed and especially wanted to thank his fellow members of the Selection Committee, Director Meyer and Ms. Hostetler. He said the recruiting process was quite lengthy, but it was time well spent! He thanked everyone for their patience with the entire process, and especially to the staff for providing their survey feedback as it really formulated how the Board would interview the candidates and ultimately led to what type of a candidate was selected. He said Ms. Hostetler was tremendous in guiding the Committee and the Board through it all. He thanked Director Meyer for his dedicated time and attention to the question that needed to be asked to get the group to where they needed to be.
- c. Director Meyer said it was a great process and learning experience. When you talk about diversity and inclusion, it means so many things to so many people. He said the Selection Committee has such different styles and yet they could see how the process benefited from those styles working together. He believes UOSA was well-served by a formal process like this and that it was great speaking with everyone, from staff, to all of the candidates we spoke with. This has been very informative, and very helpful to the Board. He mentioned that he hoped that staff can appreciate how much attention the Board gave to their thoughts and comments from the survey.
- d. Ms. Hostetler acknowledged Tom Berray from the recruiting firm, DHS Global, for the work and time he spent with the Committee. Chairman Mohsenin requested the Ms. Hostetler send a thank you note to the Recruiter on behalf of the Board.



MOTION: Director McGrath moved to ratify the actions of the Selection Committee of the Executive Director, in hiring Mr. Brian Steglitz as the next UOSA Executive Director.  
SECOND: Director Vehrs  
VOTE: Unanimous

J. Adjournment

MOTION: Director Vehrs moved to adjourn at 5:15 P.M.  
SECOND: Director Fields  
VOTE: Unanimous

  
Jeanette M. Rishell, Secretary  
UOSA Board of Directors

Date: April 18, 2024

*These minutes are unofficial until signed.*