

A REGULARLY SCHEDULED MEETING OF THE BOARD OF DIRECTORS OF THE UPPER OCCOQUAN SERVICE AUTHORITY WAS HELD MAY 16, 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 Jeanette M. Rishell
Michael McGrath Patrick Small
Richard Meyer Nancy Vehrs

Directors Absent:

None

Others Present:

UOSA Staff: Brian Steglitz
 Brian L. Owsenek
 Kevin D. Wolfe
 John W. Airhart
 June A. Mahoney

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

Engineers: Don Forgacs, Jacobs

B. Special Announcement

- 1. Chairman Mohsenin welcomed UOSA’s new Executive Director, Mr. Brian Steglitz, to his first UOSA Board of Directors meeting.

C. Approval of Minutes

- 1. Chairman Mohsenin referenced Board Minutes from a Special Workshop, dated April 11, 2024, and asked the Board for their approval.

MOTION: Director Vehrs moved to approve the minutes of the March 21, 2024, Board meeting.
SECOND: McGrath
ABSTAINED: Directors Rishell, Meyer, and Fields
VOTE: Unanimous

- 2. Chairman Mohsenin took a moment to identify one correction to the drafted minutes distributed in the mailing. He advised that on page 24-33, Section H, the motion made by Director Farr, was to reappoint Directors Vehrs, Fields and Meyer, striking the reference of a previous Audit Committee member, Director

Simpson, and replacing it with Director Meyer's name. He advised that the corrections were reflected in the version available to be signed by the Secretary, Director Rishell. Chairman Mohsenin referenced Board Minutes dated April 18, 2024 at their places, and asked the Board for their approval.

MOTION: Director Vehrs moved to approve the amended minutes of the April 18, 2024, Board meeting.

SECOND: Fields

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 a letter was received from the Chair of the Board for Prince William Service Authority (PWCSA) regarding the Ozone (OBF) Project and that he would consider that as public comment. He said the matter would be discussed further during the next agenda topic.

E. Public Comment – Fairfax Water's Request – Occoquan Reservoir PFAS & UOSA Ozone/Biofiltration Project

1. Chairman Mohsenin referenced staff memorandum, *Public Comment – Fairfax Water's Request – Occoquan Reservoir PFAS & UOSA Ozone/Biofiltration Project* (filed as Exhibit A).
 - a. As mentioned during the Public Comment Time, Chairman Mohsenin said he received a letter similar to Fairfax Water's letter from the Chair of the Board for Prince William County Service Authority (PWCSA) (filed as Exhibit B) regarding the Ozone project for consideration by UOSA Board. He advised the letter was forwarded to the UOSA Board prior to today's meeting and handouts were left at their places.
 - b. Mr. Steglitz addressed the Board with a slide presentation (filed as Exhibit C) to review the status of the OBF project and related communications. He identified communications UOSA received recently from some of its partners: letters from the Board chairs of Prince William County Service Authority and Fairfax Water, both asking the UOSA Board to delay action on the Ozone Biofiltration Project until there is more clarity around how this project impacts PFAS levels in the Occoquan Reservoir. UOSA received a letter from the Director of the Occoquan Watershed Monitoring Laboratory (OWML). Dr. Grant acknowledged that the OBF project would reduce PFAS concentrations in the Occoquan but noted that there are other approaches needed in order to address PFAS more holistically. Mr. Steglitz also mentioned upstream point source control and discussed the logistics, economics, and the timeline associated with the project.
 - c. Mr. Steglitz closed with a few thoughts and UOSA's plan for moving forward. He advised that the Board will need answers to some of the questions that he just raised before it can weigh in and be informed enough to make a decision on whether UOSA should reconsider the decision to move this project forward. Therefore, over the course of

the next month, staff are proposing to reconnect with Fairfax Water to talk through some of the issues that we are sharing with you here tonight and to see if we can come to some common ground on an agreeable path forward. Second, staff wants to assess the project economics, attempt to resolve some of the unknowns, and come back to the Board with more information including identifying the financial commitment associated with PFAS removal if needed in the future. We will also be working on developing responses to the letters that we received from the Chairs of the two organizations. Staff is going to hold off on signing the contract with Clark Construction until we have an opportunity to get back with the Board. We think we can work with the contractor to allow us a little bit more time to work with the Board to make sure that we have alignment before we actually sign the contract. That would permit us to hold signatures until after the next board meeting in June.

- d. In response to Director McGrath, Mr. Owsenek advised that the Occoquan Watershed Monitoring Subcommittee still has intentions to meet as a smaller task force, but those meetings have not been scheduled yet.
- e. In response to Director Meyer, Mr. Steglitz advised that there is no indication that UOSA is going to be regulated for PFAS in the near future. The driving force for PFAS removal is that UOSA shares some customers with Fairfax Water, UOSA is a source of PFAS in the Occoquan Watershed, and PFAS is best addressed through collaborative watershed management. He stated that UOSA is trying to help its partners meet their water quality goals in the most cost-effective manner. Mr. Owsenek added that while PFAS is a watershed issue, the Ozone Biofiltration project also has other watershed benefits and potential O&M costs savings for UOSA.
- f. Chairman Mohsenin and Ms. Hostetler stated that UOSA is governed by the Occoquan Policy, a Virginia regulation, and therefore DEQ could impose new requirements via UOSA's VPDES Permit that is issued by DEQ. Mr. Steglitz stated that UOSA prefers to take a collaborative approach by working together with its partners, like Fairfax Water, in lieu of forced regulation. However, UOSA will use its enforcement authority when appropriate.
- g. Director Rishell inquired if there was a political component surrounding this project. She stated that when administrations change, policy priorities could change as well, even if they have had support from a previous administration. In response, Mr. Steglitz said that the drinking water limits have been promulgated by EPA and therefore must be met within five years. He advised that UOSA, as a wastewater treatment facility, does not have any PFAS limits at this time.
- h. Chairman Mohsenin said this certainly impacts several jurisdictions in this area. In response, Director Small stated that the City of Manassas receives their water from Lake Manassas and only has a service agreement with Fairfax Water in the event of an emergency need. Fairfax Water services three of the four UOSA member jurisdictions.
- i. Director Farr indicated that he would have been good if it was just to improve water quality, which is great. He said it was muddled when talk about PFAS removal was brought in. Because PWCSA is a facility that must deal with the drinking water PFAS limits along with wastewater, he understands the time pressure in almost having to make

improvements before they even come out with limits because the time to design and construct may extend past the compliance deadline. He said the DEQ letter was a bit concerning, but it is good to hear the OWML letter that aligns with OBF benefits. Director Farr said he agrees with Mr. Steglitz' approach and the Board can attest that he wanted to wait until the new Executive Director arrived to assess the situation prior to moving forward. He said he has been vocal about the OBF agenda items, but it is not a slight at Clark Construction as they are a very good contractor. He stated that there is an importance to working with Fairfax Water, and that is really the root of his issue and wanted it to be made part of the record. He likes Mr. Steglitz' and staff's approach to wait until the June Board meeting to return with updated economics and recommendations.

- j. Chairman Mohsenin said that if UOSA had OBF facility in place today, it would be saving money on O&M costs, although now that PFAS removal has entered the picture, it is going to add O&M cost, and add capital cost. He shared that UOSA has always worked with Fairfax Water, and always protected the Reservoir. It is the UOSA mission. He said UOSA is going to continue its mission by helping with the PFAS issue and frankly getting ahead of the curve by having the OBF project started will help with Fairfax Water's compliance.
- k. Director Vehrs took this opportunity to say that she was appreciative of UOSA staff for being proactive. She recognized that UOSA is focused on improving water quality.

F. Financial Reports

- 1. Chairman Mohsenin referenced staff memorandum, *April 2024 Financial Summary* (filed as Exhibit D).
 - a. Mr. Wolfe stated that the April Financial Summary reflects lower O&M expenses than planned, primarily due to lower Process Chemicals, Personnel, and Miscellaneous expenses, partially offset by higher Contract Services and Electric Power expenses. Flows were 7.8 percent lower than planned for the month. Year-to-date FY-24 expenses through April were lower than budget by approximately \$1.9 million, primarily due to a combination of lower Process Chemicals, Personnel, Miscellaneous, Facilities Operations, and Electric Power expenses, and budget timing differences for Contract Services. Year-to-date flows were 7.3 percent lower than planned.
 - b. Mr. Wolfe reminded the Board that the O&M Budget surplus return procedures approved by the Board in 2014 indicate that a budget surplus over \$1 million at the time of the June Board Meeting will be designated as a significant surplus, and fifty percent of the surplus will be returned to the jurisdictions in the June quarterly billing. He stated that the budget surplus currently stands at \$1.9 million therefore the member jurisdictions would expect a budget surplus return in next month's billing.

MOTION: Director Vehrs moved to receive and file the March 2024 Financial Summary.
SECOND: Director Fields
VOTE: Unanimous

2. Vice-Chair Vehrs referenced staff memorandum, *FY-24 Third Quarter O&M Budget Review* (filed as Exhibit E).
 - a. Mr. Wolfe reported that the Third Quarter period ending March 31, 2024 reflected a favorable variance of \$411,000 or 4 percent and actual flows for the quarter were 1.1 percent higher than planned. He said that during the Third Quarter, favorable variances in Chemicals, Contract Services, Miscellaneous, and Facilities Operations were partially offset by higher Personnel expenses. He reported that year-to-date expenses through March 31, 2024 reflected a favorable variance of approximately \$1.7 million or 5.8 percent, primarily due to lower costs in Chemicals, Personnel, Miscellaneous, Facilities Operations, Facilities Maintenance, and Electric Power expenses, and budget timing differences for Contract Services.
 - b. Mr. Wolfe reminded the Audit Committee members to plan for an Audit Committee Meeting at 3:30, just prior to the regular June Board meeting. In response to Director Meyer, Ms. Mahoney agreed to send separate calendar invites as a helpful reminder for all future Audit Committee meetings.

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

SECOND: Director Rishell

VOTE: Unanimous

G. Election of Officer – Secretary Vacancy

1. Chairman Mohsenin referenced staff memorandum, *Election of Officer – Secretary Vacancy* (filed as Exhibit F). As mentioned at the April meeting, due to the retirement of Director Rishell, the Board will need to appoint a member to fill the office of Secretary.

MOTION: Director Rishell moved to nominate Director Meyer to fill the office vacancy of the Secretary to serve with the other current members for the remainder of the one-year term through April 2025.

Chairman – Shahram Mohsenin
Vice Chair – Nancy Vehrs
Treasurer – Gary L. Fields
Assistant Treasurer – Kevin D. Wolfe
Secretary – Richard Meyer
Assistant Secretary - June A. Mahoney

SECOND: Director Small

VOTE: Unanimous

DISCUSSION: Director Meyer agreed to become the next Secretary and remain on the Audit Committee for the time being.

H. Major Project Reports

1. Chairman Mohsenin referenced staff memorandum, *May 2024 Project Summary* (filed as Exhibit G).

- a. Mr. Airhart reported on Plant Projects. He stated that Clark Construction Group LLC (Clark), the contractor for the MFF (Methanol Feeding Facility) project, installed the electric duct bank from the new manhole in Building JJ and continued testing the 2-water line from Building D/2 to the new Methanol Building. Staff received a project schedule update that shows 200 days of negative float. The contractor is trying to make up lost time. The required Contract Substantial Completion date is January 3, 2025.
- b. The Building U centrifuge upgrade (Contract U2) project contractor, Clark, continues to provide the submittal details for the equipment and material procurements. Contract restraints do not allow any field work to begin until the dewatering centrifuge is shipped and in route. 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, and subsequently the April Board Meeting to provide staff an opportunity to obtain information requested by the Board. The Board approved the contract award at the April Board Meeting as discussed earlier.
- d. With respect to the P2NR Plus (Phase 2 Nutrient Reduction Plus) project, the engineers continue working towards 90 percent design and addressing staff comments. Staff continue to monitor current cost estimates (OPCC).
- e. For Contract LB (C54 Laboratory Renovations), staff received the final design documents from the engineer and await a final cleanup the week of May 20, 2024. The engineer will then seal the drawings and submit them to the County of Fairfax for permitting review. The permitting process may take two to four months. The project duration is set at eighteen months after a notice to proceed is issued.
- f. Mr. Airhart reported on the CTIE project in Building H/1 (the Acid Wash and Carbox Tanks). He advised that a follow-up task order is under review that will further define the scope of the permanent acid wash, and ferric chloride systems, and to identify other at-risk infrastructure in the H/1 Building. The engineer continued work on drafting a technical memorandum for new piping to allow backwash to be sent to either ERP1 or ERP2, not just to ERP1 as is the case currently. This will allow flexibility for cleaning either of the two ERPs when they require maintenance.
- g. Mr. Airhart reported on the single active Delivery System Project, the YPIU (Yorkshire Park Interceptor Upgrade). He stated that the permit drawing was submitted to both Fairfax County and Prince William County, as the newly proposed Yorkshire Pump Upgrade (YPIU) project resides in both Counties as well as the NOVA Parks property. Staff from UOSA and NOVA Parks have negotiated a license agreement and fees for \$250,000.

MOTION: Director McGrath moved to receive and file the May 2024 Project Summary report.

SECOND: Director Rishell

VOTE: Unanimous

I. Staff Reports

1. Safety Briefing

- a. On behalf of Ms. Noble-Blair, Mr. Steglitz provided the Safety Briefing. He reported that UOSA days without a lost time injury or accident was at 14 days. Unfortunately, there was a slip trip and fall a couple of weeks ago where the employee tripped when entering a building. There was no apparent hazard associated with the trip and fortunately, the employee is okay and is back to work after missing a few days.
- b. Mr. Steglitz brought the Board's attention to a handout that was provided at their places on Preventing Heat Illness at Work as the focus for May's safety education to staff.

2. Executive Director's Report

- a. Mr. Steglitz referenced staff memorandum, *Annual Service Awards Luncheon* (filed as Exhibit H) and said the event was scheduled for June 26, 2024, at the Fox Chase Manor in Manassas. The Board was asked to send their RSVP status to Ms. Mahoney. Mr. Steglitz said unfortunately he was unable to attend due to a trip that was planned before starting with UOSA. He said he will be reaching out to the recipients himself and congratulating them for their years of service.
- b. Mr. Steglitz said in his first few days at UOSA, staff were outstanding in their reception and supportive of him, and the Division Directors have been very gracious with their time and answering his questions. He said his plan over the course of the next few months is to prioritize meeting the UOSA staff, followed by learning the treatment process, the programs and policies, taking the opportunity to share his observations with the leadership team, and then eventually, coming back to the Board with a report on what was found. He has met with most of the Division Directors one-on-one to get their thoughts on certain things and they are going to facilitate introductions for the rest of the staff. In his roadmap for the next quarter, he advised that he will be meeting with and working on working on building some relationships with some of our external stakeholders. He has asked Ms. Mahoney to help coordinate individual meetings with each of the UOSA Board members as well.
- c. Chairman Mohsenin referenced the Resolution left at the Board's places (filed as Exhibit I) for Board action. He read the resolution honoring Director Rishell's almost fifteen years of service to UOSA Board of Directors.

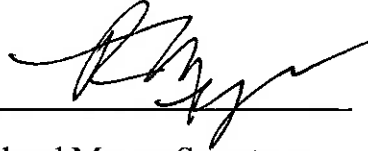
MOTION: Director Vehrs moved the Resolution.
SECOND: Director Meyer
VOTE: Unanimous

3. Legal Counsel's Report

- a. Ms. Hostetler stated that she had nothing to report.

J. Adjournment

MOTION: Director Meyer moved to adjourn at 5:47 P.M.
SECOND: Director Rishell
VOTE: Unanimous



Richard Meyer, Secretary
UOSA Board of Directors

Date: June 20, 2024

These minutes are unofficial until signed.