

A REGULARLY SCHEDULED MEETING OF THE BOARD OF DIRECTORS OF THE UPPER OCCOQUAN SERVICE AUTHORITY WAS HELD JANUARY 16, 2025 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	Patrick Small
Richard Meyer	Nancy Vehrs

Directors Absent:

None

Others Present:

UOSA Staff:

Brian Steglitz
Brian L. Owsenek
Kevin D. Wolfe
June Mahoney

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

Engineer: Don Forgacs, Jacobs

B. Approval of Minutes

1. Chairman Mohsenin referenced the Board Minutes dated November 19, 2024, November 21, 2024, December 6, 2024 and asked the Board for their approval.

MOTION: Director Small moved to approve the minutes of the November 19, 2024, November 21, 2024 and December 6, 2024 Board meetings.

SECOND: Director Rowley

VOTE: Unanimous

ABSTAINED: Directors Vehrs, McGrath, and Fields were unable to attend the December 6, 2024 workshop.

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. Mahoney stated that none were received ahead of the meeting. None were brought forward during the meeting.

D. Administrative Reports

1. Chairman Mohsenin referenced staff memorandum, *November 2024 Financial Summary* (filed as Exhibit A) and *December 2024 Financial Summary* (filed as Exhibit B) and asked for Mr. Wolfe to focus his report on the later of the two unless there is something to highlight otherwise.
 - a. Mr. Wolfe reported that the December Financial Summary dashboard shows the total year-to-date O&M actuals and budgets remain in line with each other at 47 and 50 percent, respectively. There were some overages in Facilities Maintenance and Contract Services over the last few months. Overall, year-to-date FY-25 expenses are \$1.27 million or 6 percent. Reserve Maintenance expenses and budgets are both at 50 percent for the year. Flows continue to run under budget for FY-25 and were 14 percent below projections for December and 12 percent under budget year-to-date.
 - b. Mr. Wolfe advised the Board that a hardcopy of the FY-24 Annual Comprehensive Financial Report (ACFR) could be found at their places.

MOTION: Director Vehrs moved to receive and file the November and December 2024 Financial Summaries.

SECOND: Director McGrath

VOTE: Unanimous

2. Chairman Mohsenin referenced staff memorandum, *FY-25 Second Quarter Plant Performance Report* (filed as Exhibit C).
 - a. Mr. Owsenek reported that performance during the quarter was excellent as the plant continued with outstanding performance. Staff met all VPDES permit requirements for calendar year 2024 and therefore UOSA is eligible to receive the NACWA 20 Platinum Peak Performance Award. He said that accomplishment is something that UOSA and its staff should be immensely proud of.
 - b. Chairman Mohsenin congratulated the staff for this achievement once again.

MOTION: Director Vehrs moved to receive and file the FY-25 Second Quarter Plant Performance Report.

SECOND: Director Farr

VOTE: Unanimous

3. Chairman Mohsenin referenced staff memorandum, *January 2025 Project Summary* (filed as Exhibit D).
 - a. Mr. Owsenek reminded the Board that staff adopted, as practice, a written report and that staff would answer any questions or address any concerns of the Board. Mr. Steglitz reminded the Board that staff received feedback pertaining to the initial dashboards included in the November 2025 Project Summary and dashboard revisions are a work in progress.

MOTION: Director Vehrs moved to receive and file the report.

SECOND: Director Farr

VOTE: Unanimous

4. Chairman Mohsenin referenced staff memorandum, *January 2025 Safety Report* (filed as Exhibit E).

MOTION: Director McGrath moved to receive and file the report.
SECOND: Director Vehrs
VOTE: Unanimous

E. Action Items

1. Chairman Mohsenin referenced staff memorandum, *UOSA Laboratory Renovations (UOSA Contract LB) - Contract Award Recommendation* (filed as Exhibit F).

MOTION: Director Small moved to approve the Resolution authorizing the Executive Director to issue the Notice of Award, and thereafter to proceed with Award and execution of UOSA Contract LB to W.M. Schlosser Company, Inc., the lowest responsive and responsible bidder, for the contract amount of \$9,488,000.00.
SECOND: Director Vehrs
VOTE: Unanimous

2. Chairman Mohsenin referenced staff memorandum, *Proposal for Cost Allocation Methodology* (filed as Exhibit G).

- a. Mr. Wolfe summarized the details provided in the memo and advised that there may be additional legal bond counsel and trustee fees incurred during the process. He stated that the additional fees were not originally included in the staff recommendation but would ask the Board to consider this if approved.
- b. Mr. Steglitz advised that this project was not planned for nor included in the FY-25 Budget. UOSA will absorb the costs as part of this fiscal year's budget and is not seeking an additional appropriation.
- c. Director Meyer said the proposal's scope of work on page 2, says Raftelis will "meet once with partner jurisdictions". He raised concern that one meeting with each jurisdiction may not be sufficient. He suggested the language in the proposal be modified to say "meet at least once" allowing for additional meetings in necessary. Mr. Steglitz advised that there would be cost implications for an additional meeting, but that he would incorporate a provision for additional meetings should they be necessary.
- d. Ms. Hostetler advised that a change order could be issued at a later time. Mr. Steglitz stated that the proposal does not require Board action as it is underneath the Board's threshold but it is important given the nature of the topic and that they have the opportunity to weigh in and approve the concept moving forward.
- e. In response to Director Farr, Mr. Steglitz said the meetings would each be several hours long, offered over two days while the consultants are in town. He also agreed to provide read-ahead material so that meeting attendees could come prepared with questions, etc.
- f. In response to Director Small, Mr. Steglitz acknowledged that the outcome of this work, through their recommendations, could potentially impact the UOSA Service Agreement and that is the primary reason for the additional fees that Mr. Wolfe discussed earlier.

- g. Chairman Mohsenin stated that in the past, staff and the jurisdictional leaders have struggled to come up with its current methodology. He is thankful that there is a firm with experience in this type of work that is available to assist UOSA with what can be a very complicated process.

MOTION: Director Farr moved to approve staff engage their financial and rate consulting services for the cost allocation effort, with additional meetings as part of the final scope.

SECOND: Director Fields

VOTE: Unanimous

- 3. Chairman Mohsenin referenced staff memorandum, *Strategic Planning Workshop – Focus Area Discussion* (filed as Exhibit H).

- a. Mr. Steglitz presented a slide, titled *Strategic Focus Areas Discussion* (filed as Exhibit I) as a follow up on the work that began at the Board's Retreat held in November 2024. Since the Retreat, Mr. Steglitz has routed the draft goals through staff and then again through the Board for additional comments. He said he was asking for guidance on some language that may need minor changes and that he was requesting consensus on each in order to finalize the goals and move forward. The Board had a lengthy discussion on the slide's highlighted text and ultimately supported the staff's suggested language. Mr. Steglitz thanked the Board for their added attention to the language and he will move forward with staff to come up with a plan for implementing procedures in order for the organization to reach these strategic goals.

F. Staff Reports

- 1. Executive Director's Report

- a. Mr. Steglitz presented four slides (filed as Exhibit J) that provided an update to the Rerating Workshop that was held December 6, 2024. He focused on the overall feedback of the poster format used, the positive exit survey results, the plan to continue development of the Roadmap and CIP Strategy, and what the next steps are. In response to Director McGrath, Mr. Steglitz agreed that staff would be exploring all potential delivery methods for any upcoming projects. In response to Director Farr, Mr. Steglitz stated that staff may be able to complete the next steps by the end of the quarter, with the exception being the review by VDEQ regulators that could take the most amount of time.
- b. Mr. Steglitz referenced staff memorandum, *UOSA 2024 Year in Review* (filed as Exhibit K) and took that opportunity during the meeting to click on the live link to walk the Board through each element of the report. He first wanted to acknowledge that converting this year's report from its previous memo format into a GIS Story Map was a heavy lift to accomplish. He said a lot of people contributed the content and a special thanks went to Ms. Kandi Mitchell, UOSA's Administrative Assistant for the O&M Division, who took the lead to compile the information and generate the Story Map that was published. Director Small was impressed that this task was managed in-house, as this may be something he might need a marketing firm to accomplish. Mr. Steglitz advised that this report would be added to UOSA's external website and available to the public to see. He welcomed feedback and recommendations for information to capture in future reports.
- c. Mr. Steglitz referenced the 2025 Session, *House Bill No. 2050*, regarding

the Occoquan Reservoir PFAS Reduction Program that was included in their packet (filed as Exhibit L). He summarized the details of the Bill for the Board's knowledge, and stated that this would impact UOSA's Pretreatment Program and industrial user permittees. Director Small voiced his concern as to whether Micron Technologies or the City of Manassas was consulted with prior to this legislative action where a neighboring member jurisdiction raised issues that could in fact impact another member jurisdiction. Mr. Steglitz indicated that he was not aware if advance notice was provided to the City of Manassas or Micron Technologies by the bill's drafters, though he was provided with a draft of the bill and had the opportunity to provide comments before it was finalized.

- d. Mr. Steglitz update the Board on more PFAS news in the national news relating to PFAS found in biosolids that are land applied and what the health impacts associated with farming, neighbors of farms who are eating foods that may have used a product containing PFAS, or if the animals that feed on the lands and drink the water in the vicinity of land applied biosolids are impacted. He said UOSA is partnering with Synagro on a treatment pilot for removal of PFAS from biosolids. Mr. Steglitz also mentioned that Maryland is currently moving more quickly than Virginia on regulating land application of biosolids, and UOSA staff is following this topic closely and will keep the Board informed as new information is available.
- e. Mr. Steglitz ended with informing the Board that UOSA staff has begun work on sharing information throughout the organization by introducing a program called UOSA University (UOSA-U). He said a monthly topic is presented by fellow employees where all staff are invited to attend. Attendees receive a "credit" for each course and that credit goes towards a chance at a gift drawn at the end of the fiscal year. He said the UOSA-U is one means to begin to break down silos in the organization by allowing staff to hear and learn from their peers.

2. Legal Counsel's Report

- a. Ms. Hostetler stated there was nothing to report.

G. Adjournment

MOTION: Director McGrath moved to adjourn at 5:46 P.M.
SECOND: Director Vehrs
VOTE: Unanimous



Richard Meyer, Secretary
UOSA Board of Directors

Date: February 20, 2025

These minutes are unofficial until signed.