

A REGULARLY SCHEDULED MEETING OF THE BOARD OF DIRECTORS OF THE UPPER OCCOQUAN SERVICE AUTHORITY WAS HELD APRIL 17, 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
Michael McGrath	Allan Rowley
Joshua McNeal	Patrick Small
Richard Meyer	Nancy Vehrs

Directors Absent:

None

Others Present:

UOSA Staff:	Brian Steglitz Kevin D. Wolfe Doug Hague 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 March 20, 2025, and asked the Board for their approval.

MOTION: Director Small moved to approve the minutes of the March 20, 2025 Board meeting.

SECOND: Director Vehrs

ABSTAINED: Chairman Mohsenin

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. 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, *March 2025 Financial Summary* (filed as Exhibit A).

- a. Mr. Wolfe reported that the March Financial Summary dashboard shows the total year-to-date O&M actuals and budgets remain in line with each other at 71 and 75 percent complete, respectively. Overall, year-to-date FY-25 expenses are \$1.4 million or 4.5 percent under budget. He noted that in the Operations and Maintenance Budget, Administration expenses were over budget due to a timing of office equipment purchases. Miscellaneous expenses were over budget, primarily due to off-site lab-related moving expenses, and higher rent than projected. Reserve Maintenance expenses continued running ahead of budgets at 78 percent versus 75 percent year-to-date. Flows were down 22 percent since February and continue to run under budget by over twelve percent FY-25 year-to-date.

MOTION: Director Vehrs moved to receive and file the March 2025 Financial Summary.

SECOND: Director McGrath

VOTE: Unanimous

2. Chairman Mohsenin reference staff memorandum, *FY-25 Third Quarter Plant Performance Report* (filed as Exhibit B).

- a. Mr. Steglitz reported that performance during the quarter was excellent as staff met all current requirements for each plant perimeter.
- b. Chairman Mohsenin thanked staff for continuing excellent performance. He spoke on behalf of the Board and acknowledged that the staff's hard work is not taken for granted.

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

SECOND: Director Vehrs

VOTE: Unanimous

3. Chairman Mohsenin referenced staff memorandum, *March 2025 Project Summary* (filed as Exhibit C).

- a. Mr. Steglitz said staff continued to tweak the dashboards to be responsive to the Board's desires regarding the status of the various projects.
- b. Chairman Mohsenin requested that staff consider a way to identify who the engineering consultant is on a project to ensure a fair distribution of work. Mr. Steglitz said future reports may include brief definitions as well.

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

SECOND: Director Farr

VOTE: Unanimous

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

- a. Mr. Steglitz introduced to the Board, UOSA's new Safety and Security Program Manager, Mr. Harry Gruenspecht, and said he brings a wealth of experience in the safety and security space that the organization will benefit

from.

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

E. Action Items

1. Chairman Mohsenin referenced staff memorandum, *Election of Officers* (filed as Exhibit E).

- a. Director Vehrs nominated Director McNeal to fill the vacancy of Treasurer. Director McNeal agreed to hold the office of Treasurer unless there were other Directors interested. Ms. Mahoney advised that by default the Treasurer would also be a member of the UOSA Audit Committee.

MOTION: Director Vehrs moved the slate of current officers, with the inclusion of Director McNeal as Treasurer:

Chairman – Shahram Mohsenin
Vice Chair – Nancy Vehrs
Treasurer – Joshua McNeal IV
Assistant Treasurer – Kevin D. Wolfe
Secretary – Richard Meyer
Assistant Secretary - June A. Mahoney

SECOND: Director Small
VOTE: Unanimous

2. Chairman Mohsenin referenced staff memorandum, the *FY-26 & FY-27 Draft Budgets – O&M, Generator Reserve, OPEB Reserve & Reserve Maintenance* (filed as Exhibit F).

- a. Mr. Steglitz reminded the Board that this would be the first time staff had presented a budget packet representing two years. He said transitioning to a two-year budget process was a big lift for staff to pull a budget this size together. He publicly recognized a couple of people who were instrumental in helping generate the two-year draft budgets, Mr. Alex Baird, UOSA's Budget Analyst, and Ms. Angela Mikolich, UOSA's Controller. He said they spent an extraordinary amount of time pulling information together from multiple sources across the organization to generate a comprehensive document.
 - b. Mr. Steglitz said the intention today is to approve the draft budgets for both FY-26 & FY27, with the understanding that staff will return this time next year if any conditions have changed with regard to FY-27. The two-year process should be a time saver for staff and beneficial for member jurisdictions to have a look-ahead one year in advance. He reminded the Board that the drafted budgets were a less conservative approach in terms of budgeting and now had less contingency built in. He shared a brief presentation (filed as Exhibit G) that covered unbudgeted unknowns, as is things that were not budgeted for but could have impacts later (i.e. tariffs, war tensions, earmarks/grants, renewable energy credits). Mr. Wolfe said the draft budgets best support UOSA's mission and spoke on the impact of non-recurring expenses, and capital outlay comparisons. Overall, the budget increased totals as presented were approximately five percent for FY-26 and

one percent for FY-27.

- c. Each Board member had an opportunity to ask their questions on various sections of the budget, and/or voice their concerns to Mr. Steglitz and Mr. Wolfe. As a result of an extended discussion, the consensus of the Board was to consider delaying approval until the following meeting in May.

MOTION: Director Small moved to table the approval of the FY-26 & FY-27 Draft Budgets to the next meeting, to allow staff to prepare a modified budget to include a Personnel impact of a 2 percent Cost-of-Living Adjustment (COLA) and a 0-3 percent performance-based merit increase.

SECOND: Director Rowley

VOTE: Unanimous

MOTION: Director Small moved to request staff also return at the next meeting with a modified budget option that also reduces the overall budget increase to 3.0 percent (including a 2 percent COLA and a 0-3 percent performance-based merit increase).

SECOND: Director Rowley

VOTE:

Ayes: Directors Farr, McGrath, Meyer, Rowley, Small, Mohsenin, and Vehrs

Nays: Director McNeal

MOTION PASSED

- d. Director Farr suggested that the Board send questions to Mr. Wolfe in advance so staff have time to prepare their information. He also stated for the record that he is uncomfortable with cutting funding especially when maintenance is needed.
- e. Director Small suggested that staff be prepared to explain any cuts made to the budget and what their impact or risk is to the organization. Chairman Mohsenin stated that he would like to leave the employee recognition as is.
- f. Director Small said he would like to see budget vs. actuals for the previous three budget years as well.
- g. Mr. Steglitz stated staff would try to have the modified information to the Board two weeks prior to the May meeting.

F. Staff Reports

1. Executive Director's Report

- a. Mr. Steglitz provided a status update on the various Federal and State level actions that were currently in the legislative arena:
 - Virginia *House Bill No. 1883*, regarding the amended Renewable Energy Portfolio Standard Program.
 - Virginia *House Bill No. 2050*, regarding the Occoquan Reservoir PFAS Reduction Program, was signed by the Governor as amended, this would require PFAS pretreatment requirements for industrial flows to UOSA, essentially at drinking water levels, by

July 2027 with complete compliance by July 2029.

- Virginia *Senate Bill 1319* has to do with self-reporting PFAS manufacture and use for any industry. This bill is administrative in nature. It received bipartisan support but was vetoed by the Governor.
 - Virginia *House Bill 2482* requires mandatory apprentice labor hours for capital projects. If passed and signed by the Governor, it would be effective July 1, 2026. Mr. Steglitz advised that this was vetoed by the Governor.
- b. Mr. Steglitz announced that UOSA staff had begun meeting with staff from each member jurisdiction for quarterly check-ins on common interests.
- c. Mr. Steglitz thanked the Board for their assistance in providing letters of support for the potential to receive earmarked Federal funding. Earlier in the month, Mr. Steglitz met with Representatives from the Senate and House offices that serve UOSA's service area on Capitol Hill. Overall, he said the meetings were a positive opportunity to introduce UOSA and its mission, and to open up pathways for communication. He advised that the most hopeful outcome is to be selected for funding to help with the Septage Receiving Facility (SRF) improvements.
- d. During Mr. Steglitz visit to Washington, D.C., he attended a presentation by EPA that focused on their major initiatives, identified here as their five pillars:
1. Clean Air, Land, and Water for Every American;
 2. Restore American Energy Dominance;
 3. Permitting Reform, Cooperative Federalism, and Cross-Agency Partnership;
 4. Make the United States the Artificial Intelligence Capital of the World; and.
 5. Protecting and Bringing Back American Auto Jobs.
- e. Mr. Steglitz said this year's Juneteenth (June 19th) Holiday falls on a Thursday and therefore the June Board Meeting would need to be moved one day earlier, to Wednesday, June 18, 2025. He advised that Ms. Mahoney would send out calendar invites soon to ensure the date is saved on their calendars.
- f. Mr. Steglitz reported the initial meetings for UOSA's Cost Allocation Project, between Raftelis, UOSA and staff from each member jurisdiction, were held in the last week of March. He reminded the Board that the next two milestone meetings, a Virtual Work Session and an In-Person Workshop at UOSA, were already scheduled for May 20th and June 26th, respectively.

2. Legal Counsel's Report

- a. Ms. Hostetler reminded the Board that if they receive a citizen request for information, formal (e.g. labeled FOIA or on a form) or informal (e.g. without mentioning FOIA), that it should be forwarded to Mr. Wolfe as UOSA's official FOIA Officer to respond to in the appropriate amount of time.

G. Closed Meeting

1. Chairman Mohsenin announced that a closed meeting was needed to discuss the Executive Director's Annual Performance.

MOTION: Director Meyer moved to convene a ten-minute recess at 5:22 P.M. before entering into a closed meeting.

SECOND: Director Rowley

VOTE: Unanimous

MOTION: Director Small moved that the Board convene a closed meeting at 5:32 P.M. pursuant to Virginia Code § 2.2-3711(A)(1), for the purpose of discussing the Executive Director's Annual Performance.

SECOND: Director Meyer

VOTE: Unanimous

Director Small could not stay; he excused himself from the closed meeting at 6:32 P.M.

MOTION: Director Vehrs moved to return to regular session at 6:47 P.M.

SECOND: Director McGrath

VOTE: Unanimous

2. Chairman Mohsenin asked for a motion to accept certification of the closed meeting per the following:

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 provision 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.

MOTION: Director Vehrs moved to accept Certification of Closed Meeting and requested that the record reflect the Board did consult with Ms. Hostetler during closed session.

SECOND: Director McGrath

VOTE: Unanimous

3. Chairman Mohsenin said, "discussion was held in the closed meeting about Mr. Steglitz' performance. He has done a phenomenal job in his first year with the organization. The Board decided to compensate Mr. Steglitz with a 5% increase, plus a one-time \$10,000 award for the exceptional job that he has done with the organization."

MOTION: Director Rowley moved to approve the Board's decision.
SECOND: Director Farr
VOTE: Unanimous

H. Adjournment

MOTION: Director Farr moved to adjourn at 6:48 P.M.
SECOND: Director Meyer
VOTE: Unanimous



Richard Meyer, Secretary
UOSA Board of Directors

Date: May 15, 2025

These minutes are unofficial until signed.