

A REGULARLY SCHEDULED MEETING OF THE BOARD OF DIRECTORS OF THE UPPER OCCOQUAN SERVICE AUTHORITY WAS HELD JUNE 18, 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.	Allan Rowley
Michael McGrath	Jeff McWhirt
Shahram Mohsenin	Nancy Vehrs

Directors Absent:

Joshua McNeal
Richard Meyer
Patrick Small

Others Present:

UOSA Staff:	Brian Steglitz Kevin D. Wolfe Doug Hague June A. Mahoney Randy Allen Mishelle Noble-Blair
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Legal Counsel:	Sally Ann Hostetler, Odin, Feldman, & Pittleman, P.C.
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Engineers:	Don Forgacs, Jacobs
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B. Approval of Minutes

1. Chairman Mohsenin referenced Board Minutes dated May 15, 2025, and asked the Board for their approval.

MOTION: Director Vehrs moved to approve the minutes of the May 15, 2025, Board meeting.

SECOND: Director McGrath

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, *Approved FY-26 & FY-27 Budgets* (filed as Exhibit A).

- a. Mr. Steglitz advised that a revised summary of the Budgets approved at last month's meeting had been provided in its entirety to the Board in the electronic board package, while the updated pages intended for their budget binders were printed and left at their places.
- b. For consistency purposes, Director Farr suggested that future budgets and other documents refer to the member jurisdiction as Prince William County (PWC), and not Prince William Water (formerly known as Prince William County Service Authority (PWCSA)). Ms. Hostetler and Mr. Wolfe agreed that those changes would be made to future documents.

MOTION: Director Vehrs moved to receive and file the FY-26 & FY-27 Budget information.

SECOND: Director Rowley

VOTE: Unanimous

2. Chairman Mohsenin referenced staff memorandum, *May 2025 Financial Summary* (filed as Exhibit B).

- a. Mr. Wolfe stated that at the Board's request, the previous year's budget and actuals were now added to the dashboard and to page six of the Financial Summary.
- b. Mr. Wolfe reported that the May Financial Summary dashboard shows the total year-to-date O&M actuals and budgets remain in line with each other at 88 and 92 percent complete, respectively. Overall, year-to-date FY-25 expenses are still running approximately \$1.5 million or 4 percent under budget. Reserve Maintenance expenses and budgets are running in line with each other at 89 percent, and 92 percent complete year-to-date. Flows were under budget 2.6 percent for the month and continue to run under budget by 11.2 percent FY-25 year-to-date.
- c. Mr. Wolfe said pursuant to UOSA's procurement resolution, O&M procurements within the overall budget fund but which exceed the amount of a specified budget category by 10 percent, that exceedance shall be reported to the Board for ratification. As the O&M Miscellaneous category is currently more than 10 percent over budget year-to-date, staff are recommending the Board receive the Financial Summary and approve of the Miscellaneous category's over budget status.

MOTION: Director Rowley moved to approve O&M procurements remaining for FY-25 which may exceed specified budget categories but remain within overall budget funds as the end of FY-25 approached.

SECOND: Director Vehrs

VOTE: Unanimous

3. Chairman Mohsenin referenced staff memorandum, *UOSA O&M Budget Surplus Return* (filed as Exhibit C).
 - a. Mr. Wolfe reminded the Board that the O&M Budget surplus return procedures 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 \$1.46 million surplus, for \$732,000, will be returned to the jurisdictions in the June quarterly billing. The surplus per jurisdiction is as follows: Fairfax County \$272,000, Prince William County \$299,000, City of Manassas \$132,000, and City of Manassas Park \$29,000.

MOTION: Director McGrath moved to receive and file the Budget Surplus Report.
SECOND: Director Vehrs
VOTE: Unanimous

4. Chairman Mohsenin referenced staff memorandum, *May 2025 Project Summary* (filed as Exhibit D).
 - a. As a follow-up to last month's meeting, Mr. Steglitz confirmed that the Design Services for the Filter Press Systems in Building H/1 that was approved by the Board did not exceed 15 percent of the total project budget. He said this information was now included in the Project Summary report.

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

5. Chairman Mohsenin referenced staff memorandum, *June 2025 Safety, Security, and Emergency Preparedness Report* (filed as Exhibit E).

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

E. Action Items

1. Chairman Mohsenin referenced staff memorandum, *O&M Budget FY-26 First Six-Month Appropriation* (filed as Exhibit F).

MOTION: Director McGrath moved to appropriate the six-month balance in the amount of \$22,297,850 to fund Operations and Maintenance for the first six months of FY-26.
SECOND: Director Vehrs
VOTE: Unanimous

F. Staff Reports

1. Staff Presentations
 - a. Maintenance and Collections Strategic Focus – Mr. Randy Allen, UOSA's Deputy Director of the Operations and Maintenance Division (O&M), provided a slide presentation (filed as Exhibit G). He explained the general responsibilities of each of the six trade areas, as well as the

administrative staff within the O&M Division. He shared detailed examples of how the O&M staff have continued to support UOSA's six strategic focus areas: 1) Exceptional Water Quality, 2) Employer of Choice, 3) Financial Responsibility, 4) Collaboration & Engagement, 5) Sustainability, 6) Be a Voice.

- b. An Overview of Pretreatment Local Limits – Ms. Mishelle Noble-Blair, UOSA's Director of Regulatory Affairs, provided a slide presentation (filed as Exhibit H) detailing what Pretreatment Local Limits are, why they are important, how they are determined/used, and what UOSA's role is in the current effort to update those limits and ultimately enforce them through pretreatment permits.

2. Executive Director's Report

- a. Mr. Steglitz reported that talks have begun between staff from UOSA and its members jurisdictions at the Quarterly Check-in meetings to pursue partnering opportunities and the industrial surveys (needed for the Pretreatment Local Limits) have been part of those discussions.
- b. Mr. Steglitz announced that UOSA has increased its business hours for the septage receiving facility (SRF), now open from 5:00 a.m. to 10:00 p.m., seven days a week. He said the rationale for the increased hours was based on feedback from the septage haulers to help reduce long wait times and to allow for earlier deliveries. He reminded the Board that the SRF will be getting a renovation in the near future and staff will be looking at the project with a holistic approach to address: technology and equipment reliability concerns, streamlining the 1,000-1,300 manifests a month, and modernizing the invoicing and payments process, and evaluating the cost of service. He said a survey will be used to gather feedback from all the septage users to help continue to provide great service to meet their needs.
- c. Mr. Steglitz advised that the Director of Virginia's Department of Environmental Quality (DEQ), Mr. Mike Rolband, had visited the UOSA facility the week before for a tour. Mr. Steglitz shared that Mr. Rolband was very impressed with the plant facility and how it was maintained. The visit provided Mr. Rolband with a renewed perspective on UOSA's position with regards to PFAS, and in exchange UOSA received useful information in terms of some future financial planning from the WQIF funding source that helps supplement capital projects.
- d. Mr. Steglitz provided a status update on the proposed Federal budget and the SRF Program that supports the State's Revolving Loan Fund. He said after last month's report, UOSA's Septage Receiving Facility project was listed as a sponsored project by our State Representative and both Senators. He said the project is now under subcommittee review for their assessment.
- e. Mr. Steglitz introduced UOSA's new Communication Specialists, Ms. Bebe Schaefer. He said she has lots of great ideas for the organization and will be connecting with her counterparts in the member jurisdictions soon.
- f. Mr. Steglitz referenced the NACWA letter, dated May 9, 2025 (filed as Exhibit I). He said UOSA has earned the Platinum Peak Performance Award for twenty years of perfect permit compliance (i.e. the Platinum20). Mr. Steglitz said UOSA staff should be really proud of their recognition for another year of perfect permit compliance.

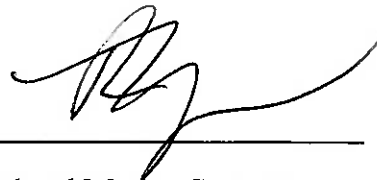
- g. Mr. Steglitz referenced staff memorandum, *Published Article by VA Tech – One PFAS Project (WRF Project 5345)* (filed as Exhibit J). He said the links provided in the memo are associated with the One Water project that UOSA is partnering with Virginia Tech and the Water Research Foundation (WRF).
- h. Mr. Steglitz announced that the area had received a lot of rain in the recent week and that the plant received approximately 80 million gallons per day, in the days after the event. He reported that the pump stations and the plant were able to handle the excess flows, but that staff are seeing its impact.
- i. Mr. Steglitz thanked those who attended UOSA's 2025 Service Award Luncheon. He said there was an employee who was recognized for their 35 years of service and that it's a testament to UOSA that people spend their whole career here. He also took this opportunity to share feedback from a recent job applicant on why they chose to apply at UOSA. They said the job advertisement drew them in, the organization's mission and vision to be globally recognized for protecting the region's water resources was aspirational, and that it appeared from the photos in the Year-in-Review report posted on UOSA's external website that staff were having fun and it was the working environment that they would like to be a part of. Mr. Steglitz said this was a great moment for staff and the Board to receive confirmation that the changes being made regarding UOSA's mission and vision statement are already being recognized and look promising for the overall strategic goals.
- j. Mr. Steglitz announced that June 30th is Virginia's Drinking Water and Wastewater Professional's Appreciation Day. He stated that UOSA staff would be celebrated on Wednesday, July 2, 2025.

3. Legal Counsel's Report

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

G. Adjournment

MOTION: Director Vehrs moved to adjourn at 5:26 P.M.
SECOND: Director Rowley
VOTE: Unanimous



Richard Meyer, Secretary
UOSA Board of Directors

Date: July 17, 2025

These minutes are unofficial until signed.