

A REGULARLY SCHEDULED MEETING OF THE BOARD OF DIRECTORS OF THE UPPER OCCOQUAN SERVICE AUTHORITY WAS HELD JULY 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.	Allan Rowley
Shwan Fatah	Joshua McNeal
Michael McGrath	Patrick Small
Richard Meyer	Nancy Vehrs

Directors Absent:

Shahram Mohsenin

Others Present:

UOSA Staff:	Brian Steglitz
	Kevin D. Wolfe
	Doug Hague
	June A. Mahoney
	Ben Schneider

Legal Counsel:	Sally Ann Hostetler, Odin, Feldman, & Pittleman, P.C.
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Engineers:	Don Forgacs, Jacobs
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B. Special Announcements

1. Vice-Chair Vehrs advised that Chairman Mohsenin was out of town and that she would be chairing today's meeting in his absence. She welcomed Director Fatah to the meeting and thanked him for attending on behalf of Chairman Mohsenin.
2. Due to technical difficulties with the Board room's audio/video equipment, Vice-Chair Vehrs said those who attended the meeting online would not be able to see the Board room but would still be able to hear and participate in the discussion.

C. Approval of Minutes

1. Vice-Chair Vehrs referenced Board Minutes dated June 18, 2025, and asked the Board for their approval.

MOTION: Director Small moved to approve the minutes of the June 18, 2025, Board meeting.

SECOND: Director Farr

VOTE: Unanimous

D. Public Comment Time

1. Vice-Chair Vehrs 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.

E. Administrative Reports

1. Vice-Chair Vehrs referenced staff memorandum, *June 2025 Financial Summary* (filed as Exhibit A).
 - a. Mr. Wolfe reported that the June Financial Summary dashboard shows the total year-to-date O&M actuals at 97 percent of the budget. He said June Operations and Maintenance expenditures for the Process Chemicals were over budget due to a purchase of activate carbon. Facilities Maintenance expenditures were over budget due to the replacement of separator socks on the Berlie dryer and repairs to the bridge crane at Flat Branch. Contract Services was over budget due to a budget timing difference of industrial cleaning for lime dust. Administration was over budget due to budget timing issues with some travel and training expenses. Miscellaneous was over due to procurements related to regulatory activity and safety clothing and equipment. Reserve Maintenance ended the fiscal year approximately \$260,000, or 5 percent over budget, primarily due to some demand reserve maintenance expenses. Flows were over budget by 9.8 percent for June but ended up 9.5 percent under budget for FY-25.

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

2. Vice-Chair Vehrs referenced staff memorandum, *FY-25 Fourth Quarter Plant Performance Report* (filed as Exhibit B).
 - a. Mr. Steglitz reported that the plant continued to meet all the performance metrics for water quality during the fourth quarter of FY-25. He advised the Board that staff may be proposing a different reporting format in the future.

MOTION: Director Meyer moved to receive and file the FY-25 Fourth Quarter Plant Performance Report.
SECOND: Director Rowley
VOTE: Unanimous

3. Vice-Chair referenced staff memorandum, *June 2025 Project Summary* (filed as Exhibit C).

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

4. Vice-Chair Vehrs referenced staff memorandum, *July 2025 Safety, Security, and Emergency Preparedness Report* (filed as Exhibit D).

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

F. Action Items

1. Vice-Chair Vehrs referenced staff memorandum, *Yorkshire Park Interceptor Upgrade (YPIU) Project – NOVA Parks License Agreement* (filed as Exhibit E).

MOTION: Director Meyer moved to authorize the Executive Director to execute the licensing agreement with NOVA Parks in an amount not to exceed \$250,000 to secure the areas required to both construct and maintain the upgraded Yorkshire Park Interceptor. The motion was amended to request that staff provide the Board with a breakout of the total costs for their informational purposes.

SECOND: Director McGrath
VOTE: Unanimous

G. Staff Reports

1. Executive Director's Report

- a. Mr. Steglitz informed the Board that staff from the Metropolitan Washington Council of Government (COG) had attended a tour of the UOSA facility the week before. He said the tour was coordinated by UOSA's Communications Specialist and was a really good opportunity to connect and learn about current and future water reuse opportunities available to UOSA.
- b. Mr. Steglitz reported on a few weather-related issues during the past month. He stated that the UOSA service area had experienced a wet weather storm the night before that resulted in the plant receiving a flow of 88 MGD for a short period of time. He also advised that the hot temperatures in late June over several consecutive days required the Flat Branch Pump Station to go off the grid for approximately seven hours each day. He reported that it has been several years since UOSA was asked to make that adjustment by NOVEC and thankfully all went smoothly. In response to Vice-Chair Vehrs, Mr. Hague advised that UOSA participates in NOVEC's Load Management Program where UOSA may need to go off the grid to help shed the electrical load during high peak hours. He said this could happen multiple times in one month and is a regular occurrence for the plant facility.
- c. Mr. Steglitz advised the Board that the Septage Receiving Facility (SRF) project launched that same day with help from the consultant. He said this project will not only be an upgrade to the physical structure to handle the increased stream, but also to evaluate the cost of service by surveying the septage haulers to make sure we understand their expectations moving forward.
- 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 UOSA's Septage Receiving Facility project (mentioned above) was still listed as a sponsored project by our State Representative and both Senators. He said the project remains under House Appropriations

Committee's review for their assessment and potential inclusion into their draft budget as a community project.

- e. Mr. Steglitz provided an update on the Industrial User Survey as staff continue to coordinate with peers and member partners. He stated that another regulatory related survey would be forthcoming for the Dental Amalgam rule.
- f. In response to Director McGrath, Mr. Steglitz informed the Board of the next steps that would be taken in support of the UOSA Cost Allocation Study that was being managed by Raftelis. He reported that Raftelis continues to compile the results of the last meeting to capture the feedback and then package it into recommendations; expected over the next four to six weeks. He acknowledged that Director Meyer may have been correct with his prediction that this project's effort would need more than one series of meetings or conversations to come to one hundred percent alignment on all issues. He offered a reminder that even when the Board has a clearer path forward and can provide a final recommendation, that the UOSA Service Agreement would need to be amended and that will require full agreement from all four jurisdictions at that time.

2. Legal Counsel's Report

- a. Ms. Hostetler stated that the latest amendments to the Freedom of Information Act (FOIA) went into effect on July 1, 2025. She advised the Board that what they had before them was the Advisory Commission's Report. She said the revisions did not impact how UOSA operates, but the Board was in charge of knowing the updated information.
- b. In response to Director Meyer, Ms. Hostetler advised that Mr. Kevin Wolfe was UOSA's designated and trained FOIA Officer.

H. Closed Meeting

- 1. Vice-Chair Vehrs announced that a closed meeting was needed to provide a cybersecurity presentation, provided by Mr. Ben Schneider, UOSA's Senior Control Systems Engineer.

MOTION: Director Small moved that the Board convene a closed meeting at 4:25 P.M. pursuant to Virginia Code §2.2-3711(19) for the purpose of receiving a briefing on specific Cybersecurity vulnerabilities and protocols to address cybersecurity threats to the organization and security of the plant operations, structures and buildings.

SECOND: Director Meyer

VOTE: Unanimous

MOTION: Director Farr moved to return to regular session at 5:12 P.M.

SECOND: Director Meyer

VOTE: Unanimous

- 2. Vice-Chair Vehrs 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 Meyer moved to accept Certification of Closed Meeting.
SECOND: Director Fatah
VOTE: Unanimous

I. Adjournment

MOTION: Director McGrath moved to adjourn at 5:14 P.M.
SECOND: Director Farr
VOTE: Unanimous



Richard Meyer, Secretary
UOSA Board of Directors

Date: September 18, 2025

These minutes are unofficial until signed.