

A REGULARLY SCHEDULED MEETING OF THE BOARD OF DIRECTORS OF THE UPPER OCCOQUAN SERVICE AUTHORITY WAS HELD SEPTEMBER 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
Shwan Fatah	Joshua McNeal
Michael McGrath	Nancy Vehrs
Richard Meyer	

Directors Absent:

Shahram Mohsenin
Patrick Small

Others Present:

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

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

Engineers:	Don Forgacs, Jacobs
------------	---------------------

B. Special Announcements

1. Vice-Chair Vehrs advised that Chairman Mohsenin was not able to attend due to a personal matter 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. Director Small was also not able to attend.

C. Approval of Minutes

1. Vice-Chair Vehrs referenced Board Minutes dated July 17, 2025, and asked the Board for their approval.

MOTION: Director McGrath moved to approve the minutes of the July 17, 2025, Board meeting.

SECOND: Director Meyer

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, *July 2025 Financial Summary* (filed as Exhibit A) and *August 2025 Financial Summary* (filed as Exhibit B).
 - a. Mr. Wolfe said that the July Financial Summary dashboard reported the total Operations and Maintenance actuals and budget at 9 percent complete each, or 4 percent of the budget. Facilities Maintenance expenditures were over budget due to budget timing issues for some purchases related to buildings and grounds, outside services, and maintenance materials. With the start of the fiscal year, Reserve Maintenance ended the month well under budget at only two percent complete. Flows were over budget by 6.8 percent for July.
 - b. Mr. Wolfe advised that the August Financial Summary dashboard reported the total Operations and Maintenance actuals and budgets at approximately 18 percent complete each. Year-to-date Operation and Maintenance stands at 2 percent under budget. Facilities Maintenance was over budget due to budget timing issues and higher requirements for outside services, buildings and grounds, and maintenance materials. Contract Services was over budget due to biosolids disposal. Both dryers were down at the start of the fiscal year so we incurred additional landfill disposal fees as a result. Administration was over budget due to budget timing issues with some office equipment purchases and some travel and training expenses. Reserve Maintenance ended the month well under budget at approximately 7 percent complete year-to-date. Flows were well under budget at 12.6 percent for August and remained under budget at 2.8 percent year-to-date.
 - c. Mr. Steglitz said the Board may recall from the budget planning discussion that August 2025 Operation and Maintenance budget would be operating a lot tighter when compared to August 2024. In response to Vice-Chair Vehrs, Mr. Steglitz advised the leaner budget may not equate to a refund at the end of the fiscal year to the member jurisdictions as was the standard in previous budget years.

MOTION: Director Meyer moved to receive and file the July and August 2025 Financial Summaries.

SECOND: Director McGrath

VOTE: Unanimous

2. Vice-Chair referenced staff memorandum, *July 2025 Project Summary* (filed as Exhibit C).
 - a. Mr. Steglitz stated that the Project Summary report was similar to what the Board had received in previous months, with the addition of the individual projects that were rolled up into one capital project. He said these bundled projects for HVAC, building envelopes and other electrical work were approved by the Board and can be found at the end of the information provided.

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

SECOND: Director Rowley

VOTE: Unanimous

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

- a. Mr. Steglitz reported that staff were planning to discontinue the use of the “days since injury” board that is located just inside the main gate. He said this was a lagging safety indicator and that staff will continue to track and share this information in a more prominent way. He announced that a new Safety & Security Coordinator, Mr. Nelson Hogan, joined UOSA’s Safety and Security Team since the last meeting. Mr. Nelson was not able to attend today’s meeting as he was dealing with an unfolding security incident where a perimeter fence was cut and the local police were called to the plant in hopes of approaching the trespassers. Mr. Steglitz shared that the implementation of UOSA Alerts, a subscription service software that allows for immediate safety-related and weather notifications to staff by email and text, was tested and proven to be effective.

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

SECOND: Director McGrath

VOTE: Unanimous

4. Vice-Chair Vehrs referenced staff memorandum, *Jurisdictional Loadings Allocation Update Presentation* (filed as Exhibit E).

- a. Mr. Steglitz said the Board may recall the work completed with regards to the Rerating Study, by Black & Veatch. He said there were several elements, first was the stress testing plant, second was additional modeling, and finally the development of capacity improvement concepts that identify specific projects. Several of those projects have been incorporated into the Capital Improvement Plan that was approved by the Board earlier this year.
- b. Mr. Steglitz said the next task was to have Black & Veatch evaluate different scenarios; he briefed the Board on six different scenarios. He also mentioned that Black & Veatch was tasked with identifying any latent capacity found within the current facility and how that latent capacity could be redistributed to the member jurisdictions. He assured the Board that this was for informational purpose at this time, and that staff would return to the Board with any recommended action at a later date.
- c. In response to Director Vehrs, Mr. Steglitz said part of the work on the Re-Rating Study, by Black & Veatch, and the Cost Allocation Project, with Raftelis, is intended to address increased nutrient loading and the equitable distribution of costs to each jurisdiction. One solution that is being proposed is to create a means to loan capacity from one member jurisdiction to another.
- d. Director Meyer thanked Mr. Steglitz for a very good report.

F. Action Items

1. Vice-Chair Vehrs referenced staff memorandum, *Adoption of the UOSA Strategic Plan (2025 – 2030)* (filed as Exhibit F).
- a. Mr. Steglitz provided a quick recap of the timeline in creating the Plan over the past year, beginning with a November 2024 workshop where the Board developed a revised Mission and Vision, and developed six

Strategic Focus Areas. UOSA's leadership continued that work by adding identifying strategic objectives, organizational core values and guiding principles. Mr. Steglitz asked the Board for their thoughts and/or comments on the plan prior to adoption.

- b. Director Farr recommended replacing the words "calculated risk" found on the last page, with the word "explore". He commended staff on their work as otherwise presented.
- c. Mr. Steglitz advised that any typo or grammatical revisions would be made to the document before it is disseminated. He also stated that the plan would be packaged differently, but the content will remain the same.

MOTION: Director Meyer moved to adopt the UOSA Strategic Plan (2025 – 2030).

SECOND: Director Meyer

VOTE: Unanimous

G. Staff Reports

1. Executive Director's Report

- a. Mr. Steglitz announced that UOSA won first place in the Biosolids Beauty Contest held at the WaterJAM conference in Virginia Beach. He praised the work of Miss Evelyn O'Connor, an intern in UOSA's Water Quality Division, for her ability to use UOSA's Biosolid Pellets to mimic artwork by Van Gough.
- b. Mr. Steglitz referenced staff memorandum, *UOSA University FY-26 Course Schedule* (filed as Exhibit G) and said the Board may recall that staff started a program this past year called UOSA University (UOSA-U) as an opportunity to learn about different parts of the facility. These sessions are led by staff, monthly, through 30-minute slideshow presentations. He stated that the presentations are open to folks from other organizations to attend in-person. Also, the presentations are recorded and made available asynchronously to those who are interested; they can visit the UOSA website for the links.
- c. Mr. Steglitz referenced staff memorandum, *UOSA Receives Bronze Award from Prince William County Schools* (filed as Exhibit H) for its partnership and community engagement efforts that highlight our progress in building meaningful relationships with local schools. UOSA has participated in this effort for three years.
- d. Mr. Steglitz referenced staff memorandum, *Interpretive Plan – FY26 Update* (filed as Exhibit I) and said the Board may recall that this plan is a key tool for advancing UOSA's strategic goals: strengthening public trust, building awareness of our leadership in water reuse, enhancing community engagement, and being an employer of choice. He said this plan was included in the approved budget and no action was needed at this time; the plan was provided for their convenience.
- e. Mr. Steglitz referenced staff memorandum, *Published Article – UOSA: A Pioneer of Indirect Potable Reuse Serves a Growing Area* (filed as Exhibit J) and said he interviewed for the article that appeared in the September 2025 issue of the Municipal Water Leader Magazine.

- f. Mr. Steglitz gave an update on the mold and moisture abatement project in the Administration Building (i.e. Building F) that you reach just outside the main gate. Staff have temporarily relocated to different areas of the plant. Two temporary trailers were acquired to accommodate all of the Finance staff for the extended period of time while proposals are received and work can begin.
- g. Mr. Steglitz reported that UOSA applied for an emerging contaminant grant through VDEQ for our carbon and media replacement.
- h. Mr. Steglitz announced that a digital display board was added to the wall just outside of the meeting room. This display was the result of a recommendation made by UOSA's Communications Focus Group as a way to share current events. The strategically placed displays will share topical information on what is happening around UOSA, upcoming events/tours, safety training, etc.
- i. In response to Director McGrath, Mr. Steglitz confirmed that UOSA was approached by a data center interested in using UOSA's effluent for non-potable use purposes. He said that there is a non-disclosure statement signed with an organization that has engaged a consultant to do a feasibility study, at no expense to UOSA. He has informed Fairfax Water so they are aware of the inquiry. He advised that there is no commitment at this time except to hear what the requestor has to say and if UOSA could meet their needs and remain committed to the needs of the watershed. He will update the Board once more information is available.

2. Legal Counsel's Report

- a. Annual Board Compliance Presentation - Ms. Hostetler reported that while she did not have slides to share, she verbally briefed the Board of their responsibilities of knowing and following the statutes from the Freedom of Information Act (FOIA), the Virginia Water and Waste Authority's Act, the Virginia Public Procurement Act, Virginia Conflict of Interest Act, and the Occoquan Policy.

H. Adjournment

MOTION: Director McGrath moved to adjourn at 4:59 P.M.
SECOND: Director Fatah
VOTE: Unanimous



Richard Meyer, Secretary
UOSA Board of Directors

Date: October 16, 2025

These minutes are unofficial until signed.