

A REGULARLY SCHEDULED MEETING OF THE BOARD OF DIRECTORS OF THE UPPER OCCOQUAN SERVICE AUTHORITY WAS HELD OCTOBER 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.	Stacy Seiberling
Michael McGrath	Patrick Small (via electronic video conferencing)
Richard Meyer	Joshua McNeal
Shahram Mohsenin	Nancy Vehrs

Directors Absent:

Allan Rowley

Others Present:

UOSA Staff:	Kevin D. Wolfe June A. Mahoney
Legal Counsel:	Sally Ann Hostettler, Odin, Feldman, & Pittleman, P.C.
Engineers:	Don Forgacs, Jacobs

B. Approval of Board Member Electronic Participation

1. Chairman Mohsenin indicated Director Small would be attending the meeting remotely and asked him to state the reason and his location.
2. Director Small stated that he was in the State of Indiana, attending a funeral.

MOTION: Director Meyer moved to approve Director Small's remote participation.
SECOND: Director Vehrs
VOTE: Unanimous

C. Special Announcements

1. Chairman Mohsenin advised that Mr. Steglitz was away at a conference and that Mr. Wolfe was standing in for him for the duration of today's meeting.
2. Chairman Mohsenin welcomed the alternate Board Member appointed by the City of Manassas Park, Director Stacy Seiberling, to the meeting and thanked her for attending on behalf of Director Rowley while he is on vacation.

D. Approval of Minutes

1. Chairman Mohsenin referenced Board Minutes dated September 18, 2025, and asked the Board for their approval.

MOTION: Director Vehrs moved to approve the minutes of the September 18, 2025, Board meeting.
SECOND: Director McGrath
ABSTAINED: Chairmen Mohsenin
VOTE: Unanimous

D. 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.

E. Administrative Reports

1. Chairman Mohsenin referenced staff memorandum, *September 2025 Financial Summary* (filed as Exhibit A).
 - a. Mr. Wolfe said that the September Financial Summary dashboard reported the total Operations and Maintenance budget and actuals at 27 percent and 26 percent, respectively. Year-to-date Operations and Maintenance were two percent under budget overall. A few things to note for the September Operations and Maintenance were: Chemicals were slightly under budget overall but carbon dioxide had cost overruns due to the Cogen System being out of service, and other boiler issues at that time. Those issues were the cause of higher CO₂ use while the facility could not produce as much as normal, Facilities Operations were over budget due to higher usage of natural gas, there was a problem with the booster which caused higher consumption of gas to power the boilers in the Digestors, and Facilities Maintenance was over budget, mainly due to higher requirements for outside services and maintenance materials. Mr. Wolfe said the over budget status of the category is concerning and staff is closely monitoring it through monthly meetings with staff and upper management to analyze expenses. He added that the aging plant has increased the number of repairs in some areas, such as U Building, and dealing with price increases as well. Staff are accountable for this category and will keep it under budget or justify the overage if still in this situation at year end.
 - b. Mr. Wolfe stated that Reserve maintenance ended the month under budget at 7 percent complete. More planned project expenses are starting to hit, so budgets and actuals are starting to tighten up on the dashboard graph. Flows were under budget by approximately 13 percent for September and 6 percent year-to-date.
 - c. Mr. Wolfe reminded the Audit Committee Members that the next meeting is scheduled for 3:30 on November 20th, just before the Board meeting. He will send out an invitation with the meeting's new location.

MOTION: Director Vehrs moved to receive and file the September 2025 Financial Summary.
SECOND: Director Farr
VOTE: Unanimous

2. Chairman Mohsenin referenced staff memorandum, *FY-25 O&M Budget Review* (filed as Exhibit B).
 - a. Mr. Wolfe said FY-25 ended with an under-budget amount of approximately \$1 million, or 2.4 percent. Actual flows for FY-25 were approximately 9.5 percent lower than planned. UOSA ended the fiscal year with favorable variances in Electric Power, Facilities Operations, Chemicals, and Personnel were partially offset by over budgets in Miscellaneous and Facilities Maintenance. As noted in the memo, the FY-25 budget surplus amounts credited back to the jurisdictions in the upcoming December quarterly billing will be \$106,000 to Fairfax County, \$117,000 to Prince William County, \$54,000 to the City of Manassas, and \$11,000 to City of Manassas Park.

MOTION: Director Vehrs moved to receive and file the FY-25 O&M Budget Review.
SECOND: Director Meyer
VOTE: Unanimous

3. Chairman Mohsenin referenced staff memorandum, *FY-26 Third Quarter Appropriation* (filed as Exhibit C).

MOTION: Director McGrath moved to appropriate \$11,148,925 to fund Operations and Maintenance for the third quarter of FY-26.
SECOND: Director Vehrs
VOTE: Unanimous

4. Chairman Mohsenin referenced staff memorandum, *FY-26 First Quarter Plant Performance Report* (filed as Exhibit D).

- a. Director McGrath inquired about the flows for July 2025 and asked if there was a particular sewer shed event that caused the illustrated high flows. Director Small also asked if this was during the time of Micron holding pond discharge. Staff ask for more time to pull data together to fully answer the Directors' questions.

- b. Chairman Mohsenin thanked UOSA staff for their continued hard work and dedication for maintaining excellent performance.

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

5. Chairman Mohsenin referenced staff memorandum, *September 2025 Project Summary* (filed as Exhibit E).

- a. In response to Director McGrath, UOSA's Chief Technical Officer (CTO), Mr. Schlosser advised the Board that the behind schedule status of the Methanol Feed Facility (MFF) Project would not impact the plant.

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

6. Chairman Mohsenin referenced staff memorandum, *October 2025 Safety, Security, and Emergency Preparedness Report* (filed as Exhibit F).
 - a. In response to Director Vehrs, UOSA's Safety & Security Manager, Mr. Gruenspecht, provided an update on the trespassing incident that occurred the day of the last board meeting where two adult men damage property to trespass and fish illegally.

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

SECOND: Director McNeal

VOTE: Unanimous

7. Chairman Mohsenin referenced staff memorandum, *October 2025 Strategic Communications & Engagement Report* (filed as Exhibit G).
 - a. Mr. Wolfe advised the Board that this is a new report edition and that UOSA's Communication Specialist, Ms. Bebe Schaefer was responsible for the report and leading that effort.
 - b. Chairman Mohsenin stated that he was glad to see forward movement with regards to this effort and looked forward to its future...

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

SECOND: Director McGrath

VOTE: Unanimous

F. Action Items [None to Report]

G. Staff Reports

1. Executive Director's Report


- a. Mr. Wolfe advised that staff received tentative approval for a 100 percent principal forgiveness loan, essentially a grant for \$1.3 million through the Virginia Clean Water Revolving Loan Fund for our GAC Optimization Project. The loan will be used to fund the GAC contactor process improvements and carbon transfer system process improvements. The project is in public comment period through the end of October 2025. The State Water Control Board meets on November 18, 2025 for complete final authorizations for the loans that are in the queue.
- b. Mr. Wolfe said the Board may recall, roughly two and a half years ago, staff submitted an application for a WQIF grant for the Phase 2 Nitrogen Removal Plus (P2NR+) project. He reported that the finish line is nearing and we are having discussions with DEQ regarding the language in the draft grant agreement, in hopes of having a grant issued before the end of the calendar year. He said the final approved grant amount could be in the range of \$4 to \$6 million.
- c. Mr. Wolfe said the Raftellis Cost Allocation Project comments were received from all jurisdictions and are being evaluated; next steps will be forthcoming. He advised that a workshop would be scheduled, if needed, but it is too soon to say at this time.
- d. Mr. Wolfe advised that the federal government shutdown has not affected UOSA to date. Although the processing of grant funds could potentially be affected at some point.

2. Legal Counsel's Report

- a. Ms. Hostetler updated the Board on the outcome of a case that was previously discussed, *Farmer v. United States Environmental Protection Agency* was a lawsuit filed by Texas farmers and ranchers seeking to compel the EPA to regulate PFAS in sewage sludge (biosolids) used as fertilizer. She said that case was dismissed at the end of September 29, 2025 from the district Court of DC. At this time, the same position stands, no PFAS regulations on UOSA as a wastewater treatment plant. If this changes in the future, UOSA will have an opportunity to participate in that discussion.

H. Adjournment

MOTION: Director Seiberling moved to adjourn at 4:19 P.M.
SECOND: Director Vehrs
VOTE: Unanimous



Richard Meyer, Secretary
UOSA Board of Directors

Date: November 20, 2025

These minutes are unofficial until signed.