

A REGULARLY SCHEDULED MEETING OF THE BOARD OF DIRECTORS OF THE UPPER OCCOQUAN SERVICE AUTHORITY WAS HELD NOVEMBER 20, 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	Joshua McNeal
Richard Meyer	Ari Nelson
Shahram Mohsenin	

Directors Absent:

Patrick Small	Nancy Vehrs
---------------	-------------

Others Present:

UOSA Staff:

Brian Steglitz
Kevin D. Wolfe
Doug Hague
June A. Mahoney

Legal Counsel:	Sally Ann Hostetler, Odin, Feldman, & Pittleman, P.C. (via electronic video conferencing)
----------------	--

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

B. Approval of Minutes

1. Chairman Mohsenin referenced Board Minutes dated October 16, 2025, and asked the Board for their approval.

MOTION: Director Farr moved to approve the minutes of the October 16, 2025, Board meeting.

SECOND: Director Meyer

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, *FY-25 Audit Presentation* (filed as Exhibit A).

- a. Mr. Wolfe announced that the Audit Committee met prior to the Board meeting and advised that Mr. Mike Garber, a Partner with UOSA's audit firm PBMares, L.L.P., was there in-person and would present the audit results to the Board.
- b. Mr. Garber announced that PBMares issued a clean, unmodified opinion for UOSA's annual comprehensive financial report and internal controls as there were no findings. There were no audit entries or adjustments needed. He thanked Mr. Wolfe and the finance staff for another great audit.

MOTION: Director Rowley moved to accept the audit report.

SECOND: Director McGrath

VOTE: Unanimous

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

- a. Mr. Wolfe said that the October Financial Summary dashboard reported the total Operations and Maintenance budget and actuals at 35 percent and 34 percent complete respectively. Year-to-date Operations and Maintenance were two percent or approximately \$357,000 under budget overall. A few things to note for the October Operations and Maintenance were: Miscellaneous was under budget due to higher septage hauler fees than planned, along with some budget timing differences for Safety & Security, and Landfill. Personnel was under budget due to higher vacancies than planned and not having any overhires. Facilities Maintenance was over budget, mainly due to increased needs for Outside Services and Maintenance Materials.
- b. Mr. Wolfe stated that Reserve maintenance remained under budget and ended the month at 29 percent complete year-to-date. Flows were under budget by approximately 17 percent for October and 9 percent year-to-date.

MOTION: Director McGrath moved to receive and file the October 2025 Financial Summary.

SECOND: Director Rowley

VOTE: Unanimous

3. Chairman Mohsenin referenced staff memorandum, *FY-26 First Quarter O&M Budget Review* (filed as Exhibit C).

- a. Mr. Wolfe reported that the first quarter FY-26 O&M budget review for the period ending September 30, 2025, reflected a favorable variance of \$169,000 or 1.4 percent.
- b. Mr. Wolfe said that actual flows for the first quarter were 6 percent lower than planned. He reported that during the first quarter, favorable variances in Chemicals, specifically odor control, active carbon and biogas purifier media, along with Miscellaneous expense related to regulatory and landfill were favorable due to budget timing differences

with some higher SRF revenue than projected. This was partially offset by higher Facilities Maintenance expenses related to maintenance materials and outside services.

- c. Mr. Wolfe brought attention to the Review's new dashboard and staff will continue to enhance it over the next quarterly update.
- d. Director McGrath thanked staff for adding the new dashboard that compares to the previous fiscal year. He stated that it appears expenditures are closer to actuals than reported in previous years, considering tariffs and inflation, and asked if there were any concerns for staff. In response, Mr. Wolfe said staff are comfortable with where the reporting is for now. Mr. Steglitz reminded the Board that having a tighter budget was meeting expectations but that any unforeseen conditions that arise during the budget year could require a mid-year adjustment.

MOTION: Director McGrath moved to receive and file the FY-26 First Quarter O&M Budget Review.

SECOND: Director Rowley

VOTE: Unanimous

- 4. Chairman Mohsenin referenced staff memorandum, *Draft Annual Comprehensive Financial Report (ACFR) – FY-25* (filed as Exhibit D).

MOTION: Director Farr moved to approve the Annual Comprehensive Financial Report for the fiscal year ended June 30, 2025 and authorize its publication and distribution.

SECOND: Director Meyer

VOTE: Unanimous

- 5. Chairman Mohsenin referenced staff memorandum, *GFOA Certificate of Achievement for Excellence in Financial Reporting for FY-24* (filed as Exhibit E).

- a. Mr. Wolfe reported that UOSA had received a Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association (GFOA) of the United States and Canada for its Annual Comprehensive Financial Report (ACFR) for the period ending June 30, 2024. He announced that this was the thirty-sixth consecutive year UOSA had received this honor and offered his gratitude to the entire Finance staff. The GFOA considers this award the highest form of recognition in the area of governmental accounting in financial reporting, and that its attainment represents a significant Finance team accomplishment with tremendous effort and attention to detail in the face of ever-increasing requirements.

- b. Chairman Mohsenin presented the GFOA plaque to Mr. Wolfe who accepted on behalf of UOSA's Assistant Controller, Ms. Christina Campbell, who was primarily responsible.

- 6. Chairman Mohsenin referenced staff memorandum, *October 2025 Project Summary* (filed as Exhibit F).

- a. Mr. Steglitz mentioned a milestone was reached with final completion for the Methanol Feed Facility (MFF) Project.

- b. In response to Chairman Mohsenin, Mr. Steglitz stated that the items

marked critical (or shaded red) indicate that they exceed a self-established metric. For example, projects may be flagged if the schedule is more than 90-days behind or exceeds 15 percent of the contract cost.

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

SECOND: Director McGrath

VOTE: Unanimous

7. Chairman Mohsenin referenced staff memorandum, *November 2025 Safety, Security, and Emergency Preparedness Report* (filed as Exhibit G).

- a. Mr. Steglitz advised that beginning January 1, 2026, UOSA's access control and management of visitors to UOSA properties would be changing. Most notably those changes would be that all card reader access points will require a badge to gain access, this includes all employees as well. This change was made to remain in best practices that are current in the water and wastewater industry space. Arrangements will be in place to allow for access during special events and public board meetings.

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

SECOND: Director Farr

VOTE: Unanimous

8. Chairman Mohsenin referenced staff memorandum, *November 2025 Strategic Communications & Engagement Report* (filed as Exhibit H).

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

SECOND: Director Meyer

VOTE: Unanimous

9. Chairman Mohsenin referenced staff memorandum, *July 2025 Max Flows* (filed as Exhibit I).

- a. Mr. Steglitz said the Board may recall at the October meeting, Director McGrath inquired about the flows for July 2025 during the *FY-26 First Quarter Plant Performance Report*. He asked if there was a particular sewer shed event that caused the illustrated high flows and Director Small inquired if this was during the time of the City's holding pond discharge. The information provided in this memo was pulled together by staff in hopes of answering that question at this meeting.

- b. Director McGrath thanked staff for the additional information. He said it appears the answer to his question was, no, there were no events that caused the peaking factor in July 2025.

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

SECOND: Director Meyer

VOTE: Unanimous

E. Action Items

1. Yorkshire Park Interceptor Upgrade – Easement Acquisition (filed as Exhibit J)

- a. Mr. Steglitz said staff have been working on this project for several years which involves some access easements needed on properties during

construction activities. Staff continue to attempt to secure the two remaining easements but have been unsuccessful in reaching an agreement at this time. In both cases, the easements are temporary to allow access for bypass pumping infrastructure and to allow for stream restoration that borders a property. He confirmed that adequate access for future maintenance is accommodated by the current easements. He is hopeful an agreement can be reached, otherwise UOSA will need to deploy condemnation.

- b. Director Meyer said it is important to make sure the City Manager, or appropriate official is aware of how UOSA will proceed as a courtesy. Staff agreed to make the appropriate notification to the jurisdiction official.

MOTION: Director Rowley moved to approve the Resolution authorizing the Executive Director to proceed with condemnation as necessary to secure an easement required for the Yorkshire Park Interceptor Upgrade project.

SECOND: Director Meyer

VOTE: Unanimous

AMENDED MOTION: Director Meyer moved to approve the Resolution to include the word “others” as underlined here. Paragraph No. 1 – “along with their heirs which may include others,”

SECOND: Director Rowley

VOTE: Unanimous

F. Staff Reports

1. Presentations

- a. Mr. Hague, UOSA’s Chief Operating Officer (COO), provided a presentation (filed as Exhibit K) that provided a quick refresher on the Regional Biosolids Initiative with an overview and the project approach. He stated that the project is aiming for a deliverable in March 2026 at which time he would return to present its findings to the Board.
- b. Mr. Steglitz provided a presentation (filed as Exhibit L) on Jurisdictional Cost and Load Allocation Update and the next steps over the following quarter.

2. Executive Director’s Report

- a. Mr. Steglitz advised the Board of a recent illegal dumping at UOSA’s Russia Branch Pump Station on November 7, 2025. Staff continue to work with local law enforcement to find out the circumstances and locate the party responsible. Staff also worked collaboratively with the utility staff from the City of Manassas Park to clean up the area. Director Rowley applauded UOSA staff for contacting the City of Manassas Park staff as soon as it was discovered. He said it appeared that a septic hauler truck dumped raw sewage at the pump station located on Blooms Quarry Road, where the truck traveled further up the hill and dumped more material behind the City’s firehouse.
- b. Mr. Steglitz advised the Board of the primary increase in septage receiving revenue is a result of receiving a record number of deliveries. In October 2025, UOSA recorded 1,400 deliveries to the facility. He reminded the Board that a project is under way to look at a renovation

to the SRF and making sure that the facility can handle the increase volume. In response to Chairman Mohsenin, Mr. Hague stated that the increase is in part due to the construction of data centers and related work when flushing chiller systems prior to coming on line.

- c. Mr. Steglitz advised the Board that the WaterReuse Association hosted a meeting at UOSA that included representatives from Fauquier County, Loudoun County, HRSD, Stafford County, DC Water, Alex Renew, Aqualaw, VDEQ, and VDH to discuss future updates to water reuse regulations.
- d. Mr. Steglitz informed the Board that he has hosted meetings over the past month with representatives of City of Manassas's City Council at the request of their Public Services Director to familiarize them with UOSA and the services that it provides.
- e. Mr. Steglitz informed the Board of potential PFAS legislation that is anticipated for the next legislative session on PFAS levels in biosolids. A draft of the potential legislation was presented at the State Water Commission meeting in December. It appears that the approach that will be proposed is tiered and that UOSA's biosolids would likely be in the lowest tier without land application restrictions.
- f. Mr. Steglitz hosted a webinar for the Ohio Section of the WaterReuse Association at their request to introduce UOSA and indirect potable reuse to their membership. There were approximately 150 participants.
- g. Mr. Steglitz brought attention to the memo, The Occoquan Current (filed as Exhibit M) that contains a link to UOSA's inaugural issue of its quarterly newsletter.

3. Legal Counsel's Report

- a. Ms. Hostetler thanked the Board for allowing her to attend the meeting remotely as she was attending the NACWA Legal Conference in Nashville, TN.
- b. Ms. Hostetler had nothing to report.

G. Adjournment

MOTION: Director McGrath moved to adjourn at 5:09 P.M.
SECOND: Director Meyer
VOTE: Unanimous



Richard Meyer, Secretary
UOSA Board of Directors

Date: January 15, 2026

These minutes are unofficial until signed.