

A REGULARLY SCHEDULED MEETING OF THE BOARD OF DIRECTORS OF THE UPPER OCCOQUAN SERVICE AUTHORITY WAS HELD MARCH 19, 2026, 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	Patrick Small
Joshua McNeal, IV	Nancy Vehrs
Shahram Mohsenin	Richard Meyer (via electronic video conferencing)

**Directors Absent:**

None

**Others Present:**

UOSA Staff:

Brian Steglitz  
Kevin D. Wolfe  
Nina Andgren  
June A. Mahoney

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

Engineers: Don Forgacs, Jacobs

Consultants: Christine Noonan and Edward Mullen,  
Founding Partners, Seven Hills Strategy Group  
(via remote participation)

B. Approval of Board Member Electronic Participation

1. Chairman Mohsenin indicated Director Meyer would be attending the meeting remotely and in order for him to participate remotely, the Chairman asked him to state the reason and his location.
2. Director Meyer stated that he was out of the state addressing a family matter.

MOTION: Director Small moved to approve Director Meyer's remote participation.

SECOND: Director Vehrs

VOTE: Unanimous

C. Approval of Minutes

1. Chairman Mohsenin referenced Board Minutes dated February 19, 2026, and asked the Board for their approval.

MOTION: Director Vehrs moved to approve the minutes of January 15, 2026 and January 29, 2026 Board meeting with staff's suggested edits.  
SECOND: Director McGrath  
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, *February 2026 Financial Summary* (filed as Exhibit A).

- a. Mr. Wolfe said that for the February Financial Summary dashboard the total Operations and Maintenance (O&M) budget and actuals continue to be in line with each other at 67 percent and 65 percent complete respectively. Year-to-date O&M expenses were 4 percent or approximately \$1.2 million under budget overall.

February's O&M was slightly over budget primarily due to overages in Electric, Miscellaneous, Chemicals, and Personnel, which were partially offset by budget timing differences for the Contract Services, and Facilities Maintenance categories. Year-to-date O&M was under budget, primarily due to budget timing differences in Miscellaneous, Chemicals, Contract Services, combined with some lower Personnel expenses. Those were partially offset by higher requirements for Maintenance Materials, Outside Services, and Buildings & Grounds in our Facilities Maintenance category.

- b. Mr. Wolfe stated that Reserve Maintenance remained under budget and ended the month at 52 percent complete year-to-date. He advised that staff have smaller projects to be executed before the year's end and would anticipate Reserve Maintenance budget and actuals to tighten up. Flows tightened up and were under budget by approximately 3.5 percent for February and 12.5 percent year-to-date.

MOTION: Director Vehrs moved to receive and file the February 2026 Financial Summary.

SECOND: Director McGrath

VOTE: Unanimous

2. Chairman Mohsenin referenced staff memorandum, *February 2026 Project Summary* (filed as Exhibit B).

- a. As shared in the memo prepared by Mr. Atapoor, UOSA's Capital Program Manager, Mr. Steglitz asked if there were any questions.

- b. In response to Director Vehrs, Mr. Atapoor advised that the Yorkshire Park Interceptor Upgrade project would start after July 1 and after the Bluebell season for NOVA Parks.

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

3. Chairman Mohsenin referenced staff memorandum, *March 2026 Safety, Security, and Emergency Preparedness Report* (filed as Exhibit C).

a. As shared in the memo prepared by Mr. Gruenspecht, UOSA's Safety & Security Program Manager, Mr. Steglitz asked if there were any questions. None were received.

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

4. Chairman Mohsenin referenced staff memorandum, *March 2026 Strategic Communications & Engagement Report* (filed as Exhibit D).

a. As shared in the memo prepared by Ms. Schaefer, UOSA's Communication Specialist, Mr. Steglitz mentioned that a few metrics were added based on some feedback that was previously received.  
b. In response to Director Vehrs, Mr. Steglitz confirmed that tours were offered to the Public and that tour information could be found on UOSA's external website.

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

5. Chairman Mohsenin referenced staff memorandum, *New Research Communication Series* (filed as Exhibit E).

a. Mr. Steglitz announced that this is a new initiative that UOSA's Research & Innovation Manager, Ms. Katie Platt, had put together. He said the intent is to keep staff up to speed on some of the research initiatives that are underway. He added that when possible, topics may be covered during a lunch-n-learn with staff and other research partners.

b. Chairman Mohsenin thought this was a great idea and he encourages staff to educate others, internally, to help understand and appreciate each other's challenges.

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

#### F. Action Items

1. Chairman Mohsenin referenced staff memorandum, *Rerating Summary Report and Proposed Load Allocations* (filed as Exhibit F).

a. Mr. Steglitz advised that while this item was under the action items portion of the agenda, after subsequent consultation with Legal Counsel, Board approval of the updated load allocation was not required.

- b. Director Farr requested that staff identify with a column in the table as to which projects are related to the expansion to 60 mgd. Director McGrath shared that he had trouble following the numbers from the Rerating Study, particularly from TKN. Mr. Steglitz asked for some specific examples and that he would be sure to follow up.
  - c. In response to Director Farr, Mr. Steglitz said the big change from the January 2026 version to this report, is how the Methanol Feed Facility (MFF) allocation portion is now extracted and handled separately, per the agreement with the City of Manassas.
  - d. Director McGrath inquired about there being an assumption that all the aeration basins would need to be in service and asked if that was a State Sewage Collection & Treatment Regulation or compliance with the Occoquan Policy, as it calls for failure modes and effects analysis. Mr. Steglitz said it was based on recommendations of the consultant, and it is not atypical for that type of process to be included in the calculation of capacity. Mr. Steglitz stated that staff would reconfirm the assumptions and their alignment with SCAT and the Occoquan Policy and report back to the Board at a future meeting.
  - e. Ms. Hostetler advised that the proposed recommendation is for staff to be directed to use the numbers from the rerating study for load allocations but it does not change the service agreement in any way.
  - f. In response to Director Rowley, Mr. Steglitz agreed that UOSA does not anticipate exceeding load allocations in the interim, but the proposed allocations are based on the plant's capacity once completion of the P2NR+ project is complete. He suggested that our next step would be to do the annual review of the loads and provide it to the Board as we have done in the past.
  - g. In response to Director Meyer, Mr. Steglitz said that staff could provide the annual update using the numbers in the 2020 Master Plan and compare them to the Rerating Study numbers. In addition, Director McGrath asked for staff to go a step further and illustrate how that capacity relates to the MFF and P2NR+ projects.
  - h. After a lengthy discussion, the consensus of the Board was to defer this agenda item until a later meeting where staff have had the opportunity to repackage the content and answer the questions that were raised today.
2. Chairman Mohsenin referenced staff memorandum, *UOSA Contract YPIU – Engineering and Services During Construction – Task Order No. 4* (filed as Exhibit G).

MOTION: Director Farr moved to authorize the Executive Director to execute Task Order No. 4, for \$1,262,652.43, with Hazen and Sawyer for final design activities, bid phase support, and services during construction for UOSA Contract YPIU.

SECOND: Director McGrath

VOTE: Unanimous

3. Chairman Mohsenin referenced staff memorandum, *Contract P2NR+ – Authorization to Award a Contract to Jacobs for Engineering Services to Complete the Final Design and Provide Bid Support* (filed as Exhibit H).
  - a. Mr. Steglitz advised that UOSA utilized a BOA with Jacobs to provide the engineering services for the project and as it approached the cap, staff competitively bid out the balance of the design work to remain in compliance with the VPPA requirements.

MOTION: Director Small moved to authorize the Executive Director to execute the Contract with Jacobs to Complete the Final Design and Provide Bid Phase Support for Contract P2NR+.

SECOND: Director Vehrs

VOTE: Unanimous

4. Chairman Mohsenin referenced staff memorandum, *UOSA Brand Evolution – Overview for Board Review* (filed as Exhibit I).
  - a. Mr. Steglitz said the Board may recall this topic from last month and that staff received their feedback and had a workshop with staff to gather additional feedback on the brand refresh. The memo addresses anticipated costs associated with the brand refresh, and staff is seeking the Board's support to move forward.

MOTION: Director McGrath moved to support the proposed logo refresh.

SECOND: Director Vehrs

VOTE: Unanimous

5. Chairman Mohsenin referenced staff memorandum, *FY-27 Budget* (filed as Exhibit J).
  - a. Mr. Wolfe said the Board may recall last month staff presented the draft budget and solicited feedback from the Board in case there were questions or requests for more information to bring that back at the March meeting for final approvals. The Board requested a copy of the slide deck from last month, requested staff research compensation scenarios from other jurisdictions, and asked for an additional two weeks to submit questions. He said over the last 2 weeks, Director Small reached out, asked about the DEQ required grading project at the landfill and to be prepared to discuss the salary adjustments. He advised The landfill grading project is due to a DEQ requirement to comply with grade limitations per permit and to complete the work by November of 2026. The budget update presented in the March board package has been updated to include proposed salary adjustments from the peers. I think that's Exhibit 5. The only other updates to the budgets from last month to this month are cost increases to our health insurance which we offset with the decrease in our Demand Reserve Maintenance budget. A few questions and comments were received prior to the Board mailing which we will answer then take questions from the Board.

**Question 1** - The merit and COLA recommendation for UOSA appears to be slightly higher than other jurisdictions. How did staff arrive at that recommendation? The budgets were created in December of 2025. At that time, inflation was averaging 2.7%, so that's where we got the COLA recommendation from. As far as merit increases go, our thought was to use a 0 to 4% merit scale starting this year and going forward each fiscal

year and to adjust the COLA request each budget cycle based on market conditions at the time. That would provide consistency for how we plan for merits and COLAs each cycle.

**Question 2** - Does the proposed COLA and merit increase include the executive director? No, the merits and COLAs proposed were only intended for staff other than the executive director.

**Question 3** – Would the COLA be applied as a percentage or a fixed amount? Any COLA approved by the Board today would be a percentage only, no fixed amounts as staff did in the past. Staff received a comment from Prince William Water to add a couple of footnotes to Exhibit 5 regarding the pay scale adjustment and merit increases. Staff has updated Exhibit 5 with the footnotes that has been place at their places.

**Comment 1** - Please add footnotes to Exhibit 5 Comparative Salary Table for PWW regarding the pay scale adjustment and merit increases including an assumption for cost of living. Staff updated Exhibit 5 and the Board has the updated Exhibit placed at their seats.

**Comment 2** - It can be challenging to follow changes made to UOSA's budgets when multiple versions are available from month to month as we go through this cycle. Staff were asked to consider issuing a final budget document and provide amendments to the budget as changes are approved by the Board. Staff is going to work to update budget documents accordingly in the future.

- b. Director Small stated that his only objective and concern is to be consistent or comparable with what all the other local governing bodies are doing.

MOTION: Director Farr moved to amend the merit and COLA portion to a reduced 4.5% (2% COLA and 2.5% avg merit increase) and approve the Debt Service, the remaining Operations & Maintenance, Reserve Maintenance and Reserve Funds Budgets as presented, for FY-27.

SECOND: Director Small

VOTE: Unanimous

## G. Staff Reports

1. Chairman Mohsenin referenced the next agenda item as a presentation, *UOSA's Buried Infrastructure* (filed as Exhibit K).
  - a. Mr. Steglitz introduced UOSA's Director of Strategic Programs, Ms. Nina Andgren, and said in light of the Potomac Interceptor failure that was recently in the news, Ms. Andgren would report on what UOSA is doing to ensure that our infrastructure is accessed and in the best maintenance standpoint.
  - b. Ms. Andgren provided a slide presentation on UOSA's buried assets in the its delivery system (off site) with regard to: its condition, related O&M, and if there are any risks. She touched on some upcoming initiatives: the Asset Management Roadmap, the Comprehensive Facilities Plan, and the Risk & Resilience Analysis underway to inform a refreshed CIP sometime near 2027.
  - c. Ms. Andgren answered the Board's questions on: smart covers that detect

ultrasonic/radar elevations of water, the width of mowed easements, and the approach used in re-lining pipes for repairs and I&I purposes.

- d. Mr. Steglitz mentioned that during the February 2026 snow event, that the plant experienced flows of almost 100 mgd coming in; with one day at 80 mgd just last week due to rain. He advised that this is when the equalization efforts for the infrastructure are necessary, especially as these types of events are becoming predictably more frequent.

## 2. Executive Director's Report

- a. Mr. Steglitz touched on a few quick items:
  - i. Mr. Steglitz thanked each jurisdictions for providing letters of support for UOSA's congressional earmarks. Director Vehrs asked if it was too late for the Prince William Soil and Water Conservation District to offer its support; he advised it was too late but thanked her for her consideration.
  - ii. At next month's meeting, the Interstate Commission for the Potomac River Basin (ICPRB) would be providing presentation, similar to the one given at Fairfax Water, on the 2025 water supply update and their strategy as UOSA is a piece of that puzzle.
  - iii. In response to an inquiry from Director McGrath at last month's meeting, Mr. Steglitz reported that he had reached out to Dr. Grant at the Occoquan Water Monitoring Laboratory (OWML) with interest of engaging the OWML modeling experts to look into the nutrient load and its background to better understand its connection to the change issued by the Nutrient Exchange.

## 3. Legal Counsel's Report

- a. Ms. Hostetler requested the Board enter a closed session to discuss two agenda topics: Consult with Seven Hills Strategy Group, and for consultation regarding Contract Language Regarding Additional Allocations.
- b. The Consultants from the Seven Hills Strategy Group were attending remotely and were available to join the closed meeting.

## H. Closed Meeting

1. Chairman Mohsenin announced that a closed meeting was needed to consult with Legal Counsel regarding the legal implications for UOSA regarding the proposed legislation set forth in agenda topic, Protect Safe Yield of Occoquan Reservoir Legislation.

MOTION: Director Small moved that the Board convene a closed session at 5:29 P.M. pursuant to Virginia Code § 2.2-3711 (A)(8) to consult with Legal Counsel regarding the legal implications for UOSA regarding the proposed legislation set forth in January, Protect Safe Yield of Occoquan Reservoir Legislation, and pursuant to Virginia Code § 2.2-3711(8) for consultation with Legal Counsel regarding Service Agreement interpretation, and as it regards to participants in the closed session, allow the consultants and any staff that Mr. Steglitz deem necessary.

SECOND: Director Vehrs

VOTE: Unanimous

*Director Meyer remotely disconnected at 6:08 P.M.*

2. RETURN TO REGULAR/OPEN SESSION

MOTION: Director Small moved to return to regular session at 6:47 P.M.  
SECOND: Director Rowley  
VOTE: Unanimous

*Director Farr left the meeting.*

3. Chairman Mohsenin 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 Small moved to accept Certification of Closed Meeting.  
SECOND: Director Vehrs  
VOTE: Unanimous

I. Adjournment

MOTION: Director Small moved to adjourn at 6:48 P.M.  
SECOND: Director McGrath  
VOTE: Unanimous



Richard Meyer, Secretary  
UOSA Board of Directors

Date: April 16, 2026

*These minutes are unofficial until signed.*