

JULY 16, 2026

A REGULARLY SCHEDULED MEETING OF THE BOARD OF DIRECTORS OF THE UPPER OCCOQUAN SERVICE AUTHORITY WAS HELD JULY 16, 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:

William Barrack	Joshua McNeal, IV
Sajana Chitrakar	Allan Rowley *
Calvin D. Farr, Jr. *	Patrick Small
Richard Meyer	Nancy Vehrs

* attended via electronic video conferencing

Directors Absent:

None

Others Present:

UOSA Staff:

Brian Steglitz
Kevin Wolfe
Montee McGowan *
Erick Schlosser
Doug Hague
June Mahoney

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

B. Approval of Board Member Electronic Participation

1. Chair Vehrs indicated Director Farr would be attending the meeting remotely and asked him to state the reason and his location. Director Farr stated that he was in Cleveland, Ohio and could not attend in person due to obligations of the National Association of Clean Water Agencies (NACWA) Board.
2. Chair Vehrs also indicated that Director Rowley would be attending the meeting remotely and asked him to state the reason and his location. Director Rowley stated that he was in Williamsburg, VA and could not attend in person due to a planned vacation.

MOTION: Director Small moved to approve the remote participation for both, Director Farr and Director Rowley.

SECOND: Director Meyer

VOTE: Unanimous

B. Staff Announcement

1. Chair Vehrs introduced and welcomed newly appointed Director Chitrakar and Director Barrack, whom both traveled a great deal today to participate in their first UOSA Board meeting.
2. Chair Vehrs acknowledged Ms. Theresa Philmon, UOSA Technical Service Specialist, for assisting Ms. Mahoney. As mentioned at a previous meeting by Ms. Mahoney, additional staff will attend upcoming meetings for training and backup coverage for future Board meetings.

C. Approval of Minutes

1. Chair Vehrs referenced Board Minutes dated June 18, 2026 that were amended by Director Farr, circulated to the Board and left at their places. Chair Vehrs asked the Board for their approval.
2. Director Farr recalled a prior discussion regarding whether Bond proceeds could be used for emergencies and stated the details did not make it into the minutes document, although he would like to get clarification under the Line of Credit agenda item later in the meeting.

MOTION: Director Small moved to approve the amended minutes of June 18, 2026 Board meeting.

SECOND: Director Rowley

VOTE: Unanimous

D. Public Comment Time

1. Chair Vehrs asked whether any member of the Public had expressed interest or submitted a request 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. Chair Vehrs referenced staff memorandum, *June 2026 Financial Summary* (filed as Exhibit A).
 - a. Mr. Wolfe shared slides (files as Exhibit B) and reported that preliminary year-end budget and actual figures had tightened as the fiscal year ended and remained subject to change during year-end closeout and audits. Operations and Maintenance expenses were approximately 1 percent over budget due to unanticipated costs. Overall budgets are approximately 0.75 percent under budget due primarily to favorable Debt Service results. Larger unbudgeted O&M expenses included extra biosolids disposal while both dryers were down, Seven Hills lobbying services, a DEQ-required landfill grading project, higher electric costs, an additional carbon purchase, and trailer rentals during administrative building construction.
 - b. In response to Chair Vehrs, Mr. Wolfe confirmed that since the surplus amount was less than one million dollars at the time of the June billing,

that the jurisdictions would not be receiving a refund at this time

MOTION: Director McNeal moved to receive and file the June 2026 Financial Summary.

SECOND: Director Meyer

VOTE: Unanimous

2. Chair Vehrs referenced staff memorandum, *FY-26 Fourth Quarter Plant Performance Report* (filed as Exhibit C).

- a. Mr. Steglitz reported that the plant continued to meet all its water quality goals during the fourth quarter of FY-26.

- b. Chair Vehrs commented that the report reflected strong performance despite erratic rainfall and maximum flow conditions.

MOTION: Director McNeal moved to receive and file the FY-26 Fourth Quarter Plant Performance Report.

SECOND: Director Small

VOTE: Unanimous

3. Chair Vehrs referenced staff memorandum, *June 2026 Project Summary* (filed as Exhibit D).

- a. As shared in the memo prepared by Mr. Atapoor, UOSA's Capital Program Manager, Mr. Steglitz noted anticipated community impacts related to a larger interceptor project. Notifications are expected to be sent to affected Prince William residents near the end of the summer before construction begins. Construction traffic through neighborhood streets was identified as the primary impact, with work expected to begin around November or December and continue as a multi-year project.

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

SECOND: Director Barrack

VOTE: Unanimous

4. Chair Vehrs referenced staff memorandum, *July 2026 Safety, Security, and Emergency Preparedness Report* (filed as Exhibit E).

- a. As shared in the memo prepared by Mr. Gruenspecht, UOSA's Safety & Security Program Manager, Mr. Steglitz noted an on-site security incident involving property damage and stated that law enforcement was involved and that UOSA hoped to recoup associated costs. In response to questions, Ms. McGowan reported that military personnel had conducted private security exercises at UOSA and would provide a report regarding access and security observations.

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

SECOND: Director McNeal

VOTE: Unanimous

5. Chair Vehrs referenced staff memorandum, *June 2026 Strategic Communications & Engagement Report* (filed as Exhibit F).

- a. As shared in the memo prepared by Ms. Schaefer, UOSA's Communication Specialist, Mr. Steglitz asked if there were any questions.
- b. The Board discussed the upcoming issue of the Upper Occoquan Current, the rebranding implementation, and a planned staff event to announce and memorialize the brand transition. Staff indicated that Board members would be invited and that event details were still being developed, including indoor and outdoor components.

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

SECOND: Director Small

VOTE: Unanimous

- 6. Chair Vehrs referenced staff memorandum, *FY-26 Strategic Plan – 4th Quarter Update* (filed as Exhibit G).

- a. Mr. Steglitz reported that UOSA met approximately 90 percent of the FY-26 strategic plan initiatives and identified items that were not completed and would carry forward. The Board discussion included whether the strategic plan results should be tied to the Executive Director's evaluation timing and metrics (i.e. in July or as late as Sept, instead of April). Director Farr asked about delayed Raftelis work, and staff explained that implementation complexity, service agreement implications, stakeholder alignment, and potential legal and jurisdictional engagement had increased the level of effort required.

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

SECOND: Director Barrack

VOTE: Unanimous

- 7. Chair Vehrs referenced staff memorandum, *FY-27 Strategic Plan Dashboard* (filed as Exhibit H).

- a. Mr. Steglitz presented the FY-27 Dashboard and explained that the initiatives reflected carryover items and new priorities tied to Board-identified focus areas. Quarterly reporting is planned.
- b. In response to Director Farr, Chair Vehrs agreed that this was the best time to go over any questions for staff. Director Farr touched on the following for further discussion: the number of goals, the IT strategic plan and governance framework, nutrient reduction work supported by WQIF funding, pretreatment permits, hiring for a Learning and Development Coordinator, and redesign of the employee performance review process.
- c. In response to Director Barrack, Mr. Steglitz explained that all goals were not equally weighted, and that the optics of a large number of goals were consolidated from previous drafts although leadership found it important to provide staff a link to what they do every day and how it impacts UOSA's overall goals. The Board discussed using the dashboard as part of the Executive Director's annual review and adding weight to the objectives.

MOTION: Director Small moved to accept the report and then asked the Executive Director to add weighting to the goals, evaluate them, and incorporate them into his annual review process.
SECOND: Director Farr
VOTE: Unanimous

F. Action Items

1. Chair Vehrs referenced staff memorandum, *Engineering Services for Comprehensive Facility Plan 2050* (filed as Exhibit I).

- a. Mr. Steglitz said this is a project that was identified in the capital improvement plan and stated a recommendation to award engineering services for the Comprehensive Facility Plan 2050 to Black & Veatch. Staff discussed the scope, budget considerations, and a Loudoun Water request to explore nutrient-related collaboration. The Board clarified that the nutrient work was an initial feasibility study and did not commit UOSA to transferring nutrient credits or entering a final arrangement. Directors also discussed program funding, capital cash flow impacts, staffing implications, and potential impacts to nutrient credits currently distributed to member jurisdictions.

MOTION: Director Barrack moved to authorize the Executive Director to execute the Contract with Black & Veatch for professional services for Phase I of the Comprehensive Facilities Plan 2050.

SECOND: Director Farr

VOTE: Unanimous

2. Chair Vehrs referenced staff memorandum, *U Building Roof Replacement* (filed as Exhibit J).

- a. Mr. Steglitz presented the recommendation as detailed in the memo for the replacement of the U Building roof, explaining that the project was included in the CIP and that bids were obtained through the Omnia contract process.

MOTION: Director McNeal moved to authorize the Executive Director to process with the Award and Execution of the Contract for the U Building Roof Replacement contract with Garland Inc. in the amount of \$1,014,771.00.

SECOND: Director Chitrakar

VOTE: Unanimous

3. Chair Vehrs referenced staff memorandum, *Contract P2NR+ Services During Construction* (filed as Exhibit K).

- a. Mr. Steglitz said the staff recommendation to award engineering services during construction for the P2NR+ project to Jacobs, the design engineer, had been rebid after reaching the limit on the prior BOA contract under the Virginia Procurement Act.

MOTION: Director Barrack moved to authorize the Executive Director to execute the Agreement No. 26-26 and the associated Task Order

No. 1 in amount of \$7,299,687 with Jacobs Engineering Group Inc. to provide Engineering Services During Construction for the P2NR+ Project.

SECOND: Director McNeal

VOTE: Unanimous

4. Chair Vehrs referenced staff memorandum, *Continuation of Cost Allocation Work with Raftelis* (filed as Exhibit L).

- a. Mr. Steglitz advised that a revised Raftelis proposal following the prior Board direction to remove one task from the work, was presented. He noted that the work was not budgeted and would be absorbed if possible within the current budget, though staff may return to the Board for additional funding depending on fiscal-year conditions. The proposal amount discussed was \$154,360.

MOTION: Director Farr moved to approve a Task Order in the amount of \$154,360 to the Raftelis Contract with the additional work set forth in the June 20, 2026 proposal from Raftelis.

SECOND: Director McNeal

VOTE:

Ayes: Directors McNeal, Vehrs, Small, Rowley, Meyer, Chitakar, and Farr

Nays: Director Barrack

MOTION PASSED

G. Staff Reports

1. Executive Director's Report

- a. Mr. Steglitz touched on a few updates from the past month:

- i. Mr. Steglitz shared that twenty-five EPA representatives visited UOSA in connection with water reuse interests and the WRAP program. He provided updates on Micron's permit reauthorization, local limits work in the pretreatment program, legal counsel evaluation efforts, EPA guidance on PFAS in biosolids, Virginia PFAS legislation deadlines, rising electric costs, and congressional/WRDA (Water Resources Defense Act) funding requests for the retention pond renovation and rehabilitation project.
- ii. Mr. Steglitz referenced staff memorandum, *Line of Credit Usage* (filed as Exhibit M) as a follow-up to the Board's request at the June meeting. Staff clarified that bond proceeds may only be used for bond-related project purposes and not general emergencies unless the emergency relates to an addressed bond purpose. Director Farr proposed revised language for delayed jurisdictional payments during a natural disaster or declared emergency affecting UOSA operations or capital progress, with related interest charges owed by the jurisdiction. Director Farr also requested that staff formalize the information into a policy that can be easily located in the future. Staff and legal counsel indicated the language could be incorporated, and staff agreed to convert the memorandum into a formal policy and

return it to the Board. Director Farr agreed to provide his suggested language in writing after the meeting to ensure it was captured correctly.

MOTION: Director Barrack moved to received the report and asked staff to develop a formal line of credit policy.

SECOND: Director Rowley

VOTE: Unanimous

- iii. Mr. Steglitz referenced staff memorandums, *Prince William Water Board of Director's Resolution regarding the Occoquan Reservoir* (filed as Exhibit N) and *Draft Memorandum of Agreement between Fairfax Water and UOSA* (filed as Exhibit O) and advised that a motion to enter a closed session was provided at their places for their convenience. In open session, the Board discussed the Prince William Water Board of Directors resolution and broader issues related to potential reuse of UOSA effluent, Fairfax Water, and the Occoquan Reservoir safe yield study. Directors discussed transparency, the current absence of an active UOSA reuse policy, prior direction for staff to pause reuse-related efforts, and the need for collaboration and information sharing with Fairfax Water. Staff reported that Fairfax Water's safe yield study was expected by the end of the summer and that Fairfax Water had indicated it would share the completed study with UOSA.

MOTION: Director Small moved that a letter, under the Chair's signature, be sent to the Chair of Fairfax Water requesting that a final draft or draft of the safe yield study be shared with UOSA before Fairfax Water's acceptance or adoption of the study.

SECOND: Director Rowley

VOTE: Unanimous

2. Legal Counsel's Report

- a. Ms. Hostetler provided a brief annual update on the Virginia Freedom of Information Act. She noted a change regarding items added to an agenda after posting that discussion may occur, but formal action cannot be taken until the item appears on an agenda.
- b. Ms. Hostetler requested the Board enter a closed session to discuss with legal counsel probable litigation against UOSA and others relating to the termination of a subcontractor employee; and to discuss legal issues relating to the safe yield of the Occoquan.

H. Closed Meeting

1. Chair Vehrs announced the desire to enter into a closed meeting for the reasons mentioned in the motion.

MOTION: Director Small moved that the Board convene a closed session at 5:25 P.M. pursuant to Virginia Code § 2.2-3711 (A)(7) for the purpose of discussing with legal counsel concerning probable litigation against UOSA and others relating to the termination of a subcontractor employee; and pursuant to 2.2-3711.A.7 to discuss

legal issues relating to the safe yield of the Occoquan.
SECOND: Director Vehrs
VOTE: Unanimous

2. RETURN TO REGULAR/OPEN SESSION

MOTION: Director Small moved to return to regular session at 6:39 P.M.
SECOND: Director McNeal
VOTE: Unanimous

3. 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 Small moved to accept Certification of Closed Meeting.

SECOND: Chair Vehrs

ROLL CALL VOTE:

Ayes: Directors Farr, Chitrakar, Meyer, Rowley, Small, Barrack, Vehrs, and McNeal

Nays: None

MOTION PASSED

I. Adjournment

MOTION: Director McNeal moved to adjourn at 6:41 P.M.

SECOND: Director Barrack

VOTE: Unanimous



Richard Meyer, Secretary
UOSA Board of Directors

Date: September 17, 2026

These minutes are unofficial until signed.