A REGULARLY SCHEDULED MEETING OF THE BOARD OF DIRECTORS OF THE UPPER OCCOQUAN SERVICE AUTHORITY WAS HELD SEPTEMBER 17, 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

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. Staff Announcement

1. Chair Vehrs acknowledged Ms. Birttany Foutz, UOSA Operations Administrative Assistant, 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 July 16, 2026, and asked the Board for their approval.

MOTION: Director Rowley moved to approve the minutes of July 16, 2026 Board meeting.
SECOND: Director Farr
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, *July 2026 Financial Summary* (filed as Exhibit A) and *August 2026 Financial Summary* (filed as Exhibit B).

   a. Mr. Wolfe reviewed the July and August Financial Summaries together and reported that through the two months, Operations and Maintenance was currently one percent under budget. Plant Electric was higher as staff are waiting to lock in a two-megawatt block of power when it becomes advantageous. He stated UOSA retains one block locked through December. Natural Gas was a little bit higher due to the increase in dryer runs. There were budget timing differences for Contact Services and Administration. Miscellaneous category was overdue to the DEQ required landfill grading project. Reserve Maintenance was running a little bit ahead of budgets due to timing of the virtualization project hitting early in the fiscal year. Flows were slightly under budget.

   b. Mr. Wolfe reported to the Board in the previous meeting that FY-26 O&M Budgets were running approximately one percent over for the year. He advised that those figures would be finalized soon once the audit wraps up and expects that $400,000 or 1% overage would remain, which will in turn be billed back to the jurisdictions over the next couple of billing cycles to spread out the expense burden. He stated that the largest of the unbudgeted, unanticipated expenses from last year were the start of the DEQ required project which would be staggered over two fiscal years for the approximate amount of $665,000.

   MOTION: Director Barrack moved to receive and file the July and August 2026 Financial Summaries.
   SECOND: Director Meyer
   VOTE: Unanimous

2. Chair Vehrs referenced staff memorandum, *August 2026 Project Summary* (filed as Exhibit C).

   a. As shared in the memo prepared by Mr. Atapoor, UOSA's Capital Program Manager, Mr. Steglitz noted that some bids were received and are being evaluated.

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

3. Chair Vehrs referenced staff memorandum, *September 2026 Safety, Security, and Emergency Preparedness Report* (filed as Exhibit D).

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

4. Chair Vehrs referenced staff memorandum, *September 2026 Strategic Communications & Engagement Report* (filed as Exhibit E).

   a. As shared in the memo prepared by Ms. Schaefer, UOSA's Communication Specialist, Mr. Steglitz asked if there were any questions.

   b. Chair Vehrs commended staff on the brand launch event a weeks ago and said it was very nice event and particularly enjoyed looking over the historical documentation and other artifacts that were still on display. Mr. Steglitz added that it was good to see so many of the UOSA Board be able to attend as well and that staff appreciate it.

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

5. Chair Vehrs referenced staff memorandum, *FY2027 Strategic Goal for Integrated Technology Services (ITS)* (filed as Exhibit F).

   a. Mr. Steglitz said the memo was intended to answer a few follow-up questions from the previous meeting. No further discussion or questions were shared.

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

6. Chair Vehrs referenced staff memorandum, *Recent Cybersecurity Incident and Response* (filed as Exhibit G).

   a. Mr. Steglitz advised that UOSA experienced a cyber incident in August 2026 and it had impact to some business operations. Staff felt it was appropriate to update you and provide a summary of circumstances and how it was handled, some things that we learned have reviewed our response plans, and we'll be addressing some of the things that we've done maybe a little bit better.

   b. In response to Director Farr, Mr. Steglitz said staff were comfortable with the content provided in the memo and that it did not require a closed session discussion unless the Board felt otherwise. Ms. Hostetler said the Board could choose to continue the discussion in a closed session.

   c. Staff advised that the incident was reported to the following groups:
      - Virginia Fusion Center – a state-wide partnership between federal and state law enforcement that includes cybersecurity response and intelligence sharing.
      - Northern Virginia Regional Intelligence Center (NVRC)
      - WaterISAC
      - Cybersecurity and Infrastructure Security Agency (CISA)

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

F. Action Items

1. Chair Vehrs referenced staff memorandum, *UOSA Line of Credit Usage Policy* (filed as Exhibit H).

   a. Mr. Wolfe said the Board may recall at the July meeting staff proposed some guidelines to use for the line of credit. At the Board's request, staff formalized those guidelines into a policy. Staff did incorporate the updates Director Farr had requested.

   MOTION: Director Barrack moved to receive this report and ratify the official policy.
   SECOND: Director Farr
   VOTE: Unanimous

2. Chair Vehrs referenced staff memorandum, *Regional Biosolids Memorandum of Understanding – Phase II* (filed as Exhibit I).

   a. Mr. Steglitz reported that regional partners have worked on the feasibility study for approximately 18 months and have completed Phase 1, with progress updates previously provided to the Board. Phase 2 will continue the multi-year effort and includes further planning, an interparty memorandum of understanding, a cost-sharing arrangement, and projected costs to be allocated over the next fiscal year.

   MOTION: Director Barrack moved to authorize the Executive Director to sign the Regional Biosolids Memorandum of Understanding for the second phase of the feasibility study at the note to exceed cost to UOSA of $525,000.
   SECOND: Director Chitrakar
   VOTE: Unanimous

3. Chair Vehrs referenced staff memorandum, *Local Limits - Approach to Salts* (filed as Exhibit J).

   a. Mr. Steglitz advised that staff received and incorporated partner comments on the proposed local limits package, with the exception of salts, where jurisdictions provided conflicting feedback. Staff recommended postponing salt limits during the current cycle because the proposed limits lack sufficient scientific support. Staff will collaborate with OWML and other partners to develop defensible, science-based limits for consideration in the next five-year cycle.

   b. Director Farr acknowledged that this is not a mandated perimeter, although he suggested staff find ways to maintain momentum on this discussion topic.

   c. In response to Director Chitrakar, Mr. Steglitz stated that while OWML can analyze watershed data, model UOSA's sodium discharges, and evaluates impacts on the Occoquan intake, that additional public health experts and stakeholders would likely be needed to establish health-protective limits.

   MOTION: Director Small moved for the Board to support the Executive Director's recommendation to postpone establishing local limits for salts (including Sodium) until it has concluded a study to develop defensible salt limits for industrial users. UOSA plans to

complete this study within the next five-year local limit review cycle.

SECOND: Director Chitrakar
VOTE: Unanimous

4. Chair Vehrs referenced staff memorandum, *Building F Chiller Replacement* (filed as Exhibit K).

   a. Mr. Steglitz said the Building F Chiller had failed and that the project did not qualify for an existing procurement exception as it exceeds the $200,000 approval threshold; the Board also discussed prior use of the Job Order Contracting (JOC) program and noted that its success depends on contractor selection and execution.

   MOTION: Director Barrack moved to authorize the Executive Director to proceed with the Award and Execution of the Building F Chiller Replacement contract with Boland in the amount of $221,612.
   SECOND: Director Chitrakar
   VOTE: Unanimous

5. Chair Vehrs referenced staff memorandum, *G Flat 1st Floor Office Renovation* (filed as Exhibit L).

   a. Mr. Steglitz said the project was part of a capital project and it is included in the capital funding that the Board approved at the beginning of the year. He said because the project exceeds the $200,000 threshold, staff were asking for Board approval.

   MOTION: Director McNeal moved to authorize the Executive Director to proceed with the Award and Execution of the Contract with Centennial Contractors Enterprises, Inc. for the Building G 1st Floor Partial Office Renovation project in the amount of $443,296.18.
   SECOND: Director Barrack
   VOTE: Unanimous

6. Chair Vehrs referenced staff memorandum, *CIP - Components Projects* (filed as Exhibit M).

   a. As a follow up to the previously addressed projects, Mr. Steglitz advised that staff was requesting authorization for the Executive Director to approve component tasks under for those CIP projects without returning to the Board, provided each task remains within the approved scope and the total project caps of $8.75 million for HVAC Systems and Building-Envelope Rehabilitation and $2.67 million for Site Piping and Electrical & Paving work. Any task that would exceed a cap would require additional Board authorization. Staff explained that the project totals are based on engineering estimates and are periodically recalibrated as work is completed and additional needs are identified, including a backlog of reserve maintenance projects. Staff may use different delivery methods based on the work, including cooperative pricing, bundled competitive bids, or direct contractor procurement. He confirmed that the capital plan and budget are approved annually in February.

   MOTION: Director Chitrakar moved to authorize the Executive Director to

approve component projects associated with the HVAC Systems & Building Envelopes and the Site, Site Piping, Electrical & Paving CIP Projects above the $200,000 threshold not to exceed total project budget from the most recent Board approved CIP.

SECOND: Director Farr
VOTE: Unanimous

G. Staff Reports

1. Executive Director's Report

a. Mr. Steglitz advised that a future Board meeting date conflicted with a scheduled NACWA Conference that several staff and UOSA board members typically attend. Therefore, he suggested moving the July 15, 2027 Board meeting back one week to July 22, 2027. After receiving the Board's support, Ms. Mahoney agreed to follow up with the appropriate calendar notifications to capture the revised date.

b. As a result of previous conversations and feedback from the Board, Mr. Steglitz said that in an effort to add efficiency to the agenda it was recommended to lump the section of Administrative Reports into a Consent Agenda. The consensus was to try this for a pilot period and if it did not please the Board, then it would revert.

c. Mr. Steglitz congratulated Director Small on receiving his leadership award from the LAREXPO Conecta Magazine for his commitment to economic and community development.

d. Mr. Steglitz provided a quick update on the status of the general counsel succession planning effort underway by the committee of Ms. Hostetler, Director Meyer, and himself. He said they have met several times and have discussed what a model would look like if the general counsel was part of internal staff, or a service provided by outside counsel. The committee hopes to return to update the Board with a recommendation in the next few months.

e. Mr. Steglitz provided an update on the launch of the comprehensive facilities plan that kicked off the end of August 2026. He said staff continue to seek points of contact for all of UOSA's jurisdictional partners so the consultant can reach out and begin meetings to discuss and participate in the process. Director Farr said he would be providing names of two contacts.

f. Mr. Steglitz said staff are seeking engagement on the follow-up work with Raftelis. Raftelis has begun analyzing the data provided to determine the financial impact of the initial scenarios on each jurisdiction. Staff expects to share the jurisdiction-specific impacts of the suggested changes and proposed service agreement amendments in October, followed by meetings in early November to review the findings and receive feedback. He also asked the Board to provide staff with names of the appropriate points of contact so they can begin scheduling these discussions.

g. Mr. Steglitz advised that he has a meeting scheduled with the Director of DEQ, Mr. Rolband in October. He said that they met for a tour of the facility a year ago, but this meeting was part of our work with Seven Hills Strategy Group to build our relationship and to check in topics

like water reuse and regional water issues to maintain a voice in the conversation.

h. Director Small inquired on the status of Mr. Steglitz reaching out develop relationships with individual legislators, specifically in the City of Manassas. He opined that with the kind of statute that UOSA has, he thinks it would be important for the Executive Director to have those kinds of relationships. Mr. Steglitz stated that he spoke with Seven Hills and they are willing to support that effort and that he will initiate planning for these meetings.

i. Mr. Steglitz' last update mentioned was that he had the opportunity to meet with the interim General Manager of Fairfax Water, Mr. Scott Dewhurst. He was given confirmation that Fairfax Water would give UOSA the opportunity to review the safe yield work before it is finalized.

j. Chair Vehrs took this opportunity to inform the Board and staff that the Prince William County Board of Supervisors recently held a meeting where the land use impact modeling and assessment (LUMA) and the Occoquan Watershed Modeling Framework presentation was given by the Northern Virginia Regional Commission and Virginia Tech. She advised that this covered the growth in Prince William County and how that would affect the water.

2. Legal Counsel's Report

a. Ms. Hostetler requested the Board enter a closed session to hold a presentation on the findings of UOSA's Risk and Resilience Assessment; and to discuss the proposed MOA with Fairfax Water and 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 4:57 P.M. pursuant to Virginia Code 2.2-3711.A.19 to hold a presentation on the findings of UOSA's Risk and Resilience Assessment; and pursuant to 2.2-3711.A.7 to discuss the proposed MOA with Fairfax Water and legal issues relating to the safe yield of the Occoquan.
SECOND: Director Rowley
VOTE: Unanimous

2. RETURN TO REGULAR/OPEN SESSION

MOTION: Director Small moved to return to regular session at 6:09 P.M.
SECOND: Director Meyer
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: Director Rowley
ROLL CALL VOTE:
Ayes: Directors Farr, Chitrakar, Meyer, Rowley, Small, Barrack, Vehrs, and McNeal
Nayes: None
MOTION PASSED

I. Adjournment

MOTION: Director Barrack moved to adjourn at 6:11 P.M.
SECOND: Director McNeal
VOTE: Unanimous

Richard Meyer, Secretary
UOSA Board of Directors

Date: October 15, 2026
These minutes are unofficial until signed.