



# ORANGE WATER AND SEWER AUTHORITY

*A public, non-profit agency providing water, sewer and reclaimed water services  
to the Carrboro-Chapel Hill community.*

**AGENDA**  
**MEETING OF THE OWASA BOARD OF DIRECTORS**  
**THURSDAY, SEPTEMBER 13, 2012, 7:00 P.M.**  
**OWASA COMMUNITY ROOM**

In compliance with the "Americans with Disabilities Act," interpreter services are available with five days prior notice. If you need this assistance, please contact the Clerk to the Board at 919-537-4217 or [aorbich@owasa.org](mailto:aorbich@owasa.org).

### **Announcements**

1. Announcements by the Chair
  - A. Any Board member who knows of a conflict of interest or potential conflict of interest with respect to any item on the agenda tonight is asked to disclose the same at this time.
  - B. Presentation of a Resolution of Appreciation to former Board Member – Fred Battle
2. Announcements by Board Members
  - A. Update on the September 13, 2012 Finance Committee Meeting (John Young)
3. Announcements by Staff

### **Petitions and Requests**

1. Public
2. Board
3. Staff

### **CONSENT AGENDA**

#### **Information and Reports**

1. Annual Report on Disposal of Surplus Personal Property (Kevin Ray)

### **Action**

2. Resolution for Sole Source Procurement of Hyperboloid Mixers from Invent Environmental Technologies, Inc. for Aeration System Improvements at the Mason Farm Wastewater Treatment Plant (Vishnu Gangadharan)

### **REGULAR AGENDA**

#### **Information and Reports**

3. Update on Business Intelligence Efficiencies (Patrick Davis)

### **Discussion**

4. Priorities of the Standing Committees of the Board of Directors (Alan Rimer)

### **Summary of Board Meeting Action Items**

5. Executive Director will summarize the key action items from the Board meeting and note significant items for discussion and/or action expected at the next Board meeting.

### **CLOSED SESSION**

6. Closed Session for the Purpose of Discussing a Personnel Matter (Gordon Merklein)



# ORANGE WATER AND SEWER AUTHORITY

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## MEMORANDUM

TO: Board of Directors

THROUGH: Ed Kerwin 

FROM: Kevin M. Ray

DATE: September 4, 2012

**SUBJECT: Annual Report on Disposal of Surplus Personal Property**

The OWASA Purchasing and Contracting Policy authorizes the Executive Director to declare as surplus and to sell personal property that is no longer needed or useful in the operation of OWASA's water and sewer systems. Personal property is broadly defined as fixtures and equipment and excludes land.

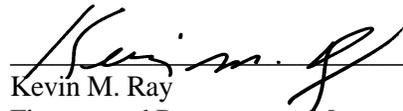
The policy authorizes five methods of personal property disposal: trade-in, public auction, advertisement for bid, direct negotiation and sale, and scrap.

The policy requires the Executive Director to report to the Board of Directors at least annually on the disposal of personal property.

The following surplus personal property was sold during Fiscal Year 2012:

<b>Disposal Method</b>	<b>Items Sold</b>	<b>Proceeds</b>
Web-based public auction	Obsolete computer equipment, inoperable generators	\$3,092
Direct sale	Scrap metal, boat and auto salvage	40,912
	<b>Total proceeds</b>	<b>\$44,004</b>

This report is provided for information purposes only and no action is necessary.

  
 Kevin M. Ray  
 Finance and Procurement Manager

### **AGENDA ITEM**

- RESOLUTION FOR SOLE SOURCE PROCUREMENT OF HYPERBOLOID MIXERS FROM INVENT ENVIRONMENTAL TECHNOLOGIES, INC. FOR AERATION SYSTEM IMPROVEMENTS AT THE MASON FARM WASTEWATER TREATMENT PLANT

### **PURPOSE**

- To provide information and request Board approval to allow OWASA staff to proceed with a sole source procurement of hyperboloid mixers from Invent Environmental Technologies, Inc. for the Aeration System Improvements at the Mason Farm Wastewater Treatment Plant (WWTP).

### **BACKGROUND**

- The Aeration System Improvements project includes the replacement of the existing, maintenance-intensive jet mixers with new vertical mixers.
- Working closely with the design engineer, Brown and Caldwell, OWASA staff evaluated different vertical mixer types and found hyperboloid mixers to be the best fit for this application due to clear advantages in capital and operating costs and maintenance requirements.
- Invent Environmental Technologies, Inc. (Invent) is the only manufacturer for this mixer type and performance specifications serving the municipal wastewater sector.
- Staff intends to negotiate the terms of a scope of supply with Invent and to pay for preparation of shop drawings to allow fabrication of the mixers to start prior to selecting the general contractor for the project. The remainder of the negotiated scope of supply will be assigned to the general contractor.
- The State of North Carolina allows sole source purchases when (1) performance or price competition are not available; (2) a needed product is available from only one source of supply; or (3) standardization or compatibility is the overriding consideration. The State also requires that a contract that is made under this sole source exception be approved by that organization's governing board.

### **ACTION NEEDED**

- Approval from the OWASA Board of Directors for sole source procurement of hyperboloid mixers from Invent Environmental Technologies, Inc.

September 13, 2012



# ORANGE WATER AND SEWER AUTHORITY

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## MEMORANDUM

**TO:** Board of Directors

**THROUGH:** Ed Kerwin 

**FROM:** Vishnu Gangadharan

**DATE:** September 6, 2012

**SUBJECT:** Resolution for Sole Source Procurement of Hyperboloid Mixers from Invent Environmental Technologies, Inc. for Aeration System Improvements at the Mason Farm Wastewater Treatment Plant (WWTP)

This memorandum provides information and requests Board approval to allow OWASA staff to proceed with a sole source procurement (meaning there will be no competitive bidding) of hyperboloid mixers from Invent Environmental Technologies, Inc. (Invent).

### Background

The 2011 WWTP Capacity Study determined that the capacity of the existing aeration system for the WWTP's biological treatment processes will be exceeded within the next ten years. To address this capacity limitation, the study recommended the conversion of the existing coarse-bubble aeration system to a more efficient fine-bubble aeration system to improve oxygen transfer and treatment efficiency. The improvements to the aeration system include the replacement of the existing, maintenance-intensive jet mixers with new platform-mounted vertical mixers.

This aeration system improvement work will be completed in conjunction (combined into a single contract) with the next phase of odor control improvement work that will cover and treat the air emanating from 10 of the 16 aeration basins at the WWTP. Please note that the project is being planned and will be executed so that odor control improvement work is complete and in operation by the end of calendar year 2014, in compliance with the commitment made previously to the Chapel Hill Town Council.

### Discussion

Working closely with our consulting engineer, Brown and Caldwell, OWASA staff initiated a thorough evaluation to select the type of vertical mixer that best meets the needs of the new fine bubble system. A comparative evaluation between conventional vertical mixers and hyperboloid mixers was performed. Specific advantages and disadvantages of each were analyzed and preliminary equipment specifications and expected operating conditions were used to develop a

September 6, 2012

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comprehensive life cycle cost comparison that evaluated both alternatives over a 20-year period including capital, operation, and maintenance costs, and provided a Net Present Value (NPV) of each alternative.

The NPV evaluation found that hyperboloid mixers hold an overwhelming advantage over the three conventional mixers analyzed (\$642,000 for hyperboloid vs. an average of \$1.6 million for conventional) due to significantly lower capital and operating costs. Invent is the only manufacturer of hyperboloid mixers for municipal wastewater applications in the United States. For these reasons, OWASA staff agrees with Brown and Caldwell's recommendation (Attachment 1) that OWASA pursue sole source procurement of hyperboloid mixers from Invent. If the Board concurs with this approach, staff will proceed to finalize negotiations for a scope of supply with Invent and will enter into a purchase contract for the initial administrative costs; the remainder of the negotiated scope of supply will be assigned to the general contractor for the project that will be selected within the next few months.

## CONCLUSION

The State of North Carolina allows sole source purchases when:

- (1) performance or price competition are not available;
- (2) a needed product is available from only one source of supply; or
- (3) standardization or compatibility is the overriding consideration.

The State also requires that a contract that is made under this sole source exception be approved by that organization's governing board. Based on the information provided above, we believe that criteria (1) and (2) above are clearly met and we request Board approval to proceed with this sole source procurement action.

Please let me know if you have any questions or comments.

Respectfully submitted,



Vishnu Gangadharan  
Utilities Engineer

Attachment

August 15, 2012

The logo for Brown AND Caldwell, featuring the company name in white text on a blue rectangular background.

Vishnu Gangadharan, PE, PMP  
Utilities Engineer  
Orange Water and Sewer Authority  
400 Jones Ferry Road  
Carrboro, North Carolina 27510

141220

**Subject: Recommendation for Sole-sourcing of Invent Vertical Hyperboloid Mixers**

Dear Mr. Gangadharan

As part of the Aeration and Odor Control Improvements project at the Mason Farm WWTP, Brown and Caldwell performed an evaluation of different mixing technologies, which combined with new fine bubble aeration, will replace the existing jet aeration systems. This evaluation resulted in a recommendation to sole-source and pre-purchase 24 platform-mounted vertical hyperboloid mixers as manufactured by Invent Environmental Technologies, Inc.

#### **Background**

The Orange Water and Sewer Authority (OWASA) had Hazen and Sawyer (H&S) conduct the Mason Farm Wastewater Treatment Plant Hydraulic and Treatment Capacity Study in 2010. This report recommended replacing the existing jet aeration systems with fine bubble diffusers and vertical mixers to reduce the WWTP's power consumption. Brown and Caldwell has been retained to design and prepare the bidding documents for the implementation of these improvements.

#### **Mixer System Evaluation**

Table 1 summarizes the options considered for the vertical mixers needed at the Mason Farm WWTP.

The State of North Carolina allows sole source purchases when: (1) performance or price competition are not available; (2) a needed product is available from only one source of supply; or (3) standardization or compatibility is the overriding consideration. The State also requires that a contract that is made under this sole source exception be approved by that organization's governing board. We believe that criteria (1) and (2) above are met and recommend that OWASA's Board approve proceeding with this sole source procurement action.

Table 1. Differentiating Features of Vertical Mixers		
Feature	Top Entry, Vertical Shaft, Low Speed	Top Entry, Vertical Shaft, Low Speed, Hyperboloid
Manufacturers	PMSL, Hayward-Gordon, Lightnin	Invent
Description	Vertical mixer, top entry with cantilevered shaft and impeller	Vertical mixer, top entry with hyperboloid-shaped mixer body installed close to the bottom
Cells	16 cells (50' x 50' x 15') with 1 mixer/cell / 2 cells (142.5' x 15' x 15') with 4 mixers/cell	
Motor/Drive Location	Motor not immersed, on walkway/support above	Motor not immersed, on walkway/support above
Rated Motor Horsepower	10 / 5	5 / 1.5
Number of Blades / Vanes	4	8
Reaction Forces	Relatively high - upwards	Relatively low - downwards
Location of Mixer	Near Middle of Tank	Near floor of Tank - better to resuspend and keep solids off floor
Flow Pattern	Circular and radiates from blades up and down	Shape of hyperbolic mixer sets up roll pattern in basin
Rotational Speed, rpm	16-28 / 20-40	24 / 18
Diameter, inches	110-133 / 66-98	98 / 90
Power density, hp/1000 ft <sup>3</sup>	Avg 0.029 / Avg 0.021	0.014 / 0.005
Mixer weight, lbs	Avg 2150 / Avg 850	780 / 560
Total Mixing Quote	Avg \$1.1 million	\$410,000
20 NPV	Avg \$1.6 million	\$642,000
Miscellaneous		<p>Non-clog mixer body</p> <p>Regular maintenance is primarily oil changes</p> <p>No upward driving forces-only down, simplifies support design</p> <p>Bottom-mounting provides highest energy to prevent settling at bottom</p> <p>Standard gearbox</p> <p>US installations since 2004; 15 years in Europe</p>
Installations in NC	<p>Hayward Gordon-2 at Johnston Co WWTP</p> <p>PMSL- several installations in VA for ABS</p>	<p>None. Closest is Williamsburg, VA</p> <p>1 Brown and Caldwell installation in TX</p>

As can be seen from Table 1, the NPV of the hyperboloid type mixer as manufactured by Invent is overwhelmingly lower than the NPV of a more conventional type of mixer. Because of its unique hyperboloid shape, the Invent mixer provides excellent suspension and homogenization of the mixed liquor in anoxic tank reactors such as those planned for the Mason Farm WWTP. Its unique design also creates less force at less harmful directions than conventional vertical mixers. This results in lighter design

requirements and longer life. Invent is the only manufacturer that can supply these hyperboloid shape mixers, hence Brown and Caldwell's recommendation is to sole source this equipment.

The final negotiated price for 24 mixers, accessories and spare parts is \$505,960. As part of the pre-purchasing agreement, the vendor will receive the first payment, which amounts to 10% of the contract price or \$50,596 directly from OWASA. Since the purchase contract between OWASA and the blower vendor is intended to be assigned to the General Contractor once selected, the remaining balance of \$455,364 will be paid by the General Contractor as part of his responsibilities for the construction project. Even though sole-sourced and pre-purchased, the proposed Invent mixers are very favorably priced compared with other similar projects as demonstrated in official purchasing documents supplied by Invent Environmental Technologies, Inc. and summarized in Table 2.

Table 2. Mixer Pricing Comparison		
Project Location	Date	Unit Price
OWASA, Chapel Hill, NC	July 2012	\$21,100
Cromwell, CT	April 2012	\$24,200
Yakima, WA	May 2011	\$27,300
Fort Worth, TX	December 2010	\$26,600
Orange County, Orlando, FL	October 2008	\$28,300

Should you have any questions, please do not hesitate to email me at [pschuler@brwncald.com](mailto:pschuler@brwncald.com) or call me at the number noted on the first page.

Very truly yours,

**Brown and Caldwell**



Peter F. Schuler, PE  
Project Manager/ Senior Associate



**RESOLUTION OF ORANGE WATER AND SEWER AUTHORITY  
DECLARING ITS INTENTION TO EXECUTE A SOLE SOURCE  
PROCUREMENT OF HYPERBOLOID MIXERS FROM INVENT  
ENVIRONMENTAL TECHNOLOGIES, INC. FOR AERATION SYSTEM  
IMPROVEMENTS AT THE MASON FARM WASTEWATER TREATMENT  
PLANT**

**WHEREAS**, Orange Water and Sewer Authority (OWASA) is a political subdivision of, and is organized and existing under the laws of the State of North Carolina; and

**WHEREAS**, State of North Carolina General Statute (GS) 143-129 (Procedure for letting of public contracts) allows a governing board to approve purchases of apparatus, supplies, materials or equipment through a non-competitive, or “sole source,” process when: (i) performance or price competition are not available; (ii) a needed product is available from only one source of supply; or (iii) standardization or compatibility is the overriding consideration; and

**WHEREAS**, OWASA plans to design and install a new fine bubble aeration system at the Mason Farm Wastewater Treatment Plant (WWTP) to improve the efficiency of the aeration system; and

**WHEREAS**, OWASA, with assistance from its consulting engineer, Brown and Caldwell, has extensively evaluated the advantages and disadvantages of alternative mixer technologies for this project; and

**WHEREAS**, following the evaluation, OWASA has determined that for several reasons, the hyperboloid mixers are preferred over other technologies; and

**WHEREAS**, Invent Environmental Technologies, Inc. is the only practical and proven source for hyperboloid mixers capable of meeting OWASA’s needs; and

**WHEREAS**, pursuant to GS 143-129, the OWASA Board of Directors must approve purchases made through the sole source process prior to the award of the contract;

**NOW, THEREFORE, BE IT RESOLVED:**

1. That following extensive evaluation of the advantages and disadvantages of alternative mixer technologies, the OWASA Board of Directors, based on guidance from staff and its consulting engineer, Brown and Caldwell, has concluded that hyperboloid mixers are best suited to meet OWASA’s needs for new mixers for the aeration system improvements at the Mason Farm WWTP because it has extensive advantages over other mixer types, including but not limited to lower capital and operating costs, and lower overall life cycle costs.

2. That the Board of Directors has concluded that a sole source procurement approach is appropriate because:

- (i) hyperboloid mixers are needed considering the specific operations and needs of the Mason Farm WWTP; and
- (ii) there is only one practical source for hyperboloid mixers that has been proven in the water and sewer industry in the United States.

3. That the Board of Directors hereby approves the sole source procurement of hyperboloid mixers from Invent Environmental Technologies, Inc. for the Mason Farm Wastewater Treatment Plant, and authorizes and directs the Executive Director to proceed to negotiate and successfully conclude said purchase upon approval of OWASA's General Counsel.

4. This resolution shall take effect immediately upon its passage.

Adopted this the 13th day of September, 2012.

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Alan Rimer, P.E., Chair

**ATTEST:**

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Amy Witsil  
Secretary

**AGENDA ITEM**

- UPDATE ON BUSINESS INTELLIGENCE INITIATIVES

**PURPOSE**

- To update the Board on our Business Intelligence initiatives.

**BACKGROUND**

- We have implemented a business intelligence (BI) initiative through which we are pursuing increased operational efficiencies and better decision-making by improving business processes and using information technologies to support those processes.
- An inter-departmental, cross-functional BI Team has been established to help lead this effort.
- We have made important progress on streamlining certain business processes; integrating our existing software systems; and implementing new information technology to support our business processes.
- Benefits to date include cost and time savings; improved service to our customers; improved knowledge management and transfer; reduction in paper, printing, fuel use, etc.; and improved data analysis and reporting.
- We continue to seek further improvements in these areas.
- At the September 13<sup>th</sup> Board meeting, staff will make a presentation on some of our BI initiatives.

**ACTION NEEDED**

- Board discussion and feedback; no formal action is requested.

September 13, 2012



# ORANGE WATER AND SEWER AUTHORITY

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to the Carrboro-Chapel Hill community.*

## MEMORANDUM

**TO:** Board of Directors

**THROUGH:** Ed Kerwin 

**FROM:** Pat Davis and Dan Przybyl

**DATE:** September 6, 2012

**SUBJECT:** **Update on Business Intelligence Initiatives**

### Purpose

To update the Board on our Business Intelligence initiatives through which we are pursuing increased operational efficiencies and better decision-making by improving business processes and using information management technologies to support those processes. (At the September 13, 2012 Board meeting, staff will show some specific examples of how we are improving business processes and our use of supporting information technology.)

### What is Business Intelligence?

The term Business Intelligence (BI) refers to the methods, business processes, and technologies we use to transform raw data into meaningful information, and to enable decision-makers throughout all levels of OWASA to more easily access, understand, analyze, collaborate, and act on information.

### What are the Objectives of Our BI Initiative?

The primary objectives of our BI initiative are to reduce costs and improve efficiencies by:

1. Redesigning business processes and workflows and reducing paper-based and manual processes;
2. Integrating data and information technologies to eliminate data silos and reduce redundancy;
3. Making data and information more accessible throughout our organization;
4. Providing tools and training to help employees identify what data is needed and why; how to manage and analyze that data; and how to use it effectively and maximize its value;
5. Improving data management and analysis capabilities and quality assurance/quality control;

6. Providing accurate and timely reporting and analysis of key performance indicators and measurements;
7. Ensuring cost-effective and successful BI solutions; and
8. Improving the quality and efficiency of service to our customers.

Our BI initiative directly supports the following Strategic Plan Objectives:

- ✓ A.1 Functional analysis to reduce costs; and
- ✓ A.2 Improve processes in Finance and Customer Service.

This initiative also supports Strategic Plan Goal C – Knowledge Management and Workforce Sustainability.

### **What is Our Approach?**

This effort has the potential to affect all employees through changes in the processes and technologies we use to help us do our jobs. Therefore, we have established an inter-departmental, cross-functional BI Team to help lead this effort. The BI Team's role is to:

1. Identify information-intensive and time-intensive business processes where there are opportunities for improvement;
2. Recommend priorities;
3. Assist employee teams that will be established to pursue specific process improvements;
4. Evaluate technology solutions to meet business requirements;
5. Monitor, evaluate and report on progress and measures of success; and
6. Obtain the participation and input from all employees in this important effort.

Most of our work to date has been accomplished by our employees; however, we have supplemented our in-house technical resources and expertise with assistance from expert consultants who have helped us design and implement some business process improvements and supporting information technologies.

### **What Progress Have We Made?**

The BI Team has identified several business processes for review and improvement, and we have been making important progress on streamlining certain business processes; integrating our existing software systems; and implementing new information technology to support our business processes. Those efforts are summarized in the attached table.

## **What's Next?**

Additional BI initiatives that we are working on include but are not limited to:

1. Integrating and fully automating business processes for calculating, collecting, tracking and reporting of availability fee payments and for issuing and processing associated work orders and billing system account set-ups for new water and sewer connections.
2. Developing integrated laboratory information management and plant operating data management systems.
3. Enhancing our electronic document management system.
4. Streamlining our job costing business process and integrating it with our supporting information technologies.
5. Improving our asset management business processes and the supporting information management tools.

## **Conclusion**

In our ongoing efforts to be a high-performing organization, we continually seek improvements in our business processes and our methods for collecting, managing, and applying the data and information we need to support those processes. We also continue to incorporate the use of advanced information technologies to improve the quality, reliability, and efficiency of our operations and services to our customers. Our Business Intelligence initiative provides a framework for pursuing these improvements.

Staff appreciates the Board of Directors' support and funding for our business process improvement efforts and the implementation of supporting information technologies. As part of the annual budget process, we will inform you of any financial and staff resource requirements associated with these important initiatives.

We welcome your questions, comments, and suggestions regarding these important efforts.



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Patrick Davis  
Sustainability Manager



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Dan Przybyl  
Director of Information Technology

Attachment

**Summary of Benefits of Some of Our Business Intelligence Initiatives**

<b>Initiative</b>	<b>Benefits Realized From the Initiative</b>				
	<b>Cost and Time Savings</b>	<b>Improved Service to Customers</b>	<b>Improved Knowledge Management and Transfer</b>	<b>Reduction in Paper, Printing, Fuel Use, etc.</b>	<b>Improved Data Analysis and Reporting</b>
Enhancements to Geographic Information System (GIS)	X	X	X	X	X
Field Deployment of Mobile Computing Technology	X	X	X	X	
Integration of Customer Billing Information With GIS	X	X	X		X
Integration of Customer Billing System Work Orders With Cityworks Field Work Management System	X	X		X	
Implementation of IT Pipes Software and Integration With GIS	X		X		X
Enhanced Data Mining, Analysis and Reporting	X		X		X

**AGENDA ITEM**

- **PRIORITIES OF THE STANDING COMMITTEES OF THE BOARD OF DIRECTORS**

**PURPOSE**

- The Executive Committee and Committee Chairs met with staff on Thursday, August 30, 2012 from 8:00 to 9:00 AM in the OWASA Boardroom to discuss Committee priorities and processes.

**BACKGROUND**

- Per OWASA's Bylaws, "The Chair of the Board, or a majority of the Board, may appoint committees to act as directed to assist the Board, as the Chair or a majority of the Board may deem appropriate." The Bylaws designate three standing committees to be appointed annually by the Chair of the Board of Directors: Finance, Human Resources (HR), and Natural Resources/Technical Systems (NRTS).
- Committees work at the direction of the Board and consistent with priorities established in the Board-approved Strategic Plan.

**ACTION NEEDED**

- Discussion and Board concurrence regarding Committee tasks and priorities.

September 13, 2012



# ORANGE WATER AND SEWER AUTHORITY

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## MEMORANDUM

**TO:** Board of Directors

**FROM:** Alan Rimer, P.E., Chair of the Board

**DATE:** September 5, 2012

**SUBJECT: PRIORITIES OF THE STANDING COMMITTEES OF THE BOARD OF DIRECTORS**

### **PURPOSE**

The Executive Committee and Committee Chairs met with staff on Thursday, August 30<sup>th</sup> from 8:00 to 9:00 AM in the OWASA Boardroom to discuss Committee priorities and processes. We seek the full Board's concurrence on the Committee priorities noted below.

### **BACKGROUND**

Per OWASA's Bylaws, "The Chair of the Board, or a majority of the Board, may appoint committees to act as directed to assist the Board, as the Chair or a majority of the Board may deem appropriate." The Bylaws designate three standing committees to be appointed annually by the Chair of the Board of Directors: Finance, Human Resources (HR), and Natural Resources/Technical Systems (NRTS). Committees work at the direction of the Board and function in coordination with priorities established in the Board-approved Strategic Plan.

The purposes of the committees are summarized below.

**Finance Committee:** to review information and make recommendations to the Board of Directors on policy-level matters pertaining to the financial stability of OWASA through the ongoing assessment and monitoring of the organization's financial results and annual operating budget, and to make recommendations, as appropriate, to the Board of Directors.

**HR Committee:** to review information and make recommendations to the Board of Directors on policy-level matters pertaining to OWASA employees such as classification, compensation and diversity.

**NRTS Committee:** to review information and make recommendations to the Board of Directors on policy-level matters pertaining to operation of the water, wastewater, and reclaimed water systems; water supply planning; natural resource management; and sustainability. Unlike the other two standing Committees of the Board, the NRTS Committee has no recurring items, but

instead deals primarily with the more detailed aspects of those issues currently under consideration by the Board.

## **COMMITTEE TASKS AND RECOMMENDED PRIORITIES**

### **Finance Committee**

#### Quarterly

- Review and discuss Financial Report – typically scheduled to occur in conjunction with the Board meeting held on the fourth Thursday of the month following the end of a Fiscal Year (FY) quarter.

#### Annually

- Review, discuss and make recommendations regarding the annual budget.
- Review, discuss and make recommendations regarding annual rate and fee adjustments.

#### For FY 2013 (in addition to above)

- Review results of Rate Study and consider making recommendations for changing OWASA's rate structure.

### **HR Committee**

#### Annually

- Review, discuss and make recommendations regarding the Schedule of Employee Classification and Compensation including merit pay distribution as appropriate.
- Review, discuss and make recommendations regarding the work plan and compensation of the Executive Director and General Counsel.

#### For FY 2013 (in addition to above)

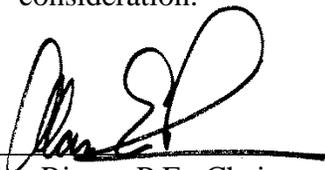
- Review results and consider making recommendations regarding the Classification and Compensation Study.

### **NRTS Committee**

#### For FY 2013

- *Jordan Lake (Round Four) allocation request.* Currently before the full Board, which may seek NRTS input. The issues include converting OWASA's allocation from Level II to Level I, retaining OWASA's current water supply storage allocation, and pursuing clarification of the Water and Sewer Management, Planning and Boundary Agreement.

- *Forestry Management.* Monitor permit compliance-related activities at the Cane Creek Mitigation Tract and recommend whether to proceed with active forest management on other OWASA-owned properties.
- *Mountains-to Sea-Trail.* Orange County has the lead on this initiative, which is scheduled for discussion by the Board of County Commissioners (BOCC) on September 18<sup>th</sup> (delayed by the BOCC Chair from August 21<sup>st</sup>). Staff will provide an update after September 18<sup>th</sup>. If/when the County decides to move forward and proposes details of its plan, the Committee and Board will likely need to discuss any portion of the trail proposed to be on OWASA-owned property.
- *Biogas Use at the Mason Farm Wastewater Treatment Plant.* The Committee will play a lead role as we evaluate the important environmental, energy reliability and affordability aspects of this issue and consider its priority with respect to other potentially major investments.
- *Fluoride in Drinking Water.* In response to a petition presented at the August 23, 2012 Board Meeting, the Board of Directors referred this matter to the NRTS Committee for consideration.



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Alan Rimer, P.E., Chair  
OWASA Board of Directors

c: Ed Kerwin  
Robert Epting