

ORANGE WATER AND SEWER AUTHORITY

MEETING OF THE BOARD OF DIRECTORS

JULY 10, 2014

The Board of Directors of the Orange Water and Sewer Authority (OWASA) held a regular meeting on Thursday, July 10, 2014, at 7:00 PM in OWASA's Community Room at 400 Jones Ferry Road, Carrboro.

Board Members present: John A. Young, Chair; Michael M. Hughes, P.E., Vice Chair; Heather Payne, Secretary; Terri Buckner; Stephen (Steve) Dear; Quinton Harper; David (Dave) Moreau; and Amy Witsil.

OWASA staff present: Ed Kerwin; Stuart Carson; Mary Darr; Patrick Davis; Greg Feller; Jeremy Fireline; Vishnu Gangadharan; Stephanie Glasgow; Andrea Orbich; Dan Przybyl; Ruth Rouse; Stephen Winters; Robert Epting, Esq., Epting and Hackney.

Others present: Meg Holton, Water, Wastewater, and Stormwater Manager, University of North Carolina at Chapel Hill; Mac Clarke and Esther Miller, Chapel Hill residents.

There being a quorum present, Chair John Young called the meeting to order.

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MOTIONS ACTED UPON

1. BE IT RESOLVED THAT the Orange Water and Sewer Authority adopt the resolution titled Resolution to Reclassify the Customer Service Specialist (Part-Time) Position, One Laboratory Analyst Position and the Solids Handling Positions. (Resolution so titled attached hereto and made a part of these minutes. Motion by Steve Dear, second by Amy Witsil, and unanimously approved.)

2. Steve Dear made a motion to approve the Minutes of May 22, 2014 Public Hearing and Meeting of the Board of Directors as amended: page 2, Committee Meetings, paragraph 3) should read, *Terri Buckner said that Natural Resources and Technical Systems Committee will meet on Wednesday, June 4, 2014 at 5:30 PM in the OWASA Boardroom to discuss energy emergency-management*; second by Amy Witsil, and unanimously approved.

3. Steve Dear made a motion to approve the Minutes of June 12, 2014 Meeting of the Board of Directors, second by Amy Witsil, and unanimously approved.

4. BE IT RESOLVED THAT the Orange Water and Sewer Authority adopt the resolution titled Resolution Awarding a Construction Contract for the Morgan Creek and Tom's Creek Aerial Sewer Crossings Replacement Project. (Resolution so titled attached hereto and made a part of these minutes. Motion by Heather Payne, second by Steve Dear and unanimously approved.)

5. BE IT RESOLVED THAT the Orange Water and Sewer Authority adopt the resolution titled Resolution Awarding a Construction Contract for the Gravity Sewer Rehabilitation Phase I Project. (Resolution so titled attached hereto and made a part of these minutes. Motion by Heather Payne, second by Steve Dear and unanimously approved.)

6. Amy Witsil made a motion to adjourn the Board Meeting at 7:35 PM, second by Quinton Harper and unanimously approved.

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ITEM ONE: OATH OF OFFICE

Andrea Orbich administered the oath of office to David Moreau, Town of Chapel Hill appointee.

ITEM TWO: ANNOUNCEMENTS

CONFLICT OF INTEREST

John Young said 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. There were none.

APPOINTEES TO THE OWASA BOARD OF DIRECTORS

John Young said that on June 17, 2014, the Orange County Board of Commissioners reappointed Terri Buckner to the OWASA Board of Directors for a second term and on July 2, 2014, Chapel Hill Town Council appointed Ruchir Vora to his first term on the OWASA Board. Mr. Vora will be sworn in at the August 28, 2014 Board Meeting.

EXECUTIVE COMMITTEE MEETING

John Young said that the Executive Committee met on July 1, 2014 to discuss several items and would like Board Members' feedback during the work session following the Board meeting tonight. Items discussed were:

- Board self assessment as it pertains to the liability of the Board and improving orientation sessions for new Board Members;
- Meeting management by maintaining focus and avoiding redundancy;
- New proposal for the format of Board and committee meetings; and
- Committee membership.

Mr. Young said that members of the committees will be announced at a later date but the Committee Chairs are as follows: Human Resources – Michael Hughes; Community Engagement – Steve Dear; Finance – Heather Payne; and Natural Resources and Technical

Systems – Terri Buckner. Mr. Young said that the Executive Committee will include the Executive Director.

BOARD MEETINGS

John Young reminded all present that the Board's July 24, 2014 and August 14, 2014 Board meetings are cancelled.

COMMUNITY ENGAGEMENT COMMITTEE MEETING

Steve Dear said that the Community Engagement Committee meet prior to the Board meeting tonight to discuss an update on the pilot project on affordability outreach and social media. Staff gave a presentation on the pilot project's progress to date which included a June 16, 2014 meeting with representatives of 13 local social service and housing agencies. The Committee discussed a staff report on social media options and use of social media by other public organizations in the region and agreed to further discuss social media in the future. Mr. Dear said the next meeting of the Outreach Committee is tentatively scheduled for Thursday, August 28, 2014 at 5:30 PM.

ITEM THREE: PETITIONS AND REQUESTS

Esther Miller petitioned the Board for clean drinking water and to stop adding fluoride to drinking water. She recommended the Board review an article titled, "Fluoride for Disease and Stupification," which was e-mailed to the Board following the meeting.

The Board received Ms. Miller's petition and took no action. The Board will stay abreast of scientific developments, changes in best management practices, and accepted public health practices and recommendations regarding drinking water.

John Young asked for petitions and requests from the Board and staff; there were none.

ITEM FOUR: REPORT ON ATTENDANCE AT BOARD AND COMMITTEE MEETINGS

The Board received this report as an information item.

ITEM FIVE: RESOLUTION TO RECLASSIFY THE CUSTOMER SERVICE SPECIALIST (PART-TIME) POSITION, ONE LABORATORY ANALYST POSITION AND THE SOLIDS HANDLING SUPERVISOR POSITIONS

Steve Dear made a motion to approve the resolution; second by Amy Witsil, and unanimously approved. Please see Motion No. 1 above.

ITEM SIX: MINUTES

Steve Dear made a motion to approve the Minutes of the May 22, 2014 Public Hearing and Meeting of the Board of Directors as amended: page 2, Committee Meetings, paragraph 3)

should read, *Terri Buckner said that Natural Resources and Technical Systems Committee will meet on Wednesday, June 4, 2014 at 5:30 PM in the OWASA Boardroom to discuss energy emergency-management*; second by Amy Witsil, and unanimously approved. Please see Motion No. 2 above.

Steve Dear made a motion to approve the Minutes of the June 12, 2014 Meeting of the Board of Directors, second by Amy Witsil, and unanimously approved. Please see Motion No. 3 above.

ITEM SEVEN: RESOLUTION AWARDED A CONSTRUCTION CONTRACT FOR THE MORGAN CREEK AND TOM'S CREEK AERIAL SEWER CROSSINGS REPLACEMENT PROJECT

Heather Payne made a motion to approve the resolution; second by Steve Dear, and unanimously approved. Please see Motion No. 4 above.

ITEM EIGHT: RESOLUTION AWARDED A CONSTRUCTION CONTRACT FOR THE GRAVITY SEWER REHABILITATION PHASE I PROJECT

Heather Payne made a motion to approve the resolution; second by Steve Dear, and unanimously approved. Please see Motion No. 5 above.

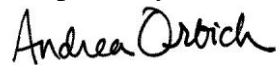
ITEM NINE: EXECUTIVE DIRECTOR WILL SUMMARIZE THE KEY ACTION ITEMS FROM THE BOARD MEETING AND NOTE SIGNIFICANT ITEMS FOR DISCUSSION AND/OR ACTION EXPECTED AT THE NEXT BOARD MEETING

Ed Kerwin summarized the meeting as follows:

- No action from tonight's meeting;
- The next Board meeting will be August 28, 2014, in OWASA's Community Room.

Amy Witsil made a motion to adjourn the Board Meeting at 7:35 PM, second by Quinton Harper and unanimously approved. Please see Motion No. 6 above.

Respectfully submitted,




Andrea Orbich

Executive Assistant/Clerk to the Board

Attachments

OATH OF OFFICE

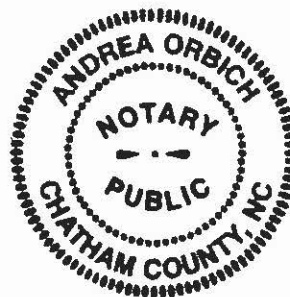
I, David H. Moreau, do solemnly affirm that for so long as I may serve I will support and maintain the Constitution and laws of the United States, and the Constitution and laws of North Carolina not inconsistent therewith, and that I will diligently, faithfully and truly, perform the duties as a Member of the Orange Water and Sewer Authority to the best of my ability, skill and judgment.


DAVID H. MOREAU

Sworn to and subscribed before me this 10th day of July, 2014.


ANDREA ORBICH, NOTARY PUBLIC

My commission expires October 4, 2016.



**RESOLUTION OF THE ORANGE WATER AND SEWER AUTHORITY TO
RECLASSIFY THE CUSTOMER SERVICE SPECIALIST (PART-TIME)
POSITION, ONE LABORATORY ANALYST POSITION AND THE SOLIDS
HANDLING SUPERVISOR POSITION**

WHEREAS, the Executive Director has reviewed the duties, functions and responsibilities of the Customer Service Specialist, Laboratory Analyst and Solids Handling Supervisor positions; and

WHEREAS, the Executive Director has determined that it is in the best interest of the organization to reclassify the Customer Service Specialist (part-time) position (Grade 616) to a Clerk/Cashier (full-time) position (Grade 610); and

WHEREAS, the Executive Director has determined that it is in the best interest of the organization to reclassify one Water Treatment Laboratory Analyst position (Grade 615) to a Water Treatment Plant Operator position (Grade 615); and

WHEREAS, the Executive Director has determined that it is in the best interest of the organization to reclassify the Wastewater Treatment Solids Handling Supervisor position (Grade 617) to Wastewater Treatment Plant Operator position (Grade 615).

NOW, THEREFORE, BE IT RESOLVED:

1. That the Customer Service Specialist (part-time) position (Grade 616) shall be reclassified to a Clerk/Cashier (full-time) position (Grade 610).
2. That one Water Treatment Laboratory Analyst position (Grade 615) shall be reclassified to a Water Treatment Plant Operator position (Grade 615).
3. That one Wastewater Treatment Solids Handling Supervisor position (Grade 617) shall be reclassified to a Wastewater Treatment Plant Operator position (Grade 615).

Adopted this 10th day of July 2014.



John A. Young, Chair

ATTEST:



Heather Payne, Secretary

**RESOLUTION AWARDING A CONSTRUCTION CONTRACT FOR THE
MORGAN CREEK AND TOM'S CREEK AERIAL SEWER CROSSINGS
REPLACEMENT PROJECT**

WHEREAS, there is a need for the replacement of the existing gravity sanitary aerial pipe crossings over portions of Morgan Creek in Chapel Hill, NC and Tom's Creek in Carrboro, NC; and

WHEREAS, plans and specifications for the construction of this project have been prepared by Kimley Horn and Associates, Inc.; and

WHEREAS, advertisement for contractor qualifications was published on the website of OWASA and in the Greater Diversity News (Wilmington, NC) in March 2014, and five contractors were prequalified to bid; and

WHEREAS, on April 24, 2014, the prequalified contractors were formally invited to submit construction bids for the project, and three bids were subsequently received, opened and read aloud on May 29, 2014; and

WHEREAS, Moffat Pipe, Inc. of Wake Forest, North Carolina has been determined to be the low responsive, responsible bidder for the project; and


WHEREAS, on June 12, 2014 the Board approved a resolution authorizing funds for Capital Improvement Projects, including funds for this project;

NOW, THEREFORE, BE IT RESOLVED:

1. That the Orange Water and Sewer Authority Board of Directors awards the construction contract to Moffat Pipe, Inc., the low responsive, responsible bidder for the Morgan Creek and Tom's Creek Aerial Sewer Crossing Replacement Project, in accordance with the approved plans and specifications, in the amount of \$414,374.00, subject to such change orders as may apply.

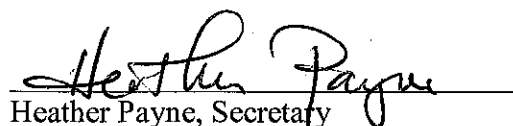
2. That the Executive Director be, and hereby is, authorized to execute said contract, subject to prior approval of legal counsel, and to approve and execute change orders and such documents as may be required in connection with the construction contract.

Adopted this 10th day of July 2014.



John A. Young, Chair

ATTEST:



Heather Payne, Secretary

**RESOLUTION AWARDING A CONSTRUCTION CONTRACT FOR THE GRAVITY
SEWER REHABILITATION PHASE 1 PROJECT**

WHEREAS, there is a need for the rehabilitation of certain gravity sewer mains and manholes throughout the service area; and

WHEREAS, plans and specifications for the construction of this project have been prepared by CDM Smith; and

WHEREAS, advertisement for contractor qualifications was published on the websites of the North Carolina Institute of Minority Economic Development, Carolinas AGC, and OWASA in April 2014, and seven contractors were qualified to bid; and

WHEREAS, on May 23, 2014, the prequalified contractors were formally invited to submit construction bids for the project, and three bids were received

WHEREAS, Pipeline Utilities of Raleigh, North Carolina has been determined to be the low responsive, responsible bidder for the project; and


WHEREAS, on June 12, 2014 the Board approved a resolution authorizing funds for Capital Improvement Projects, including funds for this project;

NOW, THEREFORE, BE IT RESOLVED:

1. That the Orange Water and Sewer Authority Board of Directors awards the construction contract to Pipeline, the low responsive, responsible bidder for the Gravity Sewer Rehabilitation Phase 1 Project, in accordance with the approved plans and specifications, in the amount of \$1,441,000.00, subject to such change orders as may apply.

2. That the Executive Director be, and hereby is, authorized to execute said contract, subject to prior approval of legal counsel, and to approve and execute change orders and such documents as may be required in connection with the construction contract.

Adopted this 10th day of July 2014.



John A. Young, Chair

ATTEST:



Heather Payne, Secretary