

ORANGE WATER AND SEWER AUTHORITY
WORK SESSION OF THE BOARD OF DIRECTORS

NOVEMBER 12, 2015

The Board of Directors of the Orange Water and Sewer Authority (OWASA) held a Work Session on Thursday, November 12, 2015, at 6:00 PM in the OWASA Community Room, 400 Jones Ferry Road in Carrboro.

Board Members present: Robert Morgan, Vice Chair; Heather Payne, Secretary; Terri Buckner; Jeff Danner; Barbara Foushee; Quinton Harper; David Moreau; and Ruchir Vora. Absent: John A. Young, Chair.

OWASA staff present: Ed Kerwin; Mary Darr; Patrick Davis; Greg Feller; Stephanie Glasgow; Adam Haggerty; Kenneth Loflin; Andrea Orbich; Todd Taylor; Stephen Winters; and Robert Epting of Epting and Hackney.

Others present: Ben Poulson, Associate Director of Energy Services and Meg Holton, Water, Wastewater, and Stormwater Manager, University of North Carolina (UNC) at Chapel Hill; John Anzivino and Ann Antonsen, Springsted Incorporated.

MOTIONS ACTED UPON

1. Heather Payne made a motion to increase the Executive Director's base pay by 3% effective November 1, 2015; second by Quinton Harper and the motion passed with a vote of seven to one with Barbara Foushee opposed.

ANNOUNCEMENTS

Mr. Morgan 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; there were none.

Terri Buckner said the Inter-Local Energy Collaboration Working Group met on October 28, 2015, to continue discussing and receiving updates on the four potential projects (vehicle fleet efficiencies and alternative fuel strategies; potential opportunities for solar photovoltaic system development at public facility sites; developing a consistent energy and greenhouse gas emission data management and reporting approach; and evaluating options for beneficially using biogas produced at the Mason Farm Wastewater Treatment Plant). Ms. Buckner said the group is scheduled to meet again on Wednesday, December 2, 2015 at 5:30 PM in the OWASA Board Room.

Jeff Danner said that Ed Kerwin and he attended the Orange County Living Wage kickoff event on November 6, 2015 at Steel String Brewery in Carrboro. The event was also attended by several elected local leaders.

Heather Payne said that the Board of Directors held a Closed Session prior to the Board Work Session tonight to discuss the annual performance review of the Executive Director.

Heather Payne made a motion to increase the Executive Director's base pay by 3% effective November 1, 2015; second by Quinton Harper and the motion passed with a vote of seven to one with Barbara Foushee opposed. Please see Motion No. 1 above.

INFORMATION AND REPORTS

ITEM ONE: PRESENTATION ON OWASA'S CANE CREEK RESERVOIR AND UNIVERSITY LAKE DAM EMERGENCY ACTION PLANS

The Board received and discussed a presentation by Adam Haggerty, Asset Management Facilities Engineer, regarding OWASA's Cane Creek Reservoir and University Lake Dam Emergency Action Plans.

The Board requested additional information from staff regarding Orange County Emergency Management's distribution methods for evacuation notices in the event of a dam failure; and a summary of the design criteria for renovations in the 1990s for University Lake. Staff will follow-up.

DISCUSSION

ITEM TWO: DISCUSSION OF EMPLOYEE TOTAL COMPENSATION PHILOSOPHY

The Board received information from Stephanie Glasgow, Director of Human Resources and Safety, and John Anzivino and Ann Antonsen of Springsted Incorporated regarding the results of an employee survey. Ms. Antonsen also provided the elements of a compensation philosophy as a starting point for the study of employee compensation.

The Board requested the following information for further discussion on December 10, 2015: provide the questions and key comments made by Ms. Antonsen regarding employee total compensation philosophy; and separate employee responses to the survey question number six (6 - rank order of reasons employees stay at OWASA), by gender, race, supervisor and non-supervisor. Staff will follow-up.

ITEM THREE: DISCUSSION OF THE FIDUCIARY DUTIES OF OWASA BOARD MEMBERS

The Board received and discussed information from Robert Epting, OWASA's General Counsel, on the nature and meaning of the fiduciary responsibilities of Board Members as set forth in the oath of office.

The Board requested that this new document be added the new Board Member orientation packet.

ITEM FOUR: REVIEW BOARD WORK SCHEDULE

Todd Taylor said that the Advanced Metering Infrastructure (AMI) Feasibility Study would be provided to the Board by November 20, 2015. The AMI Study will be discussed at the Board's December 10, 2015 meeting. The Board requested a list of water utilities using AMI for future reference checks.

The Board agreed that the Community Engagement Committee and staff will work together to develop a recommended process to set the overall expectations for our Community Engagement program.

ITEM FIVE: EXECUTIVE DIRECTOR WILL SUMMARIZE THE KEY STAFF ACTION ITEMS FROM THE WORK SESSION

Ed Kerwin summarized the key action items for staff as follows:

- Staff will seek additional detail from Orange County Emergency Management regarding distribution methods for evacuation notices in the event of a dam failure and a summary of the design criteria for renovations in the 1990s for University Lake.
- Staff will provide the questions and key comments made by Ann Antonsen, Springsted Incorporated, regarding the employee total compensation philosophy.
- Staff will separate employee responses to employee survey question #6 (rank order of reasons employees stay at OWASA), by gender, race, supervisor and non-supervisor and distribute this information to the Board.
- The new Fiduciary Duties document will be part of the new Board Member orientation packet.
- The Community Engagement Committee will schedule meetings to work with staff in developing a process to set the overall expectations for OWASA's community engagement program.
- Staff will provide a list of North Carolina water utilities using AMI for reference checks.
- Staff will distribute the draft AMI Feasibility Study by November 20th for the Board's discussion on December 10, 2015.

The work session was adjourned at 7:55 PM.

Respectfully submitted by:



Andrea Orbich
Executive Assistant/Clerk to the Board