

ORANGE WATER AND SEWER AUTHORITY
WORK SESSION OF THE BOARD OF DIRECTORS
JANUARY 14, 2016

The Board of Directors of the Orange Water and Sewer Authority (OWASA) held a Work Session on Thursday, January 14, 2016 at 6:00 PM in OWASA's Community Room in the Administration Building, 400 Jones Ferry Road, Carrboro.

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

OWASA staff present: Ed Kerwin; Mary Darr; Patrick Davis; Greg Feller; Stephanie Glasgow; Andrea Orbich; Dan Przybyl; Ruth Rouse; Todd Taylor; Stephen Winters; and Robert Epting, Epting and Hackney.

Others present: Ben Poulson, Associate Director of Energy Services and Meg Holton, Water, Wastewater, and Stormwater Manager, University of North Carolina at Chapel Hill; Don Schlenger and Kevin O'Connor, Don Schlenger and Associates; and Bryan Jones, Ferguson Enterprises Inc.

MOTIONS ACTED UPON

1. BE IT RESOLVED THAT the Orange Water and Sewer Authority Board of Directors adopts the Resolution Creating a Solids Handling Supervisor Position for the Biosolids Management Program. (Resolution so titled attached hereto and made a part of these minutes. Motion by Quinton Harper, second by Jeff Danner and unanimously approved.)
2. Quinton Harper made a motion to approve the Minutes of the October 22, 2015 Meeting of the Board of Directors; second by Jeff Danner and unanimously approved.
3. Quinton Harper made a motion to approve the Minutes of the November 4, 2015 Special Closed Session of the Board of Directors for the purpose of discussing a personnel matter; second by Jeff Danner and unanimously approved.
4. Quinton Harper made a motion to approve the Minutes of the November 12, 2015 Closed Session of the Board of Directors for the purpose of discussing a personnel matter; second by Jeff Danner and unanimously approved.
5. Quinton Harper made a motion to approve the Minutes of the November 12, 2015 Work Session of the Board of Directors; second by Jeff Danner and unanimously approved.
6. Terri Buckner made a motion that the Board of Directors accept the AMI Feasibility Study and supplemental information as complete; second by Heather Payne and unanimously approved.
7. Terri Buckner made a motion the Board of Directors accept the AMI project schedule as reflected in the staff memorandum; second by Jeff Danner and unanimously approved.

ANNOUNCEMENTS

Robert Morgan said he will Chair the meeting tonight at the request of John Young.

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; none were disclosed.

Mr. Morgan said the Board of Directors will hold a special meeting on Thursday, January 21, 2016, at 6:00 PM in the OWASA Board Room to continue discussing potential rate structure modifications.

The Board agreed to move Item Two, Fiscal Year 2017 Budget Calendar and Planning Assumptions, from the Consent Agenda to the Regular Agenda and discuss as Item Nine.

Mr. Kerwin said that Eric Oldham, Maintenance Supervisor at the Water Treatment Plant, would be recognized at the January 28, 2016 Board meeting for receiving the Safewater Maintenance Technologist of the Year Excellence Award from the NC American Water Works Association/Water Environment Association.

CONSENT AGENDA

ITEM ONE: RESOLUTION CREATING A SOLIDS HANDLING SUPERVISOR POSITION FOR THE BIOSOLIDS MANAGEMENT PROGRAM

Quinton Harper made a motion to approve the resolution; second by Jeff Danner and unanimously approved. Please see Motion No. 1 above.

ITEM TWO: FISCAL YEAR 2017 BUDGET CALENDAR AND ASSUMPTIONS

The Board agreed to move this item from the Consent Agenda to the Regular Agenda, Item Nine.

ITEM THREE: MINUTES

Quinton Harper made a motion to approve the Minutes of the October 22, 2015 Meeting of the Board of Directors; second by Jeff Danner and unanimously approved. Please see Motion No. 2 above.

ITEM FOUR: MINUTES

Quinton Harper made a motion to approve the Minutes of the November 4, 2015 Closed Session of the Board of Directors for the purpose of discussing a personnel matter; second by Jeff Danner and unanimously approved. Please see Motion No. 3 above.

ITEM FIVE: MINUTES

Quinton Harper made a motion to approve the Minutes of the November 12, 2015 Closed Session of the Board of Directors for the purpose of discussing a personnel matter; second by Jeff Danner and unanimously approved. Please see Motion No. 4 above.

ITEM SIX: MINUTES

Quinton Harper made a motion to approve the Minutes of the November 12, 2015 Work Session of the Board of Directors; second by Jeff Danner and unanimously approved. Please see Motion No. 5 above.

REGULAR AGENDA

ITEM SEVEN: CONSIDER APPROVAL OF THE ADVANCED METERING INFRASTRUCTURE (AMI) FEASIBILITY STUDY AND DISCUSS NEXT STEPS

After discussion, Terri Buckner made a motion that the Board of Directors accept the AMI Feasibility Study and supplemental information as complete; second by Heather Payne and unanimously approved. Please see Motion No. 6 above.

After discussion, Terri Buckner made a motion the Board of Directors accept the AMI project schedule as reflected in the staff memorandum; second by Jeff Danner and unanimously approved. Please see Motion No. 7 above.

Staff will submit to the Board a draft plan for informing and seeking comments from the community about a possible AMI system implementation by OWASA including public participation in the February 25 Board meeting.

ITEM EIGHT: DISCUSSION STRATEGIES OF EMPLOYEE HEALTH INSURANCE FOR FISCAL YEAR 2017

The Board discussed cost factors, the process and options for employee health insurance from July 2016 through June 2017. The Board will receive additional information in coming months including the cost proposal which Blue Cross-Blue Shield of North Carolina will submit.

ITEM NINE: FISCAL YEAR 2017 BUDGET CALENDAR AND ASSUMPTIONS

The Board discussed OWASA's budget calendar and planning assumptions for the fiscal year beginning in July 2016.

ITEM TEN: REVIEW BOARD WORK SCHEDULE

Ruchir Vora requested that the Board consider whether a formal discharge permit should be required of the University of North Carolina at Chapel Hill for its discharges to the sanitary sewer system.

The Board asked staff to work with the University regarding the use and disposal of toxic chemicals to help ensure harmful substances are not discharged into the public sewers and report back to the Board.

The Board agreed with the draft agendas for January 28 and February 11, 2016 meetings.

ITEM ELEVEN: 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 distribute to the Board by January 21st the draft engagement plan for considering AMI and this topic will also be added to the January 21st Special Meeting of the Board if additional discussion is needed.
- Staff will follow up with UNC to provide information regarding discharges into the public sewers.

The meeting was adjourned at 8:10 PM.

Respectfully submitted by:



Andrea Orbich
Executive Assistant/Clerk to the Board

Attachments

**RESOLUTION OF ORANGE WATER AND SEWER AUTHORITY TO
APPROVE A NEW FULL-TIME POSITION**

WHEREAS, at the October 8th Board of Director's work session the Board directed staff to begin recycling 75% of liquid biosolids production to local farmland and sending 25% of dewatered biosolids to composting; and

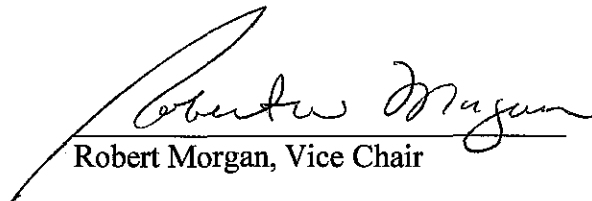
WHEREAS, this approach to biosolids recycling will require additional supervision of staff; and

WHEREAS, the Executive Director recommends creating the full-time Solids Handling Supervisor position at a Grade 617 (\$48,406 - \$74,545) on the OWASA Schedule of Employee Classification and Authorized Compensation; and

NOW, THEREFORE, BE IT RESOLVED, BY THE BOARD OF DIRECTORS OF ORANGE WATER AND SEWER AUTHORITY:

1. That a full-time Solids Handling Supervisor position be created at a Grade 617 on the OWASA Schedule of Employee Classification and Authorized Compensation.

Adopted this the 14th day of January, 2016.


Robert Morgan, Vice Chair

ATTESTED:


Heather Payne, Secretary