

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

JULY 14, 2016

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

Board Members present: John A. Young (Chair), Barbara M. Foushee (Secretary), Yinka Ayankoya, Terri Buckner, David (Dave) Moreau, Robert Morgan and Heather Payne. Absent: Jeff Danner (Vice Chair) and Ruchir Vora.

OWASA staff present: Ed Kerwin, Kelly Belcher, Mary Darr, Greg Feller, Stephanie Glasgow, Randy Horton, Andrea Orbich, Dan Przybyl, Mary Tiger, Stephen Winters, Todd Taylor and Robert Epting.

Public present: Braxton Foushee, Herman Foushee (Hank Anderson Breakfast Club), Tai Ayankoya, Elijah Ayankoya, Ben Poulson (Associate Vice Chancellor at the University of North Carolina at Chapel Hill) and Margaret Holton (Water, Sewer and Stormwater Coordinator at the University of North Carolina at Chapel Hill).

MOTIONS

1. Dave Moreau made a motion to approve the Minutes of the May 26, 2016 Closed Session of the Board of Directors; second by Robert Morgan and unanimously approved.
2. Dave Moreau made a motion to approve the Minutes of the June 9, 2016 Work Session of the Board of Directors; second by Robert Morgan and unanimously approved.
3. Dave Moreau made a motion to approve the Minutes of the June 23, 2016 Meeting of the Board of Directors; second by Robert Morgan and unanimously approved.
4. BE IT RESOLVED THAT the Orange Water and Sewer Authority adopts the Resolution of Orange Water and Sewer Authority to Approve New and Reclassified Positions. (Resolution so titled attached hereto and made a part of these minutes. Motion by Terri Buckner, second by Barbara Foushee and unanimously approved.)

OATH OF OFFICE

Andrea Orbich administered the oath of office to Yinka Ayankoya, Town of Carrboro appointee.

ANNOUNCEMENTS

Mr. 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; none were disclosed.

Mr. Young announced the membership of the following Standing Committees of the Board of Directors:

- Community Engagement: Ruchir Vora (Chair), Yinka Ayankoya, Terri Buckner and Robert Morgan
- Finance: Jeff Danner (Chair), Yinka Ayankoya, Barbara Foushee and Dave Moreau
- Human Resources: Robert Morgan (Chair), Jeff Danner, Barbara Foushee and Heather Payne
- Natural Resources and Technical Services (NRTS): Heather Payne (Chair), Terri Buckner, Dave Moreau and Ruchir Vora

Heather Payne said the NRTS Committee will meet on August 24, 2016 at 5:30 P.M. in the OWASA Boardroom to discuss the energy management program's project evaluation criteria and stakeholder engagement.

Todd Taylor informed the Board about the large volume of requests to mark the location of underground OWASA lines expected in the Google fiber optic cable installation. He said that increased or dedicated staffing and equipment may be necessary to accommodate this work.

ITEM ONE: MINUTES

Dave Moreau made a motion to approve the Minutes of the May 26, 2016 Closed Session of the Board of Directors; second by Robert Morgan and unanimously approved. Please see Motion 1 above.

ITEM TWO: MINUTES

Dave Moreau made a motion to approve the Minutes of the June 23, 2016 Board Meeting of the Board of Directors; second by Robert Morgan and unanimously approved. Please see Motion 3 above.

ITEM THREE: MINUTES

Dave Moreau made a motion to approve the Minutes of the June 9, 2016 Board Work Session of the Board of Directors; second by Robert Morgan and unanimously approved. Please see Motion 2 above.

ITEM FOUR: QUARTERLY REPORT ON ATTENDANCE AT BOARD AND COMMITTEE MEETINGS

The Board received this report as an information item.

ITEM FIVE: REVIEW AND APPROVE NEW AND RECLASSIFIED POSITIONS

The Board agreed to: create a new Business Systems Analyst, reclassify the Administrative Assistant position in the Executive Director's Office from part-time to full-time, and reclassify two Utility Mechanic I/IIs positions to Utility Mechanic IIIs.

Terri Buckner made a motion to approve the Resolution of Orange Water and Sewer Authority to Approve New and Reclassified Positions; second by Barbara Foushee and unanimously approved. Please see Motion 5 above.

ITEM SIX: DRAFT DIVERSITY AND INCLUSION PLAN

Herman Foushee expressed his concern about the lack of hiring of African-Americans in senior management positions. Mr. Foushee also cited the need for strategy and substance in the draft Diversity and Inclusion Plan and offered his assistance in OWASA's diversity efforts.

Braxton Foushee said that OWASA cannot continue promoting from within OWASA and expect a change in workforce race distribution numbers.

Board members recommended getting outside assistance from a consultant with expertise in diversity and inclusion to provide guidance and a strategy for achieving OWASA's goals.

The Board agreed to hold a special work session in the fall of 2016 to continue discussion of the draft Diversity and Inclusion Plan. This discussion may include possible assistance from public service employees with expertise and experience with diversity and inclusion programs as well as work with the Human Resources Committee.

ITEM SEVEN: BOARD WORK SCHEDULE

Terri Buckner requested that a follow up meeting on the draft Diversity and Inclusion Plan be scheduled before December.

The Board agreed to:

- Add to the September 8, 2016 agenda the discussion of water rates for master-metered multi-family customers.
- Move to the September 22, 2016 agenda the discussion of Chloramine Use and Potential Impacts to Customer Plumbing.
- Schedule an overview of the Long-Range Water Supply Plan Update for September 22, 2016 and to defer consideration of demand projections pending receipt of population estimates from the Towns of Chapel Hill and Carrboro.
- Discuss formal and informal commitments for recreation at the Cane Creek Reservoir during the Mountains-to-Sea Trail discussion on August 25, 2016.

ITEM EIGHT: 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 keep the Board informed about the impact to OWASA's operation as a result of Google fiber cable installation. Staff will estimate cost impacts to OWASA and work with the Towns to explore legislative relief via North Carolina League of Municipalities.
- A Special Board meeting will be scheduled in the fall to continue discussion of the draft Diversity and Inclusion Plan to include, if possible, public service employees with expertise and experience with successful diversity and inclusion programs.

The work session was adjourned at 8:02 PM.

Respectfully submitted by:



Andrea Orbich

Executive Assistant/Clerk to the Board

Attachments

**OATH OF OFFICE**

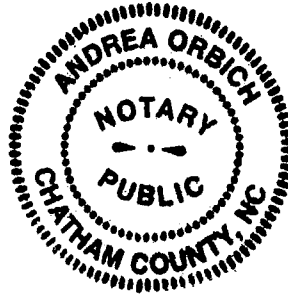
**I, Yinka Ayankoya, do solemnly swear that for so long as I may serve I will support and maintain the Constitution and laws of the United States, and the Constitution and laws of North Carolina not inconsistent therewith, and that I will diligently, faithfully and truly, perform the duties as a Member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

  
YINKA AYANKOYA

**Sworn to and subscribed before me this 14th day of July, 2016.**

  
ANDREA ORBICH, NOTARY PUBLIC

**My commission expires October 4, 2016.**



**RESOLUTION OF ORANGE WATER AND SEWER AUTHORITY TO APPROVE  
NEW AND RECLASSIFIED POSITIONS**

**WHEREAS**, at the March 24, 2016 Board of Director's meeting the Board directed staff to proceed with procurement and implementation of an Advanced Metering Infrastructure (AMI) system; and

**WHEREAS**, the AMI Feasibility Study recommended the creation of a Business Systems Analyst position; and

**WHEREAS**, the Executive Director recommends creating the Business Systems Analyst position at a Grade 618 (annual salary range: \$53,063-\$81,716) on the OWASA Schedule of Employee Classification and Authorized Compensation; and

**WHEREAS**, the reclassification of two Utility Mechanic positions will enhance customer service, improve emergency response, and more effectively manage workloads; and

**WHEREAS**, the Executive Director recommends reclassifying two existing Utility Mechanic I/II positions to two Utility Mechanic III positions at a Grade 615 (annual salary range: \$42,678 - \$65,724) on the OWASA Schedule of Employee Classification and Authorized Compensation; and

**WHEREAS**, the reclassification of the Administrative Assistant (Part-time) position to a full-time position will help to more effectively manage workloads; and

**WHEREAS**, the Executive Director recommends reclassifying an existing Administrative Assistant (Part-time) position to a full-time Administrative Assistant position at a Grade 610 (annual salary range: \$33,124 - \$51,012) 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:**

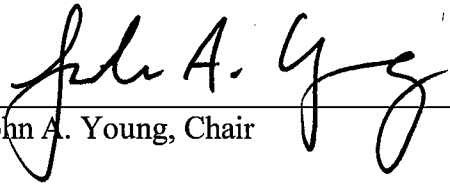
1. That a Business Systems Analyst position is created at a Grade 618 on the OWASA Schedule of Employee Classification and Authorized Compensation.
2. That two existing Utility Mechanic I/II positions are reclassified to two Utility Mechanic III positions at a Grade 615 on the OWASA Schedule of Employee Classification and Authorized Compensation.
3. That the existing, Administrative Assistant (Part-time) position is reclassified to a full-time Administrative Assistant position at a Grade 610 on the OWASA Schedule of Employee Classification and Authorized Compensation.

Resolution of Orange Water and Sewer Authority to Approve New and Reclassified Positions

July 14, 2016

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Adopted this the 14<sup>th</sup> day of July, 2016.

  
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John A. Young, Chair

ATTESTED:

  
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Barbara M. Foushee, Secretary