

Orange Water and Sewer Authority
Meeting of the Board of Directors
February 8, 2018

The Board of Directors of the Orange Water and Sewer Authority (OWASA) met in a work session on Thursday, February 8, 2018, at 6:00 p.m. in OWASA's Community Room, 400 Jones Ferry Road, Carrboro.

Board Members present: Robert Morgan (Chair), Heather Payne (Vice Chair), Yinka Ayankoya (Secretary), Ray DuBose, Barbara Foushee, John N. Morris, Ruchir Vora and John A. Young.
Board Member absent: Jeff Danner.

OWASA staff present: Mary Darr, Robert Epting, Esq., (Epting and Hackney), Stephanie Glasgow, Ed Kerwin, Andrea Orbich, Ruth Rouse, Todd Taylor, Mary Tiger, Stephen Winters and Richard Wyatt.

Others present: Michael Potter, Muriel Williman, Ben Poulson (University of North Carolina (UNC) at Chapel Hill Associate Director of Energy Services) and Margaret Holton (UNC Water, Sewer and Reclaimed Water Coordinator).

Motions

1. Ruchir Vora made a motion to approve the Minutes of the January 11, 2018 Work Session of the Board of Directors; second by Yinka Ayankoya and unanimously approved.
2. John Young made a motion to deny Michael Potter's petition and to accept staff's recommendation that the credit of \$394.95 already provided is fair and reasonable; second by Heather Payne and the motion passed with a vote of five to three with Barbara Foushee, John Morris and Ruchir Vora opposed.
3. Ray DuBose made a motion that the Board of Directors approve the proposed Affordability Outreach Program Update and Plan (Year 3) and authorize staff to proceed to implement the program in accordance with the approach described in the Plan; second by Barbara Foushee and unanimously approved.
4. John Young made a motion that the Board select "Accounted for Water as a Percent of Water Pumped" as the next Key Performance Indicator discussion on September 13, 2018; second by Heather Payne and unanimously approved.
5. Heather Payne made a motion that the Board convene in a closed session for the purpose of discussing a personnel matter; second by Yinka Ayankoya and unanimously approved.

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Announcements

Robert Morgan asked if any Board Member knows of a conflict of interest or potential conflict of interest with respect to any item on the agenda tonight to disclose the same at this time; none were disclosed.

Mr. Morgan said that an OWASA orientation will be held for newly elected Chapel Hill Town Council Members on Monday, February 12, 2018, at 4:00 p.m. in the OWASA Boardroom. Mr. Morgan encouraged Chapel Hill OWASA Appointees to attend the meeting; several stated they would attend and a public notice will be prepared.

Barbara Foushee announced that the Human Resources Committee met on February 5, 2018, to discuss and evaluate retiree health benefits for new hires, and OWASA's deferred compensation (457) plan. Ms. Foushee said that the Committee agreed to meet again in March to continue discussing these items.

John Young announced that the Natural Resources and Technical Services Committee will meet on Monday, February 26, 2018, at 5:00 p.m. in the OWASA Boardroom to discuss and evaluate the Drought Response Operating Protocol.

Mr. Young announced that Ed Kerwin and he attended the Chatham/Orange Joint Planning Task Force meeting earlier today. The Task Force was in existence up through 2009 and is being restored to discuss topics of mutual interest between the two counties, such as comprehensive planning and water supply. Today's meeting included information on the frequency of meetings and identifying various topics for future discussion.

Ray DuBose announced that he will provide OWASA's annual update to the Orange County Board of County Commissioners on Tuesday, February 20, 2018, 7:00 p.m., at the Southern Human Services Center in Chapel Hill, and that the update will include items from the January 2018 Annual Report to the local governments. Robert Morgan and Todd Taylor will also attend.

Item One: Minutes

Ruchir Vora made a motion to approve the Minutes of the January 11, 2018 Work Session of the Board of Directors; second by Yinka Ayankoya and unanimously approved. Please see Motion No. 1 above.

Item Two: Response to Petition from OWASA Customer Michael Potter Regarding the Water Meter at His Residence

Stephen Winters reviewed Michael Potter's petition that Mr. Potter receive a credit at the highest rate applicable to his water use, rather than the lowest rate, and that the credit be calculated over a 10-year period rather than the three-year period used by OWASA staff. Mr. Winters said that staff believes the credit of \$394.95 provided to Mr. Potter in October 2017 is fair and reasonable. Mr. Winters also pointed out that the rate used to calculate the credit was based on the actual rate paid Mr. Potter.

Mr. Potter reiterated his petition to the Board that due to a faulty water meter at his residence (over a 10-year period), he was overbilled and should be refunded approximately \$1,500.

After discussion, John Young made a motion to deny Michael Potter's petition and to accept staff's recommendation that the credit of \$394.95 already provided is fair and reasonable; second by Heather Payne and the motion passed with a vote of five to three with Barbara Foushee, John Morris and Ruchir Vora opposed. Please see Motion No. 2 above.

Item Three: Affordability Program Update

The Board expressed appreciation to staff and partners for a thorough Affordability Outreach Program Update and Plan (Year 3). In their discussion, the Board made several suggestions for improvements, including: suggested that language on customers' bills regarding the Care to Share program be improved; that the affordability website should be updated with video; that staff might provide a tax summary along with thank you letters to Care to Care contributors, and that staff might invite Board review and comment on thank you letters; that staff consider changing the action to be taken from "round up" to "add a dollar"; that staff consider requesting donations to Care to Share at the lakes by rounding up the total cost for rentals; and that an email be sent to the Board informing them of the next Partnership meeting.

Ray DuBose made a motion that the Board of Directors approve the proposed Affordability Outreach Program Update and Plan (Year 3) and authorize staff to proceed to implement the program in accordance with the approach described in the Plan; second by Barbara Foushee and unanimously approved. Please see Motion No. 3 above.

Item Four: Key Performance Indicator Selection for Future Review

John Young made a motion that the Board select "Accounted for Water as a Percent of Water Pumped" as the next Key Performance Indicator discussion on September 13, 2018; second by Heather Payne and unanimously approved. Please see Motion No. 4 above.

Item Five: Diversity and Inclusion Program Progress Report

The Board received and supported progress on OWASA's Diversity and Inclusion Program.

Item Six: Review Board Work Schedule

Robert Morgan asked if the Board wanted to schedule a third Board Session with VISIONS, Inc. to discuss Board procedures and educate new Board Members on Board operations; the Board agreed. In coordination with VISIONS, Inc. dates and times will be provided and a third Board Session with VISIONS will be scheduled.

The Board agreed to schedule the Appointment of the Nominating Committee for April 12, 2018.

John Morris suggested a preliminary outline of staff's work to prepare a Community Engagement Plan (CEP), on forestry management and that the outline be provided for Board review and comment in advance of the Board's discussion in May; the Board agreed.

The Board agreed to move Discuss Revisions to Retiree Health Insurance for New Hires and 457 Deferred Compensation to the April 12, 2018 agenda.

John Young requested that staff provide an update on Agua Vista (Advanced Metering Infrastructure) later this spring; the Board agreed.

Ruchir Vora requested national news articles be distributed to the Board similar to local news articles; the Board agreed.

Item Seven: Executive Director Will Summarize the Key Staff Action Items from the Work Session

Ed Kerwin noted the following items for staff follow-up:

- address various suggestions on the Affordability Outreach Program to include the Care to Share Customer Assistance Program.
- Provide an outline of staff's work to prepare a Community Engagement Plan (CEP) for forestry management in advance of the draft CEP Board discussion on May 10, 2018.
- Provide an update on Agua Vista (Advanced Metering Infrastructure) later this spring.
- Periodically provide national news from professional associations.

Item Eight: Closed Session

Heather Payne made a motion that the Board convene in a closed session for the purpose of discussing a personnel matter; second by Yinka Ayankoya and unanimously approved. Please see Motion No. 5 above.

The Board Work Session was adjourned at 8:35 p.m.

Respectfully submitted by:



Andrea Orbich
Executive Assistant/Clerk to the Board