

# Orange Water and Sewer Authority

## Meeting of the Board of Directors

December 13, 2018

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

Board Members present: Yinka Ayankoya (Chair), Ray DuBose (Secretary), Bruce Boehm, Jody Eimers, Robert Morgan, John N. Morris, Ruchir Vora and John A. Young. Board Member absent: Jeff Danner (Vice Chair).

OWASA staff present: Denise Battle, Mary Darr, Robert Epting, Esq., (Epting and Hackney), Vishnu Gangadharan, Ed Kerwin, Andrea Orbich, Allison Reinert, Nicholas Rogers, Ruth Rouse, Todd Taylor, Mary Tiger, Stephen Winters and Richard Wyatt.

Others present: Ben Poulson (UNC Associate Director of Energy Services) and Meg Holton (UNC Water Resources Manager).

### Motions

1. BE IT RESOLVED THAT the Board of Directors of the Orange Water and Sewer Authority adopts the Resolution to Amend the Schedule of Employee Classification and Authorized Compensation to Reclassify the Maintenance Coordinator Position. (Motion by Robert Morgan, second by John Young and unanimously approved.)
2. Robert Morgan made a motion to approve the Minutes of the October 25, 2018 Meeting of the Board of Directors; second by John Young and unanimously approved.
3. BE IT RESOLVED THAT the Board of Directors of the Orange Water and Sewer Authority adopts the Resolution Awarding a Construction Contract for the Gravity Sewer Rehabilitation FY 17-19 Package 3 Project. (Motion by Ray DuBose, second by John Morris and unanimously approved.)
4. BE IT RESOLVED THAT the Board of Directors of the Orange Water and Sewer Authority adopts the Resolution of Orange Water and Sewer Authority to Approve a New Utilities Engineer Position and to Reclassify a Vacant Utility Mechanic I/II Position to a Utility Mechanic III. (Motion by Bruce Boehm, second by Ruchir Vora and unanimously approved.)

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### Announcements

Yinka Ayankoya 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.

Ms. Ayankoya announced a Special Work Session scheduled for Wednesday, December 19, 2018 at 6 p.m. in the OWASA Boardroom to discuss Communications and Community Engagement.

Ray DuBose said the Finance Committee met on Wednesday, December 5, 2018 to: review financial analyses related to the Committee's previous discussion of longer-term approaches and strategies for managing operating expenses and a draft of the Fiscal Year 2020 budget calendar and planning assumptions. Mr. Dubose said the Committee chose not to pursue projects to identify and implement new innovative approaches to operating the utility at this time. Staff will continue the practice of looking for ways to optimize operations, manage costs, and watch for innovations and focus on system resiliency. The Fiscal Year 2020 budget calendar and planning assumptions will be discussed at the Board meeting on January 24, 2019.

Mr. DuBose announced a meeting of Members of the Orange County Board of Commissioners (Penny Rich and Mark Marcoplos) and the Orange County Appointees to the OWASA Board (Jody and me) will take place on Wednesday, January 30, 2019 at 8:30 a.m. in the OWASA Boardroom to discuss items of mutual interest.

Mr. DuBose announced that Jody Eimers, Yinka Ayankoya and he will provide OWASA's Annual Update to the Orange County Board of County Commissioners on Tuesday, February 19, 2019, at 7:00 p.m. at Southern Human Services Center in Chapel Hill.

John Young said the Natural Resources and Technical Services (NRTS) Committee met on December 5, 2018 to discuss forestry management. The Committee discussed two items: an outline or process to develop plans for forestry management of OWASA land, and to receive feedback on guiding principles for managing forestry lands. The Board will receive a report on January 10, 2019 and following the Board's review and approval, a community engagement plan will be initiated. Staff and OWASA's forestry consultant, will identify up to 10 forested stands as appropriate for active management. Mr. Young also announced that the NRTS' December 20, 2018 meeting is cancelled.

Mary Tiger said the report assessing the cause and response to the November 5, 2018 water emergency is to be delayed, but is anticipated to be available the week of December 17<sup>th</sup>.

#### Item One:     Proposed Key Focus Areas for OWASA's Executive Director

Meg Holton, UNC Water Resources Manager, expressed support for this item as it pertains to water system resiliency.

John Young suggested amending the Expected Results under Diversity and Inclusion program, stating measures will be selected and measured as a baseline for the future; the Board agreed.

Item Two: Position Reclassification for Maintenance Coordinator

Robert Morgan made a motion to approve the Resolution to Amend the Schedule of Employee Classification and Authorize Compensation to Reclassify the Maintenance Coordinator Position; second by John Young and unanimously approved. Please see Motion 1 above.

Item Three: Minutes

Robert Morgan made a motion to approve the Minutes of the October 25, 2018 Meeting of the Board of Directors; second by John Young and unanimously approved. Please see Motion 2 above.

Item Four: Resolution Awarding a Construction Contract for Gravity Sewer Rehabilitation

Ray DuBose made a motion to approve the Resolution Awarding a Construction Contract for the Gravity Sewer Rehabilitation FY 17-19 Package 3 Project, second by John Morris and unanimously approved. Please see Motion No. 3 above.

Item Five: Proposed Resources for Capital Improvements Program (CIP) Execution and Water Distribution System Maintenance

Meg Holton, UNC Water Resources Manager, expressed support for this item as it pertains to water system resiliency, equipment and staffing.

Bruce Boehm made a motion to approve the Resolution of Orange Water and Sewer Authority to Approve a New Utilities Engineer Position and to Reclassify a Vacant Utility Mechanic I/II Position to a Utility Mechanic III; second by Ruchir Vora and unanimously approved. Please see Motion No. 4 above.

The Board is scheduled to approve an amendment to the Capital Equipment Budget to purchase valve exercising equipment in January 2019.

Item Six: Review Status of Fiscal Year 2019 Budget

The Board received and supported the status report of Fiscal Year 2019 budget and potential budget amendment which will be scheduled for discussion in January 2019.

Item Seven: Administration of Strategic Plan

Meg Holton, UNC Water Resources Manager, expressed support for this item as it pertains to water supply resiliency.

The Board suggested modifying the report to include Alamance and Chatham Counties as part of the water supply watersheds. The Board also suggested providing data on chlorophyll a and harmful algal blooms in our water supply reservoirs since climate change could impact them.

Item Eight: Discuss Water Loss and Non-Revenue Water Key Performance Indicator

The Board received and supported staff's recommendation to: continue evaluating the applicability and cost-effectiveness of leak detection as a method for assessing the condition of our water mains; develop and implement a new water replacement/renewal prioritization model; continue conducting annual water audit; and consider the use of hourly customer water use data to further analyze trends in and troubleshoot water loss.

Item Nine: Discuss Priorities for Natural Resources and Technical Services Committee

The Board agreed to include climate change as it pertains to flooding and its impacts at the Mason Farm Wastewater Treatment Plant as a potential item for staff's evaluation.

Item Ten: Review Board Work Schedule

The Board agreed to include a new agenda item at the February 14, 2019 meeting - Review Scope of Work for Water Main Prioritization Model.

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

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

- Update Executive Director Key Focus areas to include the Board suggestion of establishing measurements for OWASA's diversity and inclusion work.
- Update Strategic Trends Report to reflect Board Member suggestions.

The Board meeting was adjourned at 7:56 p.m.

Respectfully submitted by:

  
Andrea Orbich  
Executive Assistant/Clerk to the Board

Attachments

**Resolution to Amend the Schedule of Employee Classification and Authorized Compensation to Reclassify the Maintenance Coordinator Position**

**Whereas**, the Executive Director has reviewed the duties, functions and responsibilities for the single Maintenance Coordinator position in the schedule of Employee Classifications; and

**Whereas**, the Executive Director has determined that the position should be reclassified from a Grade 618 position (annual salary range \$54,130 - \$83,358) to a Grade 619 (annual salary range \$59,001 - \$90,861), in order better to reflect the skills and experience required for performance of the position, and to keep that compensation level competitive within the applicable labor market;


**Now, Therefore, Be It Resolved:**

1. That the single Maintenance Coordinator position at a Grade 618 be reclassified to a Grade 619 (annual salary range \$59,001 - \$90,861), and that the Schedule of Employee Classification and Authorized Compensation shall be amended to reflect this change effective upon adoption of this Resolution.

Adopted this 13<sup>th</sup> day of December, 2018.

  
Yinka Ayankoya, Chair

ATTEST:

  
Raymond E. DuBose, Secretary

**Resolution Awarding a Construction Contract for the Gravity Sewer Rehabilitation  
FY17-19 Package 3 Project**

**Whereas**, there is a need to repair or rehabilitate approximately 28,000 linear feet of gravity sewer mains ranging in size from 6-inch to 24-inch diameter and over 150 manholes; and

**Whereas**, plans and specifications for the construction of this project have been prepared by CDM Smith, Inc.; and

**Whereas**, advertisement for contractor qualifications was published on the websites of the North Carolina Institute of Minority Economic Development, North Carolina Department of Administration, and OWASA on August 9, 2018, and fourteen contractors were qualified to bid; and

**Whereas**, on October 17, 2018, the prequalified contractors were formally invited to submit construction bids for the project, and three bids were received on November 15, 2018; and

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

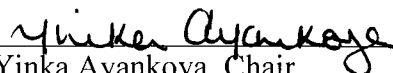
**Whereas**, on June 14, 2018 the Board approved a resolution authorizing funds for Capital Improvement Projects, including funds for this project;

**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 Gravity Sewer Rehabilitation FY17-19 Package 3 Project, in accordance with the approved plans and specifications, in the amount of \$3,055,255.00, 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 13<sup>th</sup> day of December, 2018.

  
Yinka Ayankoya, Chair

ATTEST:

  
Raymond E. DuBose, Secretary

**Resolution of Orange Water and Sewer Authority to Approve a New Utilities Engineer Position and to Reclassify a Vacant Utility Mechanic I/II Position to a Utility Mechanic III**

**Whereas**, to adequately and appropriately execute the Capital Improvements Program to maintain high quality and reliable water, wastewater, and reclaimed water services to the Carrboro-Chapel Hill community, a sufficient and competent staff is necessary; and

**Whereas**, the Engineering and Planning Department has evaluated the Capital Improvements Program workload and available staff resources and found that an additional Utilities Engineer position is needed in order to timely and effectively accomplish the workload of the Department for the organization; and

**Whereas**, the Utilities Engineer position is a skill-based pay position classified as Grade 619 (Utilities Engineer Non-Registered) and Grade 620 (Utilities Engineer Registered); and

**Whereas**, the Executive Director recommends adding a Utilities Engineer position at Grade 619/620 (annual salary range \$59,001-\$90,861/\$64,901-\$99,948) on the OWASA Schedule of Employee Classification and Authorized Compensation; and

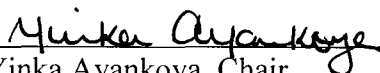
**Whereas**, the Distribution and Collection Department plans to improve the effectiveness of its valve maintenance program as well as improve emergency response and more effectively manage workloads; and

**Whereas**, the Executive Director recommends reclassifying one existing Utility Mechanic I/II position at a Grade 610/613 to a Utility Mechanic III position at a Grade 615 (annual salary range: \$44,189 - \$68,051) on the OWASA Schedule of Employee Classification and Authorized Compensation;

**Now, Therefore, Be It Resolved That:**

1. An additional Utilities Engineer (Grade 619/620) position be added to OWASA's Schedule of Employee Classification and Authorized Compensation.
2. An existing vacant Utility Mechanic I/II (Grade 610/613) position be reclassified to a Utility Mechanic III position (Grade 615) and added to OWASA's Schedule of Employee Classification and Authorized Compensation.

Adopted this 13<sup>th</sup> day of December, 2018.

  
Yinka Ayankoya, Chair

ATTEST:

  
Raymond E. DuBose, Secretary