ORANGE WATER AND SEWER AUTHORITY

A public, non-profit agency providing water, sewer and reclaimed water services to the Carrboro-Chapel Hill community.

AGENDA
WORK SESSION OF THE OWASA BOARD OF DIRECTORS
THURSDAY, FEBRUARY 12, 2015, 6:00 P.M.
OWASA COMMUNITY ROOM

The Board of Directors appreciates and invites the public to attend and observe its meetings. For the Board's Work Session, public comments are invited on only items appearing on this agenda. Speakers are invited to submit more detailed comments via written materials, ideally submitted at least three days in advance of the meeting to the Clerk to the Board via email or US Postal Service (aorbich@owasa.org/400 Jones Ferry Road, Carrboro, NC 27510).

Public speakers are encouraged to organize their remarks for delivery within the three-to-five minute time frame allowed each speaker. Additional time may be allowed at the discretion of the Board of Directors.

The Board may take action on any item on the agenda.

Announcements

a. Announcements by the Chair
   - Update on the February 3, 2015 Orange County Board of County Commissioners Meeting

b. Announcements by Board Members
   - Community Engagement Committee Meeting on Monday, February 23, 2015 at 5:30 PM in the OWASA Board Room (Steve Dear)

c. Announcements by Staff

Discussion

1. Lake Recreation (Todd Taylor/Kenneth Loflin)
   a. 2014 Annual Report
   b. Staff response to Mr. Alan Tom's Petition
   c. Staff proposal to establish Lake Rules and Regulation Enforcement Policy
2. Draft Community Engagement Plan and Schedule Update for the Long-Range Water Supply Plan (Ruth Rouse)
3. Chemical Trials at the Jones Ferry Road Water Treatment Plant to Improve Water Quality and Enhance Employee Safety (Monica Dodson/Kenneth Loflin)
4. Review Board Work Schedule (John Young/Ed Kerwin)
   a. 12 Month Board Meeting Schedule
   b. February 26, 2015 Board Meeting
   c. March 12, 2015 Work Session
5. Request(s) by Board Committees, Board Members and Staff (John Young)

Summary of Work Session Items

6. Executive Director will summarize the key staff action items from the Work Session

CLOSED SESSION

7. Following the Board Meeting, the Board of Directors will convene in a Closed Session for the Purpose of Discussing two Personnel Matters (Michael Hughes)

Agenda Item 1:

Lake Recreation:

(a) 2014 Annual Report;
(b) Staff response to Mr. Alan Tom's Petition; and
(c) Staff proposal to establish Lake Rules and Regulation Enforcement Policy

Purpose:

(a) Annual Report 2014: To provide the Board of Directors and public an annual report on recreation (activities, attendance, revenue, expenses) at OWASA's University Lake and Cane Creek Reservoirs and to provide staff's recommendation for the upcoming 2015 recreation season.

(b) Staff response to Mr. Alan Tom's Petition: To provide the Board of Directors staff's response to Mr. Tom's petition. At the January 23, 2014 OWASA Board of Director's meeting, Mr. Alan Tom presented a petition to the Board that contained six suggestions regarding lake recreation. The Board deferred discussion of the petition until it received the 2014 Lake Recreation Report.

(c) Staff proposal to establish Lake Rules and Regulation Enforcement Policy: Staff proposes that a policy be established that creates the procedures for staff to ensure the effective, consistent, and equitable enforcement of OWASA's Lake Rules and Regulations. No such policy currently exists. While very few problems have actually been encountered by staff, we believe it is prudent to establish such a policy.

Staff Recommendations:

(a) Annual Report 2014: Staff recommends the Board approve opening University Lake on Fridays throughout the 2015 recreation season.

(b) Mr. Alan Tom's petition: Staff recommends that the Board discuss Staff's response to Mr. Tom's petition and direct staff accordingly.

(c) Draft Lake Rules and Regulations Enforcement Policy: Staff seeks the Board's feedback on the draft policy. Should the Board agree such a policy is desired, staff will inform stakeholders of the Board's consideration to adopt a policy at the Board's March 26, 2015 business meeting.

ORANGE WATER AND SEWER AUTHORITY

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MEMORANDUM

TO: Board of Directors

THROUGH: Ed Kerwin

FROM: Kenneth Loflin

DATE: February 6, 2015

SUBJECT: 2014 Annual Recreation Report for University Lake and Cane Creek Reservoir

Purpose

To provide the Board of Directors and public an annual report on recreation (activities, attendance, revenue, expenses) at OWASA's University Lake and Cane Creek Reservoirs and to provide staff's recommendation for the upcoming 2015 recreation season.

Summary

The 2014 Lake Recreation Season was successful on many levels:

- The addition of kayak rentals was a success, particularly at University Lake, because we recouped 77% our cost in the first season.
- The addition of Fridays to the University Lake schedule for five months was well received.
- Visitor survey results indicated that:
    - We are providing recreational opportunities on the days that are most important to respondents (i.e. Saturday, Friday and Sunday in priority order).
    - We are providing recreational activities that are most important to respondents (i.e. fishing, boating, picnicking and walking/hiking in priority order).
    - 60% of the respondents rated the quality of our facilities as outstanding, 34% very good, and 6% satisfactory.
    - 89% of the respondents rated the quality of service received from OWASA staff as outstanding and 11% very good.

Given the success of the 2014 Lake Recreation Season, staff is recommending a few minor changes to build on that success:

- Move the majority of the kayaks from Cane Creek Reservoir to University Lake since they are more popular there.
- Purchase three tandem kayaks for University Lake in the FY2016 budget.

- Add Fridays to the University Lake schedule for the entire 2015 Lake Recreation Season to offer patrons a more consistent schedule.

Operating Schedule

During the 2014 lake season (March 22nd through November 9th) University Lake was open Saturday and Sunday from 6:30 a.m. to 6:00 p.m. University Lake was also open on Fridays from April through August. Cane Creek Reservoir was open on Friday and Saturday from 6:30 a.m. to 6:00 p.m.

User Fees

Attachment 1 shows the rates and fees for the 2013 and 2014 seasons. Kayak rental fees were added for the 2014 season, all other 2014 fees were identical to 2013 fees.

Revenues & Attendance

University Lake generated $34,114 in total revenue during 2014. This is a 17% increase from the 2013 season, in which $29,252 was collected. Usage of University Lake during the 2014 season totaled 4,138 visitors, a 12% increase from the 3,708 visitors in the 2013 season. The addition of Fridays to the schedule significantly contributed to this increase. Average revenue per University Lake visitor in 2014 was $8.24, 4% higher than for the 2013 season.



University Lake

In 2014, Cane Creek generated $30,079 in total revenue a 2% decrease from the $30,802 collected in 2013. Cane Creek received 3,285 visitors, a 2% increase from the 3,214 visitors in 2013. Revenue per Cane Creek visitor in 2014 was $9.16, a 4% decrease from the $9.58 in the 2013 season.



Cane Creek

A total of $64,193 was received at the two facilities. This is approximately 7% more than the $60,053 in 2013.

The facilities had a total of 7,423 visitors during 2014 representing a 7% increase from 2013. Combined attendance at the lakes had declined since 2004 however 2014 continued to show a

slight increase over the most recent years. The addition of Fridays to the University Lake schedule significantly contributed to this increase.

The table below compares historical daily attendance averages (2004-2013) to the 2014 daily attendance averages for each lake:

Comparison of Attendance by Day of the Week

Cane Creek	Friday[1]	Saturday
Average 2004-2013	22	64
2014 Average	34	60

[1]Cane Creek closed on Fridays following the 2007 season and reopened in the 2013 season.

University Lake	Friday	Saturday	Sunday
Average 2004-2013	21	51	61
2014 Average	16	53	54

Kayak Rental

On April 4, 2014 both lakes began offering the rental of kayaks for patrons to enjoy. Revenue from the rental of kayaks totaled $4,255. University Lake generated the most revenue at $3,475 while Cane Creek received $780. Due to the low volume of rentals at Cane Creek, most of the kayaks will be relocated to University Lake. The total cost to purchase the kayaks, paddles and life jackets was $5,503.

Dock and Boat Launch Area Improvements

Construction of a new fishing pier at Cane Creek was completed on March 20, 2014. The pier was built using Department of Correction labor from Caswell County and contracted through the N.C. Wildlife Resources Commission. The piers total cost was $45,120.68 and was used by 320 lake patrons during the 2014 Recreation Season. A larger boat launch area allowing improved traffic flow to the lake and the construction of additional handicap parking spaces is slated for completion at Cane Creek in 2015.

Demographics

Ninety-eight percent (98%) of the visitors (4,046) to University Lake came from 13 of the 100 North Carolina counties. The remaining 2% of the visitors (92) came from outside of the State/country. The largest segment of visitors at University Lake continue to be Orange County residents (82%), followed by Durham County residents (5%), Chatham Country residents (3%), Alamance County residents (2%), and others (8%).

Ninety-Four percent (94%) of the visitors (3,075) to Cane Creek Reservoir came from 23 of the 100 North Carolina counties. The remaining 6% of the visitors (210) came from outside of the State/country. The largest segment of visitors at Cane Creek Reservoir continue to be Orange County residents (45%), followed by Alamance County residents (13%), Robeson Country residents (9%), Guilford County residents (6%), and others (27%).

Survey Results

Surveys were placed at each lake in July, and 25 were completed at Cane Creek Reservoir and 15 were completed at University Lake. A complete list of the survey questions and replies are available in Attachment 2.

The results indicated that:



- 67% of the respondents were Orange County residents
- 53% of the respondents received OWASA drinking water and/or sewer service.
- 42% of the respondents indicated that they intended to visit the lakes 15 times or more during the recreational season (March-November).
- Saturday, Friday and Sunday received the highest priority from respondents when asked to rank the most important days for the lakes to be open.
- Fishing, boating, picnicking and walking/hiking received the highest priority from respondents when asked to rank the most important recreational activities at the lakes.
- 60% of the respondents rated the quality of our facilities as outstanding, 34% very good, and 6% satisfactory.
- 89% of the respondents rated the quality of service received from OWASA staff as outstanding and 11% very good.

Expenses versus Revenues

Exhibit A in Attachment 3 provides an overview of revenues from 2006 through the 2014 lake seasons. Exhibit B in Attachment 3 summarizes the expenses to operate the reservoirs and the cost of providing recreation. The lakes staff time is allocated to one of five categories: maintenance, recreation activities, security, grounds, and administration. A portion of each of these five categories is considered in the expense of operating the two lakes as public recreation facilities.

As shown in Exhibit B, expenses exceed revenues by $55,761 in 2014. The ratio of cost to revenues was 1.87, indicating that expenses totaled $1.87 for every $1.00 in revenues generated. Labor remains the largest expense in the operation of the lakes. Exhibit C provides a five year trend for the recreation deficit.

Please feel free to contact me with any questions concerning this report or the lake operation.

Kenneth Loflin
Manager of Water Supply and Treatment

Attachments:

1. Lake Use Fees and Pass Information
2. Survey Questions and Replies
3. Annual Revenues and Expenses from Lakes Operations

Attachment 1 – Lake Use Fees and Pass Information

2013 and 2014 Lake Use Fees

LAKE USE FEES:		**2013 Season**	**2014 Season**
Boat Rental Fee	Orange County Resident	$4.50[1]	$4.50[1]
	Non-county Resident	$8.00[1]	$8.00[1]
Kayak Rental Fee	Orange County Resident	N/A	$15.00
	Non-county Resident	N/A	$20.00
Private Boat Launch Fee	Orange County Resident	$3.50	$3.50
	Non-county Resident	$7.00	$7.00
Motor Rental	Orange County Resident	$15.00	$15.00
	Non-county Resident	$22.00	$22.00
Lake Use Fee	Orange County Resident	$4.50	$4.50
	Non-county Resident	$5.50	$5.50
	Child (Orange County Resident)	$2.00	$2.00
	Senior (OWASA Customer or Orange County Resident)	$0.00	$0.00
	Senior or Child (Non-County Resident)	$2.50	$2.50

[1] Rental Fee does not include Lake Use Fee

Season Passes

For the 2014 season, five types of passes were available to Orange County residents. A single boat pass is issued to only one person and includes the boat rental and lake use fee. The group pass is honored for up to four people including the person who is the holder of the pass. The lake use pass is for a single individual and includes the associated lake use fee. The table below shows the fees for the different types of passes.

Season Passes

Type of Pass	2014 Cost
Single boat only	$82.00
Single boat and motor	$163.00
Group boat only	$163.00
Group boat and motor	$245.00
Lake use	$45.00

The most popular type of pass is for a single boat only, with a total of 10 passes sold. This is a 76% decrease from the 2013 season when 16 single boat only passes were sold. The following table shows the number of passes sold by type during the 2010 to 2014 lakes seasons.

Number of Passes Sold by Type

	2010	2011	2012	2013	2014
Single boat only	8	12	9	16	10
Single boat and motor	4	3	2	0	1
Group boat only	2	3	2	3	3
Group boat and motor	0	1	2	0	2
Lake Use	1	0	1	0	3
TOTAL	15	19	16	19	19

Overall a total of 19 passes were sold in 2014, the same number of passes sold in 2013. Passes generated $2,100 in total revenue. The 19 passes sold were used an average of 16 times.

Attachment 2: Survey Questions and Replies

1. Are you a resident of Orange County?

Yes	**67.5%**
No	32.5%

2. Do you receive OWASA drinking water and/or sewer service?

Yes	**52.5%**
No	45.0%

3. During OWASA's recreation season (March-November) about how many times a year do you visit University Lake and or Cane Creek?

1-5	21.1%
5-10	21.1%
10-15	15.8%
15 or more	**42.1%**

4. Please rank the days for the lake(s) to be open from most important (1) to least important (7)? Please check only one box for each day.

   Of the 40 surveys received, only 14 participants correctly answered this question.

   1 - Saturday
   2 - Friday
   3 - Sunday
   4 - Monday
   5 - Tuesday
   5 - Wednesday
   7 - Thursday

5. Please rank the recreational activities from important to you (1) to lease important to you (7). Please check only one box for each activity.

   Of the 40 surveys received, only 8 participants correctly answered this question

   1- Fishing
   2 - Boating
   3- Picnicking
   4 - Walking/Hiking
   5 - Bird Watching
   6- Sunbathing
   7 - Other

6. How do you rate the quality of our facilities?

Outstanding	**60.0%**
Very Good	34.3%
Satisfactory	5.7%
Needs Improvement	0.0%
Unsatisfactory	0.0%

7. How do you rate the quality of service you receive from OWASA staff?

Outstanding	**88.6%**
Very Good	11.4%
Satisfactory	0.0%
Needs Improvement	0.0%
Unsatisfactory	0.0%

8. Please provide any additional comments on our lake recreation program in the space below. (Responses are enter as received)

- Great staff, beautiful lake, nice facility. A hidden gem. The staff here at Cane Creek are outstanding! They work so hard to make sure everyone has

an excellent experience. They answer all questions, keep the rules equal for everyone and keep the grounds pristine. Love this place (Cane Creek Reservoir) and all the staff! Thanks so much!

- Add tree is maybe shad and bait fish.
- Very excellent place to fish for crappie. Wish would be closer to home.
- Great place to fish. Can you pick it up and move a bit closer to Robeson County?
- Best lake ever!
- Need to add fish structure.
- Need sandy beach to launch kayaks. Gravel is rough on bottom of kayak.
- We enjoy coming here every weekend! Excellent recreation activity. Great Staff!
- Impose slot limit or limit number of bass taken out over, say, 20”
- Consider managing lake for trophy bass.
- Put shad in lake for better forage.
- Improve launch ramp to accommodate more at one time.
- Need to allow bow hunting.
- I would like in the winter, when Cane Creek is closed to boating and fishing, for the grounds to be open at least one day a week for bird watching and walking. This would not need to cause any extra work for the Wardens or interfere with their activities.
- Could some weekends be open during the winter to hike and bird watch.
- Need to open earlier and stay open later, especially in the summer.
- In general there is not enough attempt at publicizing the availability of recreation at OWASA’s two lakes. Most people in Chapel Hill area are not aware of these recreation possibilities, something I know personally when I tell friends where I fish. I tell them I fish at Cane Creek Reservoir, and there is blank look on their faces. They don’t know where Cane Creek is, nor do they know about the recreation possibilities at CCR, and only occasionally are they aware of those at UL.
- Awesome facilities and employees!
- Wonderful opportunity to be out in the quite of nature. I love it. Thanks and thanks to the wonderful men who are so helpful.
- Mowing compromises quite of the surroundings.
- There are so many of us retires bet if Friday were always open it would be used a lot.
- Bob Glosson does an outstanding job!
- Could be friendlier about where boats are.

Attachment 3: Annual Revenues and Expenses from Lakes Operations

Exhibit A

Total Revenues from Lakes Operations

	2006	2007	2008	2009	2010	2011	2012	2013	2014
Boat Rentals[1]	$ 29,905	$ 32,961	$ 23,534	$ 24,885	$12,712	$11,952.50	$12,736	$15,127	$14,004
Lake Use & Boat Launch Fees	$10,461	$ 12,609	$ 15,514	$ 18,524	$28,093	$25,327.50	$26,276	$29,650	$30,544
Electric Motor Rentals	$ 12,777	$ 15,212	$ 10,144	$ 11,029	$10,431	$9,180	$9,444	$13,475	$13,290
Lakes Use Passes	$ 1,950	$ 2,898	$ 1,760	$ 1,690	$1,540	$2,160	$1,926	$1,801	$2,100
Kayak Rentals[2]	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 4,255
TOTALS:	**$ 55,103**	**$ 63,754**	**$50,952**	**$56,128**	**$52,776**	**$48,620**	**$50,382**	**$60,053**	**$64,193**

NOTES:

[1] Lake Use Fee for individuals renting a boat is included in the Boat Rental revenues for the period 2006 to 2009.
[2] Kayak rentals began in April of the 2014 recreational season.

Exhibit B
2014 Lake Operating Expenses

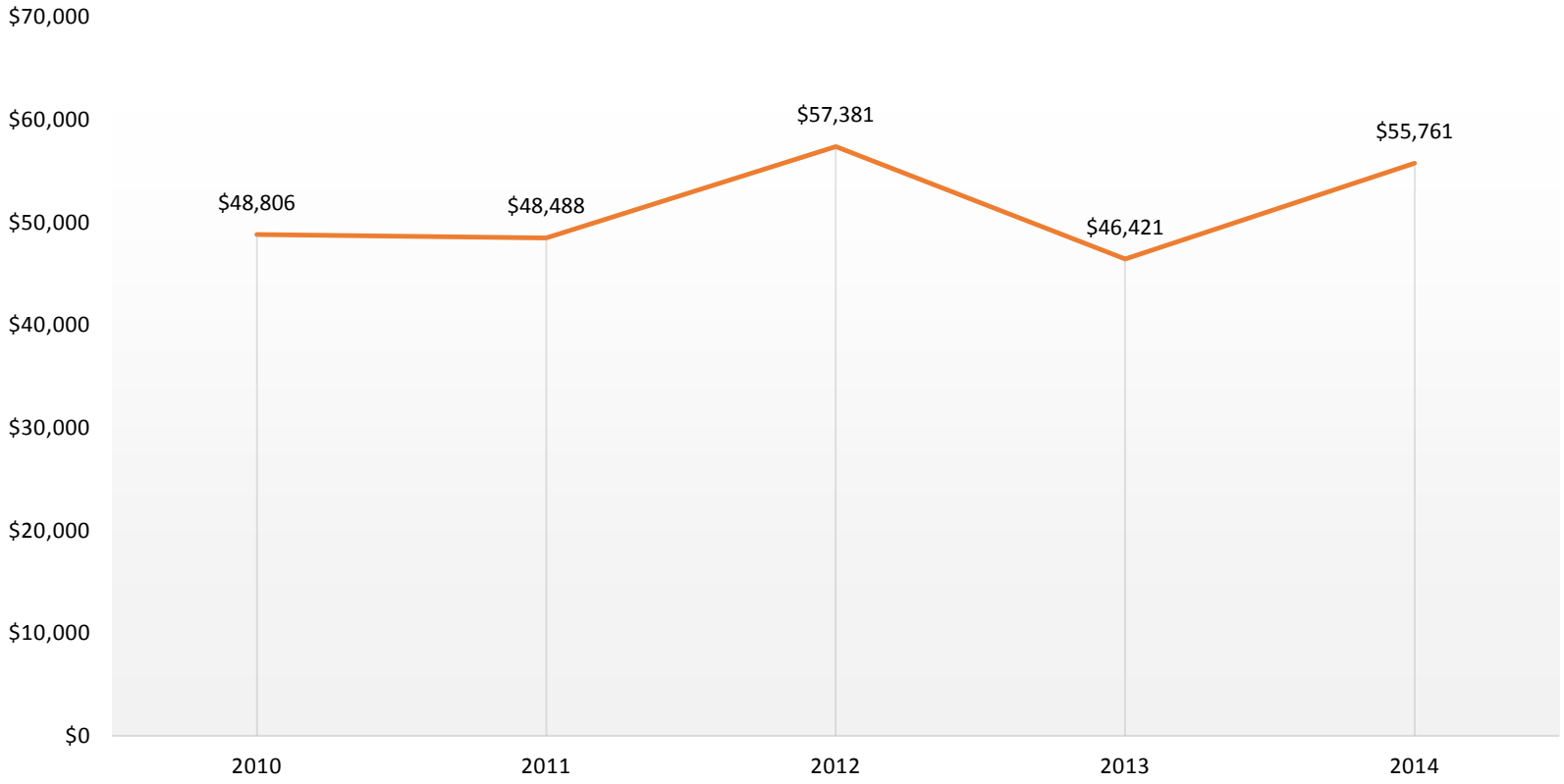
Description	Expenses		
	Total	Non-Recreational	Recreational
Full Time Employee Salaries	$167,775	$98,987	$68,788
Fringe Benefits	$53,688	$31,676	$22,012
Part Time Employee Salaries	$15,188	$5,063	$10,125
Utilities	$12,427	$8,315	$4,112
Materials and Supplies	$12,166	$3,391	$8,775
Maintenance of Facilities	$3,543	$2,916	$627
Annual Amortization of equipment	$8,000	$4,000	$4,000
Miscellaneous Expenses	$1,666	$151	$1,515
Totals	**$274,453**	**$154,499**	**$119,954**

2014 Revenue (from Exhibit A) **$64,193**

Deficit (Total Revenue - Total Recreational Expense) **-$55,761**

Operating Ratio (Total Recreational Expense/Total Revenue) **1.87**

Exhibit C
5-Year Recreation Deficit Trend



Staff Response to Alan Tom's Petition

Board of Directors Work Session
February 12, 2015

At the January 23rd, 2014 OWASA Board of Directors meeting, Mr. Alan Tom presented a petition (attached) that contained six suggestions. Staff and General Counsel have reviewed Mr. Tom's suggestions and our *responses* are provided after each suggestion below:

Suggestion 1: "The OWASA Board should reconsider how it computes recreation expenditures and, at minimum, identify the real monetary cost of adding a recreation day at one of the lakes, a cost which appears to be closer to $170 than to $750."

***Staff response**: We believe we have fairly represented the costs of recreation at our reservoirs. Staff continues to support allocating the full-time lake staff salaries directly to recreation when appropriate.*

Suggestion 2: "The OWASA Board might examine the history of the creation of Cane Creek Reservoir to better understand the obligation for recreation that it accepted when it negotiated the 404 permit."

***Staff response**: We believe that we are in full compliance with our 404 permit for Cane Creek Reservoir. The permit requires OWASA to provide opportunities for hunting and fishing, but does not specify the type or amount. The Board of Directors has full discretion to determine the types of recreational opportunities available and at whatever schedule it deems appropriate.*

Suggestion 3: "The OWASA Board should recognize its obligation for providing recreation at Cane Creek Reservoir by adding recreation to the eight values in its mission statement."

***Staff response**: We believe the current mission statement is appropriate.*

Suggestion 4: "The OWASA Board could consider eliminating the "free days" for recreation at the two lakes as these days entail lost revenue that could be spent to purchase kayaks and/or to cover some other recreational expense."

***Staff response**: "Free days" are discretionary and could be eliminated. However, the revenue gains would be minimal.*

Suggestion 5: "The OWASA Board could plan a campaign to publicize the availability of recreation at the two lakes. (I did not have time or space to develop this idea in the text, but people I meet routinely don't know about the recreation opportunities at either of these two lakes.)"

Staff response*: We agree that more effort could be made to promote recreation at our reservoirs. However, the promotional expenses and the increased attendance costs (i.e. additional staff time, additional wear and tear on equipment, etc.) would need to be offset by additional revenue from user fees; otherwise these promotional efforts will also need to be subsidized.*

Suggestion 6: "The OWASA Board should consider how to open a brief period of comment time to residents who want to speak at a (public) committee meeting; I would have preferred to make my comments at NRTS so these comments could have better been integrated into the discussion of recreational policy for 2014."

Staff response*: The Committee Chair has the discretion to recognize speakers as appropriate.*

Attachment

Comments to OWASA Board Meeting -- January 23, 2014

Alan Tom

Introduction: My comments are only in part directed at the decisions the Board is to make this evening on recreation policy for the 2014 season at Cane Creek Reservoir and University Lake. I am personally supportive of these decisions, including the change to make kayak rentals available and the proposal for opening University Lake on Fridays. The proposal that I was involved in last year had the effect of reducing access to University Lake, but that was not our purpose; all we wanted to do is restore some of the access to Cane Creek Reservoir, access which had been reduced in recent years.

Overview: What I primarily want to do this evening is to deal with an underlying assumption that recreation access to our two lakes is a drain on the coffers of OWASA and essentially results in OWASA rate-payers subsidizing whatever recreation access is made available on OWASA lakes. I will do this:

- by listing several beliefs that I heard expressed at the last NRTS meeting,
- by identifying the assumptions underlying these beliefs,
- by offering a critique of these assumptions, and,
- by concluding with several suggestions for action by the OWASA Board.

Widely-held Beliefs: At the January 8 NTRS meeting -- a meeting where recreation policy was considered for next year -- a wide variety of recreation possibilities were discussed, and there were varied opinions among NRTS members about which possibilities ought to be adopted for 2014. However, there was a set of commonly-held beliefs reflected by such comments as: **OWASA doesn't have a recreation mission; recreation is being subsidized by OWASA rate payers whether or not they participate in recreation; the addition of increased recreational time will result in larger and larger deficits**. There was also the statement that adding Sunday at Cane Creek would cost $15,000. while this added day of recreation would only add $6800. of revenue (at other meetings, I have heard it said that it costs about $750. to keep a lake open for a day).

Major Underlying Assumptions: I believe these beliefs can be challenged, primarily because most of them are based on computations of recreation expenditure that can be questioned. What follows is my attempt to point out problems with the current method of calculating the cost of full-time employees needed to support recreation. When the cost of keeping either CCR or UL open is computed, the major cost is full-time personnel ($83,954. in salaries and fringe benefits for 2013 out of the total expenses of

$106,474., that is, 78% of the total recreation expenses are for full-time employees -- data from Attachment 3 for the 2013 Annual Recreation Report). This $83,954. is arrived at by having full-time employees allocate their time to recreation, then deriving a figure (including benefits) from the amount of time allocated to recreation.

While this $83, 954. does put a dollar figure on recreation, a more forthright way of assigning a dollar amount to the cost of recreation is to recognize that if the full-time employees were not engaged in any recreation work, their salaries/benefits would be allocated to other OWASA functions. Viewed in that way, the true, out-of-pocket payment of OWASA for recreation is 2013 is $23, 520 (the combination of all part-time employee salaries, utilities, material and supplies, facilities maintenance, amortization of equipment, miscellaneous expenses that are directly tied to recreation). Stated in a different way, OWASA hires part-time employees in the summer due to the added work recreational access causes; that amount for part-time employees -- plus associated costs for equipment amortization, supplies, and other support for recreation -- is the dollar cost of recreation at the two lakes. Recreation at CCR and UL led OWASA to spend approximately $23,520., about $**170. for each day** one of the 140 or so days these two lakes were open.

A Second Underlying Assumption. One underlying assumption that is not based on cost of recreation is the claim that OWASA does not have a recreation mission. In the sense that there is no written mission statement on recreation, that claim that OWASA does not have a recreation mission is accurate; OWASA's mission statement (http://owasa.org/about/mission-and-values.aspx) has eight parts: quality drinking water, environmental responsibility, excellence in customer service, employees, efficiency and value, sustainability, local government compatibility, and innovation and creativity. Recreation is never mentioned, nor does it seem to be implied by any of the main sections of the written mission statement.

However, OWASA, at the time it was preparing to build Cane Creek Reservoir, did clearly accept a recreation mission for itself. While negotiating a 404 permit with the Army Corps of Engineers, OWASA agreed to "open [the Cane Creek] reservoir to public fishing and hunting with no charge for same" (letter to Frank Barrick, representative of the North Carolina Wildlife Resources Commission, September 4, 1980). So the mission is there, but it has never codified by the OWASA Board. This make help explain why OWASA which initially opened Cane Creek all year, subsequently cut back lake access to four days from late March to early November, and ultimately to one day a week (in 2008) before the current reversal in policy to two days a week (in 2013).

Suggestions for OWASA Board Action. Coming out the discussion above are several suggestions that I urge the OWASA Board to consider:

- The OWASA Board should reconsider how it computes recreation expenditures and, at minimum, identify the real monetary cost of adding a recreation day at one of the lakes, a cost which appears to be closer to $170. than to $750.

- The OWASA Board might examine the history of the creation of Cane Creek Reservoir to better understand the obligation for recreation that it accepted when it negotiated the 404 permit.

- The OWASA Board should recognize its obligation for providing recreation at Cane Creek Reservoir by adding recreation to the eight values in its mission statement.

- The OWASA Board could consider eliminating the "free days" for recreation at the two lakes as these days entail lost revenue that could be spent to purchase kayaks and/or to cover some other recreational expense.

- The OWASA Board could plan a campaign to publicize the availability of recreation at the two lakes. (I did not have time or space to develop this idea in the text, but people I meet routinely don't know about the recreation opportunities at either of these two lakes.)

- The OWASA Board should consider how to open a brief period of comment time to residents who want to speak at a (public) committee meeting; I would have preferred to make my comments at NRTS so these comments could have better been integrated into the discussion of recreational policy for 2014.

Note: There is one confusing piece of information in the Chart B, "Historical Average Monthly Friday Attendance at University Lake" This chart, as presented, suggests that the use of University Lake in March and November is miniscule, perhaps less than 1/7 of the demand in July. While it is true that the attendance at University Lake does tail off in November (where there are typically 2 Fridays), the attendance in March (typically one Friday but possibly none) would more accurately be represented if the chart were calculated using "average weekly attendance," not "average monthly attendance."

Policy Regarding Enforcement of Lake Usage Rules and Regulations

Purpose

The Orange Water and Sewer Authority (OWASA) has instituted certain Lake Rules and Regulations to ensure that all patrons have a safe and enjoyable experience when visiting our recreational facilities. This policy establishes procedures for the effective, consistent, and equitable enforcement of our Lake Rules and Regulations by OWASA Staff.

I. Procedure

Whenever a violation of a lake rule is witnessed by Staff, or a reported violation is established by Staff, the violator(s) will immediately be notified of the infraction and requested to comply with the Rule(s). If the violation involves a breach of statutory law or Wildlife Resources Commission (WRC) Regulation, local Law Enforcement and/or the WRC may be notified as needed to address those types of violations. However, the violator(s) must come into compliance with statute or regulation when requested by Staff, or they shall be directed to leave the Lake/OWASA property.

Staff will determine the appropriate penalty using Attachment 1 in conjunction with the violator(s)' record of previous infractions. Staff will then complete and ask the violator to sign a written Notice of Violation (NOV) (see Attachment 2) that will detail the infraction and the penalty. The NOV must be signed by the Staff member who witnessed the infraction, or determined that it did occur.

The violator will be given a copy that also includes information regarding their right to an appeal. Records of all violations will be kept on file at the Warden's Office for a period of at least five years. Copies will be forwarded to the Water Supply and Treatment Manager for review.

Patrons (or other violators) who fail to follow the directions given by OWASA staff, or who refuse to sign acknowledging receipt of the written NOV, will be required to leave the Lake/OWASA premises. The assistance of appropriate local law enforcement officers may be requested to deal with recalcitrant violators who fail or refuse to leave the premises when requested, or to deal with statutory or regulatory violations other than those listed on the chart.

II. Appeal Process

Any patron receiving a NOV involving a suspension of lake use privileges may appeal the suspension by submitting a written request to the Water Supply and Treatment Manager within five business days from the date of issuance. The Water Supply and Treatment Manager must

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respond to the appeal request in writing within ten business days of receipt of the request. The Water Supply and Treatment Manager will review/investigate the incident (including interviewing the violator and/or witnesses, if deemed necessary) and determine if the suspension remains in effect or is rescinded and if so, what conditions if any may apply.

The Department Manager's decision may be appealed to the Executive Director within ten business days of the date on the written response. The Executive Director shall respond to the appeal request in writing within fifteen business days of receipt of the request. The Executive Director will review/investigate (including interviewing the violator and/or witnesses, if deemed necessary) the incident and determine if the suspension remains in effect or is rescinded and if so, what conditions if any may apply. All decisions by the Executive Director are final.

III. After Action Review

When Law Enforcement is involved for an incident involving Rules and Regulations Violations, an After Action Review will be conducted to review the incident and make recommendations regarding the proper handling of the incident by Staff.

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Attachment 1

Penalty Structure for Lake Rules Violations

Description	First Offense	Second Offense	Third Offense
Alcohol/Illegal Drugs	Warning	60 day suspension	1 Year suspension
All other Lake Rules violations	Warning	30 day suspension	60 day suspension*

* Offenses committed after the third offense may result in suspension of lake privileges for the remainder of the season

Notes:

1. Offenses are cumulative (i.e. Exiting the boat while on University Lake one day would count as a first offense. Leaving trash in the boat a month later at Cane Creek Reservoir would count as a second offense and so on)
2. Breaches of statutory law or Wildlife Resources Commission (WRC) Regulations that result in local law enforcement or WRC citations will result in an indefinite suspension of lake privileges.

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ORANGE WATER AND SEWER AUTHORITY

A public, non-profit agency providing water, sewer and reclaimed water services to the Carrboro-Chapel Hill community.

Notice of Violation

_____has been (warned/suspended) for violating OWASA Lake Rules/Policies _____ on (Date) _____. They will be allowed to return to the Lakes on (Date) _____.

_____ _____

Lake Patron Signature & Driver License Number Warden-on-Duty Signature

Note: Any patron receiving a notice of violation involving a suspension of lake use privileges may challenge this action by submitting a written request to the Water Supply and Treatment Manager at 400 Jones Ferry Road, Carrboro, NC 27510 within five business days from the date of issuance.

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RESOLUTION ADOPTING POLICY ON PROCEDURES TO BE FOLLOWED BY OWASA STAFF IN THE ENFORCEMENT OF LAWS, REGULATIONS AND RULES PERTAINING TO PUBLIC ACCESS AND USE OF ORANGE WATER AND SEWER AUTHORITY RESERVOIRS

WHEREAS, Orange Water and Sewer Authority (OWASA) has instituted certain Lake Rules and Regulations to ensure that all patrons have a safe and enjoyable experience when visiting our recreational facilities; and

WHEREAS, in order to assure consistent application and enforcement of its rules pertaining to access and use of its reservoirs and land under the supervision of its staff, the Board of Directors has determined to adopt the attached Policy regarding Enforcement of Lake Usage Rules and Regulations;

NOW, THEREFORE, BE IT RESOLVED BY THE OWASA BOARD OF DIRECTORS THAT:

1. The Orange Water and Sewer Authority Board of Directors hereby adopts the attached Policy Regarding Enforcement of Lake Usage Rules and Regulations.

Adopted this 26th day of March, 2015.

_____
John A. Young, Chair

ATTEST:

_____
Heather Payne, Secretary

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Agenda Item 2:

Draft Community Engagement Plan and Schedule Update for the Long-Range Water Supply Plan Update

Purpose:

The purpose of this agenda item is to provide a draft Community Engagement Plan for the update to the Long-Range Water Supply Plan (LRWSP) and obtain the Board of Director's feedback and guidance on it. The draft Community Engagement Plan includes a schedule for activities through the development of demand and yield projections. The demand projections will be based on growth projections that the Towns and County are developing with other local governments in the Triangle Region. The latest schedule for obtaining the updated growth projections is November 2015, but this date could change.

The draft Community Engagement Plan builds on the information provided in the charter for the LRWSP, which was approved by the Board of Directors at its March 27, 2014 meeting. A copy of the charter is included in the packet of materials for reference. The dates included in Supplement 1 to the charter have been updated in strikethrough mode to reflect the dates in the draft Community Engagement Plan.

Action Needed:

Discussion and decision about proceeding with the draft Community Engagement Plan. Consistent with past practice, we do not believe a formal resolution is needed for this matter. However, if the Board would like to approve the Plan at the work session, we do recommend that the Board consider acting on this matter via approval of a motion, perhaps along the lines of the following:

> *"Motion that the Board of Directors approves the Community Engagement Plan for the Long-Range Water Supply Plan, and authorizes staff to proceed with the approach described the in document".*

Information:

- Draft Community Engagement Plan for Long-Range Water Supply Plan Update
- Charter for Long-Range Water Supply Plan

DRAFT Community Engagement Plan for Long-Range Water Supply Plan Update

Purpose

OWASA is updating its Long-Range Water Supply Plan (LRWSP) to ensure a reliable and high quality supply of water for the community for the next 50 years. As part of this process, OWASA will seek to involve and engage the community as we identify and evaluate our water supply and demand management options.

The intent of this community engagement plan is to set goals for this effort, identify meaningful engagement activities, identify resource needs, and provide a schedule for engagement activities.

Outcomes/Objectives

Goals for the public engagement process are:

- Involve stakeholders in the exchange of information and ideas, and in the Board of Directors' decision-making process so that we can better understand and incorporate public values, and ultimately improve the quality of the decisions;
- Increase public awareness of and support for the findings, recommendations, and implementation of the plan;
- Obtain commitments from stakeholders that will have key roles in the implementation of the plan;
- Build trust in OWASA;
- Develop and implement outreach strategies to help engage minority communities and socio-economically disadvantaged individuals;
- Better understand and seek to minimize sources of conflict among interested and affected parties by building agreement on proposed strategies.

Stakeholders

Stakeholders we will seek to engage as the Plan proceeds include, but are not limited to, the following. Additional stakeholders may be identified and included once the project is underway.

- Our residential and non-residential customers
- Local government Boards and staff
- UNC-Chapel Hill
- UNC Health Care
- Community organizations
- Neighbors in our water supply watersheds
- Local government utility neighbors

Core Messages

1. Providing a high quality and reliable water supply is a key mission of OWASA and OWASA seeks to proactively inform and engage stakeholders as we update the LRWSP
2. OWASA values community feedback
3. OWASA wants to ensure an adequate, high quality supply of water while being mindful of affordability, social, and environmental issues

Key Information

1. Why is long-range water supply planning important?
2. Why is OWASA updating its Plan?
3. What are the proposed goals and objectives of the Plan?
4. How much water can OWASA provide?
5. How much water does our community need now and in the future?
6. What alternatives are available to meet future water supply needs?
7. What is the difference between demand management and water supply alternatives?
8. How will OWASA evaluate the different demand management and water supply alternatives?
9. What alternatives will help OWASA meet the community's future water needs and what are the relative advantages and disadvantages (financial and non-financial) of those alternatives?
10. What is the preferred mix of water supply and demand management alternatives?
11. What opportunities will the public have to provide input to the LRSWP?
12. What is the schedule for public input?
13. What decisions has the OWASA Board of Directors made regarding the LRWSP, and what future decisions will the Board make after community engagement/feedback processes?

Communication/Engagement Methods

OWASA will use a variety of methods to inform and actively engage stakeholders and evaluate the success of our engagement effort. For the purposes of this Community Engagement Plan, informing stakeholders provides them with information while engagement provides stakeholders with information and an opportunity for them to provide feedback to inform the Board of Directors' decision making process. Three core strategies are proposed that will be common to all our information, engagement, and evaluation efforts:

1. Establish and publicize a LRWSP project webpage to convey information about the project and enable interested stakeholders to submit their questions, comments, and suggestions on-line.
2. Establish an email distribution list that helps us convey project information and public participation opportunities to stakeholders in a timely and efficient way through our Constant Contact service.
3. Include informal survey and feedback opportunities as a feature of our project website, public meetings on the project, and presentations to stakeholder groups.

Other information efforts include: Blue Thumb articles, news releases, and LRWSP tweets.

Engagement efforts include:

- Offers of presentations at meetings of local elected Boards
- Participation at project-related community outreach meetings
- Face-to-face meetings with stakeholder groups
- Participation at meetings of the OWASA Board of Directors

Table 1 includes a summary of proposed information and engagement efforts for this project. Staff will provide additional information on potential costs or support needs as we proceed in the engagement process.

Staff also proposes to establish an informal Technical Advisory Committee (TAC) comprised of local experts. The Committee could include water resource, environmental and public policy experts from UNC-Chapel Hill, other customers with expertise in water resources or decision processes, and other regional experts in water resources planning. The TAC would provide peer review of information before it was provided to stakeholders.

Table 1: DRAFT Summary of Potential Community Engagement Activities, Target Audiences, and Methods for the Long-Range Water Supply Plan

ID	Description	Activity Type*	Responsibility	Schedule	Target Audience	Communication Methods	Resources	Comments
1	Dedicated project webpage	Information	Staff	Establish summer 2015	Stakeholders	Information provided via Internet; on-line methods for stakeholder comment and feedback	TBD	Potential resource need depending on amount of activity
2	Project stakeholder email list and dedicated project email	Information	Staff	Establish summer 2015	Stakeholders	Email distribution through Constant Contact to provide timely e-mail updates to stakeholders with notice of opportunities for participation and feedback; dedicated project email address to accept comments from public	TBD	Need to have staff to respond to emails that come in; potential resource need depending on amount of activity
3	LRWSP Tweets	Information	Staff	Establish summer 2015	Stakeholders	LRWSP-specific Tweets about information availability and opportunities to be involved	TBD	Need to have staff to respond; potential resource need depending on amount of activity
4a	Background on LRWSP process	Information & Engagement	Board/Staff	Fall 2015	Elected officials and customers	Letter to elected officials from Board Chair providing information and offering to make presentation. Presentation on LRWSP process at Board/Council meetings if requested	Board and Staff time	Include link to project charter and project webpage
4b		Information	Staff	Fall 2015	Customers	Electronic and paper mailings; Blue Thumb newsletter; local media outlets	Staff time	Include link to project charter and project webpage
5a	Goals/Objectives - weighing financial and non-financial metrics	Engagement	Board/Staff	4th Qtr CY 2015	Stakeholders	Board work session	Staff time	Publicize through project webpage, email distribution list, and LRWSP tweet
5b		Information & Engagement	Staff	4th Qtr CY 2015	Stakeholders	Website update; email project stakeholders	Staff time	
6	Water demands	Engagement	Staff	1st Qtr CY 2016	Local Govt Staff, UNC staff, UNC-H staff	Meetings with local govt staff to ensure they concur with our methods to extend their growth projections to 2065 and our use of their information	Staff time	May be multiple meetings; will QA/QC demand process with local govt staff, UNC, and UNC-H
7a	Water demands and yield	Engagement	Board, Staff and consultant	2nd Qtr CY 2016	Stakeholders	Board work session	Staff time	Publicize through project webpage, email distribution list, and LRWSP tweet
7b		Information	Staff	2nd Qtr CY 2016	Customers and Other Stakeholders	Electronic and paper mailings; Blue Thumb newsletter; dedicated project webpage; dedicated project email; local media outlets	Staff time	
7c		Information & Engagement	Board/Staff	2nd Qtr CY 2016	Elected officials	Letter to elected officials from Board Chair, providing information about OWASA's future water supply status and offering to make presentation. Presentation at Board meetings if requested.	Board and Staff time	
8a	Alternatives evaluation	Information & Engagement	Board, Staff and consultant	TBD	Stakeholders	Board work session	TBD	Publicize through project webpage, email distribution list, and LRWSP tweet
8b		Information & Engagement	Board/Staff		Elected officials and customers	Letter to elected officials regarding alternatives and offering to make presentation. Presentation at Board meetings upon request.	Board and Staff time	
8c		Information & Engagement	Board/Staff	TBD	Targeted stakeholder groups	Meetings with targeted stakeholder groups to provide opportunity for input on goals/objectives (financial/non-financial metrics), future water supply needs, and water supply and demand management alternatives to meet those needs. Alternatives will be evaluated against metrics.	TBD	Provide opportunity for attendees to provide feedback on the stakeholder group session
8d		Information & Engagement	Board/Staff	TBD	Stakeholders	Board work session - provide follow up information regarding alternatives from targeted stakeholder groups	Staff time	Publicize through project webpage, email distribution list, and LRWSP tweet

Table 1: DRAFT Summary of Potential Community Engagement Activities, Target Audiences, and Methods for the Long-Range Water Supply Plan

ID	Description	Activity Type*	Responsibility	Schedule	Target Audience	Communication Methods	Resources	Comments
9a	Draft LRWSP	Engagement	Board/Staff	TBD	Stakeholders	Board Work Session	Staff time	
9b		Information	Staff	TBD	Stakeholders	Media notice of upcoming Open House along with notification through webpage, email distribution list, Twitter, and Blue Thumb (if time)		
9c		Engagement	Board/Staff	TBD	Stakeholders	Public Information Open House between Board Work Session and Board meeting on Draft Plan	TBD	Provide opportunity for attendees to provide feedback on the Open House format
9d		Information & Engagement	Board/Staff	TBD	Elected officials	Letter to elected officials from Board Chair, providing information regarding the LRWSP and offering to make presentations. Presentations made upon request.	Board and Staff time	
9e		Engagement	Board/Staff	TBD	Stakeholders	Board Meeting	Staff time	
10a	Final LRWSP	Engagement	Board/Staff	TBD	Stakeholders	Board Work Session	Staff time	Publicize through media, project webpage, email distribution list, LRWSP tweet; make clear that this is discussion about final LRWSP
10b		Engagement	Board/Staff	TBD	Stakeholders	Board Meeting	Staff time	Publicize through media, project webpage, email distribution list, LRWSP tweet; make clear that this is discussion and action around final LRWSP
10c		Information	Board/Staff	TBD	Stakeholders	Information provided regarding the approval of LRWSP		Publicize through media, project webpage, email distribution list, LRWSP tweet; include link to final plan
11a	Measure effectiveness of stakeholder engagement process	Survey external stakeholders	Staff	Ongoing	Stakeholders	Electronic and paper survey methods	Staff time	Provide opportunities through website or Survey Monkey; paper surveys at targeted stakeholder meetings and public meetings
11b		Survey Board	Board/Staff	TBD (end of project)	Board	Electronic survey	Board and staff time	
11c		After Action Review By Board and Staff	Board/Staff	TBD (end of project)	Board and Staff	After-Action-Review meeting with documentation for future reference	Board and staff time	

* Written communication is typically labeled as "information", but material will also include information on how to provide feedback or obtain additional information in the written package.
* Engagement typically means that there is a face-to-face meeting or conversation occurring.

CHARTER FOR LONG-RANGE WATER SUPPLY PLAN

Orange Water and Sewer Authority
400 Jones Ferry Road
Carrboro, NC 27510

CHARTER FOR LONG-RANGE WATER SUPPLY PLAN

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PROJECT VISION

We will implement environmentally, socially, and financially acceptable and technically practical water supply and demand management strategies to ensure a reliable and high quality supply of water for the community for the next 50 years. We will seek to involve and engage the community as we define and evaluate our community's needs, identify and evaluate our options, and proceed to implement the preferred strategies. Our plans will be periodically re-evaluated and adjusted as assumptions, trends, and conditions change over time.

PROJECT GOALS AND OBJECTIVE

The goals and objectives are organized along the three pillars of sustainability: social performance, environmental performance, and financial performance. As with many decisions, selection of the optimum mix of supply and demand management strategies will require balancing the multiple and sometimes competing objectives.

(Note: Goals and objectives will be reviewed and revised, where needed, as the project progresses, and as the Board receives and considers feedback received through the public engagement process. For this reason, some objectives listed below have not yet been fully developed.)

1. **Social Performance:** Our operations and facilities affect the well-being of the people, businesses, institutions and the community we serve. We will address the needs of and enhance our relationships with our customers, the whole community, our employees, the local governments and other public agencies that we work with.
    a. Annual average-day raw water demand does not exceed the reliable capacity of OWASA's existing and planned water supply sources. This could be achieved through a mix of supply and demand management alternatives.
    b. Our plan will include contingency measures for meeting water demands if and when an extreme event (such as an exceedance of the 2001-02 drought of record or sudden loss of water supply storage capacity) is projected to cause us to drawdown our remaining supply to 20 percent or less of total storage.
    c. We will maintain a diverse and resilient portfolio of water supply and demand management strategies so we are positioned to meet the community's water needs as we face increasing uncertainty in the future.
    d. Selected water supply strategies must enable us to meet all applicable drinking water-related standards.
    e. Mandatory water use restrictions and associated drought rate surcharges will not be implemented more frequently than once in ## years on average.
    f. In any given year, mandatory water use restrictions will not be in place more than ## percent of the year.
    g. The community is engaged in the development of the LRWSP such that OWASA understands and reflects the community's values in the selected mix of supply and demand management options.
    h. Key stakeholders are involved in evaluating and implementing demand management strategies.
    i. Water supply and demand management strategies are evaluated against their impacts on the community. These include but are not limited to impacts to landowners, recreation, and transportation.
2. **Environmental Performance:** We will pursue strategies that help us preserve natural resources; maintain or restore natural systems; conserve energy, water, and other natural resources; minimize waste and pollution emissions, and reduce our environmental impacts.

a. Water supply and demand management alternatives are evaluated against their relative projected energy use and greenhouse gas emissions.
b. Water supply and demand management alternatives are evaluated against their relative impacts on streams, wetlands, groundwater, air quality, habitat, and other environmental considerations.
c. The selected set of water supply and demand management strategies will be environmentally acceptable to the community and regulatory agencies.

3. **Financial Performance** The economic well-being of our customers and our community depend upon our ability to ensure high quality and reliable water services at an acceptable financial cost.
    a. Water supply and demand management alternatives are evaluated against their relative life cycle financial costs (capital and operating and maintenance costs).
    b. The selected set of water supply and demand management strategies represents a reasonable balance of financial considerations with our social and environmental performance objectives.

PROJECT OVERVIEW

The goal of this project is to develop a plan that helps guide OWASA's decisions, actions, and investments to ensure a reliable and high quality supply of water for the next 50 years.

PROBLEM STATEMENT

OWASA's mission is to provide its customers with high quality water, wastewater and reclaimed water services through responsible, sustainable, and creative stewardship of the resources and assets we manage. Since it can take many years – even decades - to plan, design, permit, and construct new water supplies, work must be done early to ensure we take timely action to meet drinking water needs far into the future (water supply planning done on 50-year basis). This project will ensure we meet our core mission.

COMMUNITY NEED

The last update of our Long-Range Water Supply Plan was completed in 2010. Since that time, water demands have continued to decline andupdated planning documents have been developed by the Towns and UNC. In light of these and other factors, the OWASA Board of Directors has concluded that the LRWSP needs to be updated to reflect the best information available.

Update of the plan is one of the seven strategic initiatives identified in the Board's draft Strategic Plan for Fiscal Years 2014-2017.

The plan will document the optimum mix of technically, environmentally, economically, and socially feasible water supply and demand management alternatives that meet projected demands and level-of-service objectives under a range of future conditions and uncertainties that are presented in the Plan.

As a first step in the planning process, the Board of Directors will establish the proposed over-arching goals and objectives, water supply level-of-service requirements, and criteria (and associated weighting) to be used to evaluate a range of potential supply and demand management options. Consistent with OWASA's community engagement goals expressed in the draft Strategic Plan, the Board will also need to determine the proposed scope and process for engaging the public in this important planning initiative.

HIGH-LEVEL SCOPE/DELIVERABLES

	HIGH-LEVEL DELIVERABLE AND/OR SERVICE
1.	More detailed information on individual tasks are found in Supplement 1. Specific task scopes will be developed as the project progresses (e.g., the community engagement process).
2.	Updated water demand projections that incorporate the best information available and appropriately reflect the uncertainty surrounding local governments' population and economic growth projections and UNC's projections.
3.	Updated estimates of water supply yield, including more rigorous assessment of potential effects of climate change on yield.
4.	List of supply and demand management alternatives; financial and non-financial evaluation of those alternatives (evaluation criteria identified in Task 1)
5.	Communication plan to provide community with meaningful input to the process.
6.	Concise final plan which summarizes OWASA water supply goals and objectives, projected water supply needs, alternatives considered to meet those needs, the cost and schedule to implement the selected alternatives, and the assumptions used to develop the plan.
7.	Implementation plan which includes legal/policy frameworks and funding

EXCLUSIONS

	EXCLUSIONS
1.	Alternatives which involve the transfer of water from outside the Jordan Lake watershed will not be considered.
2.	Alternatives which were evaluated in the 2010 Long-Range Water Supply Plan but eliminated from detailed consideration will not be considered during the update. These include: new reservoir on Sevenmile Creek, dredging University Lake, expanding Cane Creek Reservoir, expanding University Lake, and putting a permanent intake on the Haw River.
3.	Demand management alternatives for which firm, measurable savings cannot be documented (such as public education and outreach) will not be included in the plan update. However, such measures will be considered during the planned development of OWASA's formal Water Conservation Plan.

ASSUMPTIONS

	ASSUMPTIONS
1.	OWASA strongly supports and promotes activities which result in additional water conservation by its customers.
2.	The plan will carefully consider input from the Town of Carrboro, Town of Chapel Hill, UNC, and Orange County. The plan elements will be developed iteratively such that others are clear on potential policy issues associated with different water supply and demand management alternatives.
3.	The Plan is an opportunity to engage OWASA's customers. Further details on community engagement will be developed in Task 1.

ASSUMPTIONS	
4.	The Plan should include a list of actions that could be used if extended drought or other operational emergency outside the assumptions used to develop Plan put community at risk; in other words, the Plan should include a back-up strategy if the water supply and demand management alternatives selected may not be adequate for some future situation.
5.	Supply and demand management evaluations will be based on desktop analyses using readily available data.
6.	Energy use and greenhouse gas emissions are assumed to based on operation of the applicable strategy (embedded energy for materials in construction will not be included in the analyses).

CONSTRAINTS

	SCOPE	TIME	COST	DESCRIPTION
1.	N/A	N/A	X	Consulting support – tasks such as updating yield and demand projections to address climate change considerations, and preparing life-cycle cost evaluations for certain alternatives will require consulting support. The level of detail provided by consultants should be based on balancing the risk of developing a higher level analysis against OWASA's affordability goal.
2.	N/A	X	X	The timetable and scope of the project will depend in part on the Board's decisions regarding the community engagement process. Providing meaningful opportunities for stakeholder input to the process (including customers, local governments, UNC, etc.) will require additional time and project support. This is internally driven schedule so low risk.

HIGH-LEVEL RISKS

High-Level Risks	
1.	Climate change could impact yield of reservoir system, demands – should be accounted for during planning process.
2.	Local governments development policies/ordinances, changes in UNC and UNC Hospitals plans, changes in the OWASA service area, and other factors could result directly or indirectly in faster (or slower) growth than anticipated.
3.	Demand management strategies result in reduced revenues; policies which could reduce demand should be evaluated against current pricing structure

SERVICE IMPACT

	Service Group	Impact Potential			Notes
		Low	Med	High	
1.	Water Supply and Treatment			X	Will ultimately affect staffing needs, facility operations and maintenance requirements, etc.
2.	Finance and Customer Service	X			Potential effects related to drought surcharge billing, potential financial incentive program for demand management, etc.
3.	Engineering and Planning		X		Will affect future engineering design and project support services.
4.	Office of Executive Director			X	Will affect policy evaluation and implementation, public education and outreach, drought response planning, demand management program, etc.

ESTIMATED TIMELINE

Estimated Start Date	Target Delivery Date
March 2014	Oct 2016 (does not include budget/implementation); schedule will likely slide with in depth stakeholder involvement (low impact)

PROJECT SPONSORS AND STAKEHOLDERS

Role	Description	Responsibility	Name(s)
Project Sponsor	Executive Leadership and Decision Maker	Executive Leadership, Champion and Requester	Board of Directors
Project Manager	Project Manager	Supports the Initiator and/Sponsor in Document Preparation	Ruth Rouse, Planning and Development Manager

COMMUNITY ENGAGEMENT PROCESS

The success of our water supply plan will depend on the effectiveness of our partnerships – with local governments, our customers, the business community, conservation organizations, regulatory agencies, and others. To obtain their participation in the development of the plan, and their commitment to helping implement the plan, we need to develop an effective public engagement plan for the project.

Effective community engagement is a key goal expressed in our draft Strategic Plan, and it is implied in our Commitments to Our Customers, and our Mission and Values statement.

Examples of key goals of the public engagement process for this project are:

- ✓ Involve stakeholders in the exchange of information and ideas, and in the decision-making process so that we can better understand and incorporate public values, and ultimately improve the quality of the decisions;
- ✓ Increase public awareness of and support for the findings, recommendations, and implementation of the plan;
- ✓ Obtain commitments from stakeholders that will have key roles in the implementation of the plan;
- ✓ Build trust in OWASA;
- ✓ Develop and implement outreach strategies to better serve minority communities, persons with limited English proficiency, and socio-economically disadvantaged individuals;
- ✓ Better understand and seek to minimize sources of conflict among interested and affected parties by building agreement on proposed strategies;

The public engagement plan for this project will identify the target stakeholders and strategies and general timetable and methods for informing and involving them throughout the project. It will also document the projected staffing, support service, and funding requirements for implementation of the community engagement process.

CRITICAL SUCCESS FACTORS

- ✓ Project goals and objectives, evaluation criteria, scope, technical approach, and community engagement process are clearly defined and agreed upon as a first step in the process.
- ✓ The plan development process is open and transparent.
- ✓ The plan is developed through a highly collaborative process with the public, local governments, UNC, and others.
- ✓ Demand projections reflect the best information available from local governments and UNC, and the inherent uncertainty in forecasts of population and economic growth, water use trends, climate, etc.
- ✓ OWASA provides the necessary funding for (a) the consulting services needed to ensure quality technical analyses in support of the plan, and (b) an effective community engagement process for the project.
- ✓ The public is provided (a) timely information about the purpose, technical approach, and technical findings and recommendations of the plan, and (b) meaningful opportunities to provide feedback throughout the various phases of the planning process.
- ✓ For any action item coming out of the plan, the partner organization responsible for implementation endorses the action and agrees in principle to undertake it.
- ✓ The plan includes a proposed process for periodic review and update.

ORANGE WATER AND SEWER AUTHORITY: LONG-RANGE WATER SUPPLY PLAN UPDATE
SOME CORE QUESTIONS/ISSUES, TASKS, RESOURCE REQUIREMENTS
(Note: As the LRWSP Update progresses, tasks, resource requirements, deliverables, communications strategies, etc. will be revised to reflect the public engagement process and Board discussion.)

	PROCESS TASK*	CORE QUESTIONS/ISSUES	SUBTASK(S)	RESOURCE REQUIREMENTS	Deliverables	Resource(s)	Date	Communications
PROCESS	Task 1	**What are the goals/objectives/core values/decision criteria/planning horizon? How do we compare/weight economic and non-economic factors? What level of service is desired (conversely, what level of risk is acceptable)?**	Obtain Board's policy guidance before moving ahead		Charter document to guide future tasks Goals and objectives Financial and non-financial factors to evaluate alternatives against	Ruth Rouse Ruth Rouse Ruth Rouse	Completed March 2014 ~~August 2014~~ 4th Qtr CY 2015 ~~August 2014~~4th Qtr CY 2015	News release and website update Information to Carrboro, Chapel Hill, Orange County and UNC Other to be determined as part of Communications Plan
		What is the desired process for public participation, review and comment?	Obtain Board's policy guidance before moving ahead	To be determined once guidance is received from Board	Communications Plan	Ruth Rouse, Greg Feller	~~August 2014~~Feb 2015	To be determined and specified as part of Communications Plan
PROJECTIONS	Task 2	**What will the community's future water demands be under different growth and climate scenarios?**	Compile and analyze most up-to-date information regarding local population, employment, growth and development Get input from local governments and UNC on boundaries for low and high growth Develop estimates of how climate change may impact demands	May need consulting assistance to estimate how changing climate may impact customer demands	Updated water demand projections that incorporate the best information available and appropriately reflects the uncertainty in the projections	Ruth Rouse	~~1st Qtr CY 2015~~2nd Qtr CY 2016 (Towns updating 2045 growth projections now; their information will not be available until at least ~~Fall~~Nov 2015)	To be determined and specified as part of the Communications Plan
	Task 3	**What is the reliable yield of our local supplies under historic record and with climate change?**	Re-evaluate estimates of reliable yield of our supplies; incorporate climate change into yield estimates	May need consulting assistance to provide guidance to incorporate climate change into yield estimates	Updated estimate of water supply yield which includes potential effects of climate change	Consulting Firm	~~2nd Qtr CY 2015~~2nd Qtr CY 2016	Collaboration with area researchers on climate change To be further developed in Communications Plan developed in Task 1
	Task 4	**Do we anticipate any projected shortfalls in supply that need to be addressed through increases in supply and/or reductions in future demands? If so, when do we expect those will occur and what is the projected magnitude and duration of the shortfalls?**	Compare projected demands vs. estimated capacity for the various scenarios to be considered		Short summary which combines the information gathered in Tasks 2 and 3	Ruth Rouse	~~2nd Qtr CY 2015~~2nd Qtr CY 2016	Information released to customers in manner supported by Communications Plan developed in Task 1; should involve local governments and UNC in this communication

ORANGE WATER AND SEWER AUTHORITY: LONG-RANGE WATER SUPPLY PLAN UPDATE
SOME CORE QUESTIONS/ISSUES, TASKS, RESOURCE REQUIREMENTS
(Note: As the LRWSP Update progresses, tasks, resource requirements, deliverables, communications strategies, etc. will be revised to reflect the public engagement process and Board discussion.)

	PROCESS TASK*	CORE QUESTIONS/ISSUES	SUBTASK(S)	RESOURCE REQUIREMENTS	Deliverables	Resource(s)	Date	Communications
IDENTIFICATION AND EVALUATION OF OPTIONS	Task 5	**What potentially viable supply alternatives should we consider?** - Jordan Lake - mutual aid - Jordan Lake - agreement with Cary/Durham - Jordan Lake - western intake and treatment - Quarry Reservoir - deep option - Quarry Reservoir - mine longer - Haw River - temporary intake - Expand current reclaimed water system - Indirect potable reuse - Other	Review supply options evaluated in 2010 LRWSP Update; decide if any are to be added or deleted Present supply alternatives to evaluate to Board Evaluate alternatives to determine potential yield and cost	Consulting assistance to update capital, operating and maintenance costs of the alternatives	List of potential water supply sources which would increase OWASA's projected yield	Consulting Firm and Ruth Rouse	~~2nd Qtr CY 2015~~TBD	Stakeholder input our OWASA's suggested list of supply alternatives which is supported by Communications Plan developed in Task 1
		What potentially viable demand management alternatives should we consider? - Toilet replacement program - Other incentives such as to xeriscape - WaterSense homes program -Water use efficiency requirements - Greater reliance on mandatory use restrictions - Other	Review demand management options evaluated in 2010 LRWSP Update; decide if any are to be added or deleted Present demand management alternatives to evaluate to Board Evaluate demand management alternatives to determine potential demand reduction and cost	May need consulting assistance in evaluating capital, operating and maintenance costs of the alternatives	List of potential demand management alternatives which would impact demand projections developed in Task 2; should evalute impacts on revenues under existing and alternative rates for review by Board and stakeholders	Consulting Firm and Pat Davis	~~3rd Qtr CY 2015~~TBD	Stakeholder input our OWASA's suggested list of demand alternatives which is supported by Communications Plan developed in Task 1
		Do we need to modify our pricing structure?	Evaluate pricing with the demand management scenarios to determine impact on revenue Present alternative pricing structures to Board	May need technical support from our rate consulants	Summary of impacts of demand management alternatives on revenue under current rate structure and up to 3 alternative rate structures	Stephen Winters and Rate Consultants	~~4th Qtr CY 2015~~TBD	
	Task 6	**Do the alternatives meet agreed-upon criteria?**	Develop short-list of potentially feasible options to meet water supply needs		Short list of supply and demand management options to evaluate further	Ruth Rouse	~~4th Qtr CY 2015~~TBD	Communication to stakeholders on list of options moving forward for further review in accordance with Communications Plan developed in Task 1
	Task 7	**What are the advantages and disadvantages of the different supply and demand management alternatives which meet the agreed-upon criteria?**	Evaluate and rank the alternatives against the different evaluation criteria and weighting factors established at the outset	Consulting assistance to evaluate the advantages and disadvantages of the alternatives	Summary of impacts of short-listed supply and demand management alternatives based on their ability to meet water supply goals and objectives, social impacts, environmental impacts, and financial impacts. Will be weighed against criteria developed as part of Task 1	Ruth Rouse	~~4th Qtr CY 2015~~TBD	Collaboration with key stakeholders who may help implement demand management alternatives Communication with all stakeholders in accordance with Communications Plan developed in Task 1
PLAN	Task 8	**What is the preferred mix of supply and demand management alternatives?**	Select the optimium mix of alternatives that are required to meet and/or manage the projected demands and that best achieve our goals and objectives	May need consulting assistance to determine the optimum mix of alternatives	Long-Range Water Supply Plan	Ruth Rouse Ruth Rouse	~~Draft 1st Qtr CY 2016~~TBD ~~Final 2nd Qtr CY 2016~~TBD	Decision from NC Division of Water Resources/Environmental Management Commission on Jordan Lake Round 4 allocation request Public meeting(s) with stakeholders in accordance with Communications Plan developed in Task 1
		What are the projected capital and operating and maintenance costs for the preferred option(s)?						
		What actions do we and others need to take to implement the plan?						
		What will be the process and timetable for evaluating and updating the plan?						
IMPLEMENTATION	Task 9	**What resources are required to implement the plan and on what timetable?**	Board approval of investments and commitments to implement the preferred alternative and plan Staff bring resource requirements to Board annually as part of budget process	To be determined as update to LRWSP completed in Task 8	Budget items for Board review Others to be determined in accordance with LRWSP completed in Task 8	TBD	~~Ongoing - start budget 1st Qtr CY 2017~~TBD	Stakeholder feedback during Board meetings
	Task 10		Implement the preferred alternative and plan					

* Corresponds to Task Number on Graphic "Potential Process for Key Water Supply Planning Tasks" dated December 6, 2013

Agenda Item 3:

- CHEMICAL TRIALS AT THE JONES FERRY WATER TREATMENT PLANT TO IMPROVE WATER QUALITY AND ENHANCE EMPLOYEE SAFETY

Purpose:

- To update the Board on the effectiveness and costs of the chemical trials conducted at the Jones Ferry Road Water Treatment Plant (WTP) to improve water quality and enhance employee safety.

Information:

- In the summer of 2013 the WTP received notices from two primary carbon manufacturers that they would discontinue the sale of powder activated carbon (PAC) to water treatment plants. They indicated that all manufactured carbon would be sold to the automotive industry.

- PAC is utilized for the removal of objectionable taste and odors but can also contribute to the removal of total organic carbon (TOC). The two brands of carbon that produced the highest TOC removal rates for the WTP are no longer available. The plant continues to use a different brand of PAC for taste and odor control.

- Staff investigated alternative means of enhancing TOC removal.

- Ferric Sulfate:
    - On March 11, 2014, the WTP began a trial using ferric sulfate as the primary coagulant to enhance TOC removal.
    - Ferric sulfate has been effective in the removal of TOCs. The average TOC removal rate has increased from 74% to 81% since the switch to ferric.
    - Disinfectant byproducts have shown significant decreases. The average reductions in trihalomethanes and haloacetic acids over the past three quarters are 32% and 38% respectively when compared to the previous three quarters.

    - The cost per pound of ferric sulfate is the same as aluminum sulfate, however, a greater volume is needed to treat the raw water. Therefore, our annual coagulant cost has increased $156,000.
    - As a result of the switch to ferric sulfate, the annual expense for PAC has fallen by $127,000 while potassium permanganate expense has dropped by $113,300 for a combined total savings of $240,300 thus far.
- Staff investigated a safer alternative to the ammonium hydroxide which was combined with chlorine to form our primary disinfectant (chloramines).

- Ammonium sulfate:
    - On April 1, 2014, the WTP began a trial using ammonium sulfate to form our final disinfectant. Ammonium sulfate is a stable, non-toxic, non-irritating chemical making it much safer for the community and our staff than ammonia hydroxide.
    - Ammonium sulfate has proven to be effective at forming chloramines and has not had any adverse effects on finished water quality.
    - The cost per pound of ammonium sulfate is $0.51 more than ammonium hydroxide. Therefore, our annual cost has increased $10,900.

- Annual Costs:
    - Although there has been an increase in the cost of some treatment chemicals this has been offset by reductions in others.

Next Steps

- Staff plans to continue to use ferric sulfate as the primary coagulant and to seek approval from the State for the permanent use of ferric sulfate because it has proven to be effective in the removal of TOCs.

- Staff plans to continue to use ammonium sulfate to form our final disinfectant because it has proven to be a safe and effective alternative to ammonium hydroxide.

Agenda Item 4:

Review Board Work Schedule

Purpose:

a) Review and update the 12 Month Board Meeting Schedule
b) Review the draft agenda and discuss expectations for the February 26, 2015 business meeting
c) Review the draft agenda and discuss expectations for the March 12, 2015 work session

Information:

- Draft 12 Month Board Meeting Schedule
- Draft agenda for the February 26, 2015 business meeting
- Draft agenda for the March 12, 2015 work session

OWASA Board of Directors – 12 Month Board Meeting Schedule

(February 12, 2015)

Month	Board Meetings		Committee Meetings (dates to be determined)
	Work Session	**Business Meeting**	
February 2015	LRWSP – Community Engagement & Schedule WTP Chemical Trials Lake Recreation: Annual Report - Alan Tom's Petition – Lake Rules Enforcement CS – General Counsel Interim Review *2/12/2015*	CS – General Counsel Interim Review *2/26/2015*	**Community Engagement** *– Engage Carrboro (Feb. 23rd)* **Finance -** *Draft Budgets and Rates (TBD)*
March 2015	Review Long Term Rate Structure Review Scope of Customer Survey Draft Budgets and Rates CS – Exec. Director Interim Review *3/12/2015*	Approve Lake Rules Enforcement Approve Audit Firm Selection Draft Budgets and Rates CS – Exec. Director Interim Review *3/26/2015*	**NRTS -** *Energy Plan – Baseline & Goals (Mar. 17th)*
April 2015	Biosolids Management – Report Scope Energy Plan – Baseline & Goals Review Employee Health Insurance Renewal Draft Budgets and Rates *4/9/2015*	Little Creek Sewer Contract Award Q3 Financial Report *4/23/2015*	**Community Engagement** *Affordability Pilot Report*
May 2015	AMI – Consultant Scope Affordability Pilot – Report Total Compensation Study Expectations Review Employee Health Insurance Renewal *5/14/2015*	Rates and Budget Public Hearing Approve Employee Health Insurance *5/28/2015*	
June 2015	Review Total Compensation Scope of Work *6/11/2015*	Digester Rehab Contract Award Approve of Total Compensation Scope of Work AMI – Consultant Scope Approve Budgets and Rates Annual Merit/COLA for FY 2016 *6/25/2015*	**NRTS -** *Energy Plan – Strategy Evaluation*
July 2015	*To Be Determined* *7/9/2015*	*To Be Determined* *7/23/2015*	
August 2015	CS - General Counsel Review *8/13/2015*	12 Month Preliminary Financial Report CIP Semiannual Report CS - General Counsel Review *8/27/2015*	
September 2015	Biosolids Management Plan Energy Plan – Strategy Evaluation CS – Executive Director Review *9/10/2015*	Annual Report and Financial Audit General Counsel Engagement CS – Exec. Director Review *9/24/2015*	
October 2015	LRWSP – Goals and Metrics *10/8/2015*	Approve Biosolids Management Report Q1 Financial Report Strategic Trends Report *10/22/2015*	
November 2015	*To Be Determined* *11/12/2015*	*Holiday - no meeting*	
December 2015	*To Be Determined* *12/10/2015*	*Holiday - no meeting*	
January 2016	*To Be Determined* *1/14/2016*	*To Be Determined* *1/28/2016*	

OWASA Board of Directors – 12 Month Board Meeting Schedule

(February 12, 2015)

The 12 Month Board Meeting Schedule shows Strategic Plan initiatives and other priority efforts that the Board and staff plan to give greatest consideration to during the next twelve months. The schedule also shows major recurring agenda items that require Board action, or items that have been scheduled in response to the Board's prior standing request. This schedule does not show all the items the Board may consider in a work session or business meeting.

The 12 Month Board Meeting Schedule will be reviewed and updated at each monthly work session and may also be discussed and updated at the Board's business meetings.

In addition to the initiatives shown in this schedule, staff will be working on other Strategic Plan and organizational priorities that are not expected to require major additional discussion with the Board except as part of budget deliberations (e.g., continuing our comprehensive asset management work, evaluating our CIP investment practices).

The schedule implies that the following Strategic Plan initiatives would be addressed beyond the 12 month period. The Board may conclude that one or more of the following initiatives are higher priority. The schedule will be revised as needed to reflect the Board's priorities, and any additional initiatives that the Board may decide to address.

- Findings and policy recommendations from the sewer easements pilot project will be presented in a Board work session in FY 2016.
- Development of a plan and policy framework for OWASA lands is considered a longer-term priority.
- Improve effectiveness as a learning organization is considered a longer-term priority.
- Water Conservation Plan will be prepared concurrent with update of the Long-Range Water Supply Plan.

The OWASA Board determines which topics it wants to explore as a full Board (potentially in a work session format) and which topics it wants to assign to Board committees or committee chairs for further analysis and development of recommendations. Board also determines priorities and desired timeframes for addressing topics. Committee meetings will be updated on the schedule routinely.

Abbreviations Used in Draft Schedule:

↺	Recurring agenda item (generally these are "required" items)
AMI	Advanced Metering Infrastructure
BBM	Brief Business Meeting (preceding the Work Session when needed for time sensitive items)
CIP	Capital Improvements Program
COLA	Cost of Labor Adjustment
CS	Closed Session of the Board
CY	Calendar Year
ED	Executive Director
FY	Fiscal Year
JLP	Jordan Lake Partnership
LRWSP	Long-Range Water Supply Plan
Q	Quarter
WTP	Water Treatment Plant
WWTP	Wastewater Treatment Plant

AGENDA
MEETING OF THE OWASA BOARD OF DIRECTORS
THURSDAY, FEBRUARY 26, 2015, 7:00 P.M.
CHAPEL HILL TOWN HALL

In compliance with the "Americans with Disabilities Act," interpreter services are available with five days prior notice. If you need this assistance, please contact the Clerk to the Board at 919-537-4217 or aorbich@owasa.org.

The Board of Directors appreciates and invites the public to attend and observe its meetings. Public comment is invited either by petition upon topics not on the Board's agenda, or by comments upon items appearing on the Board's agenda. Speakers are invited to submit more detailed comments via written materials, ideally submitted at least three days in advance of the meeting to the Clerk to the Board via email or US Postal Service (aorbich@owasa.org/400 Jones Ferry Road, Carrboro, NC 27510).

Public speakers are encouraged to organize their remarks for delivery within the three-to-five minute time frame allowed each speaker. Additional time may be allowed at the discretion of the Board of Directors.

Announcements

1. Announcements by the Chair
   A. 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 at this time.
2. Announcements by Board Members
   A. Update on the February 23, 2015 Community Engagement Committee Meeting (Steve Dear)
3. Announcements by Staff

Petitions and Requests

1. Public
2. Board
3. Staff

CONSENT AGENDA

Action

1. Approval of the Minutes of the January 22, 2015 Meeting of the Board of Directors (Andrea Orbich)
2. Approval of the Minutes of the January 22, 2015 Work Session of the Board of Directors (Ed Kerwin)

REGULAR AGENDA

Summary of Board Meeting Action Items

3. Executive Director will summarize the key action items from the Board meeting/work session and note significant items for discussion and/or action expected at the next Board meeting

CLOSED SESSION

4. Following the Board Meeting, the Board of Directors will convene in a Closed Session for the Purpose of Discussing a Personnel Matter (Michael Hughes)

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AGENDA
WORK SESSION OF THE OWASA BOARD OF DIRECTORS
THURSDAY, MARCH 12, 2015, 6:00 P.M.
OWASA COMMUNITY ROOM

The Board of Directors appreciates and invites the public to attend and observe its meetings. For the Board's Work Session, public comments are invited on only items appearing on this agenda. Speakers are invited to submit more detailed comments via written materials, ideally submitted at least three days in advance of the meeting to the Clerk to the Board via email or US Postal Service (aorbich@owasa.org/400 Jones Ferry Road, Carrboro, NC 27510).

Public speakers are encouraged to organize their remarks for delivery within the three-to-five minute time frame allowed each speaker. Additional time may be allowed at the discretion of the Board of Directors.

The Board may take action on any item on the agenda.

Announcements

a. Announcements by the Chair
b. Announcements by Board Members
   - Natural Resources and Technical Systems Committee Meeting on Tuesday, March 17, 2015 at 5:30 PM in the OWASA Board Room (Terri Buckner)
c. Announcements by Staff

Discussion

1. Long Term Rate Structure Review (Stephen Winters)
2. Draft Budgets and Rates for Fiscal Year 2016 (Stephen Winters)
3. Review Board Work Schedule (John Young/Ed Kerwin)
   a. 12 Month Board Meeting Schedule
   b. March 26, 2015 Board Meeting
   c. April 9, 2015 Work Session
4. Request(s) by Board Committees, Board Members and Staff (John Young)

Summary of Work Session Items

5. Executive Director will summarize the key staff action items from the Work Session

CLOSED SESSION

6. Following the Board Meeting, the Board of Directors will convene in a Closed Session for the Purpose of Discussing a Personnel Matter (Michael Hughes)

DRAFT