Orange Water and Sewer Authority

Meeting of the Board of Directors

November 9, 2017

The Board of Directors of the Orange Water and Sewer Authority (OWASA) met in a work session on Thursday, November 9, 2017, at 6:00 p.m. in OWASA's Community Room, 400 Jones Ferry Road, Carrboro.

Board Members present: Robert Morgan (Chair), Yinka Ayankoya (Secretary), Jeff Danner, Ray DuBose, Barbara Foushee, John N. Morris and Ruchir Vora (who entered the meeting at 7:25 pm). Board Members absent: Heather Payne (Vice Chair) and John A. Young.

OWASA staff present: Denise Battle, Robert Epting, Esq., (Epting and Hackney), Vishnu Gangadharan, Stephanie Glasgow, Adam Haggerty, Ed Kerwin, Andrea Orbich, Allision Reinert, Ruth Rouse, Kelly Satterfield, Todd Taylor, Mary Tiger, Stephen Winters and Richard Wyatt.

Others present: Margaret Holton (UNC Water, Sewer and Reclaimed Water Coordinator) and Terry Battle.

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 an Accounting Technician I Position to a Safety and Risk Manager Position. (Motion by Jeff Danner, second by Yinka Ayankoya and unanimously approved.)

2. BE IT RESOLVED THAT the Board of Directors of the Orange Water and Sewer Authority adopts the Resolution Updating the Human Resources Policy; Updating Maternity/Paternity Leave to Parental Leave. (Motion by Ray DuBose, second by John Morris and unanimously approved.)

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Announcements

Robert Morgan announced that beginning tonight, OWASA Board Work Sessions will be broadcasted via Microsoft Skype, but will not be accepting comments through Skype. Please see our website at www.owasa.org, under the Board of Directors meeting page, for more information.

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

Without objection, the Board changed the agenda to reschedule the Closed Session on tonight's agenda to the December 14, 2017 Work Session agenda.

On behalf of the Board of Directors, Mr. Morgan congratulated Barbara Foushee on her election to the Carrboro Board of Aldermen. Ms. Foushee will take her oath of office on December 5, 2017.

Mr. Morgan said that on Tuesday, December 5, 2017, the Natural Resources and Technical Services Committee will meet to discuss biogas to energy production and drought planning and response.

Barbara Foushee said the Human Resources Committee will meet on Thursday, November 16, 2017, at 5:30 p.m. in the OWASA Boardroom to discuss employee compensation strategies for the performance period of October 2017 through September 2018, retiree health benefits for new hires, and deferred compensation plan.

John Morris said that in a recent conversation regarding drinking water fluoridation he had with Barry Gullet, Charlotte Water Director, he learned that they are is involved in a similar process as OWASA in seeking assistance from their County Health Department. Mr. Morris suggested that the information Charlotte Water receives from their process could be a source of information as OWASA moves forward with the Orange County Health Department.

Vishnu Gangadharan introduced Allison Reinhart, OWASA's new Utilities Engineer.

Ed Kerwin said that OWASA's open house on November 4, 2017 was a success.

Item One: Position Reclassification for a New Safety and Risk Manager Position

Jeff Danner made a motion to approve the Resolution to Amend the Schedule of Employee Classification and Authorized Compensation to Reclassify an Accounting Technician I Position to a Safety and Risk Manager Position; second by Yinka Ayankoya and unanimously approved. Please see Motion 1 above.

Item Two: Financial Report for the Three-Month Period Ended September 30, 2017

Stephen Winters presented the financial report for the three-month period ended September 30, 2017 reporting that net income for the period was about $211,000 or 5.8% greater than budget due primarily to lower than planned operating costs.

Jeff Danner suggested re-scaling two graphs (Operating Expenses per 1,000 Gallons of Drinking Water Treated and Energy Costs per 1,000 Gallons of Drinking Water Treated) because the data is important but hard to see from the graphs.

Ruchir Vora arrived at 6:25 p.m.

Item Three: Annual Review and Update of Strategic Trends and Utility Planning Issues and Strategic Plan Progress Report

Jeff Danner asked if there was a trend analysis to share on lake water quality.

Ruth Rouse said that OWASA is a member of the Triangle Area Water Supply Monitoring Program who monitor University Lake, Cane Creek Reservoir and Jordan Lake and that they are in the process of publishing a Trends Report; once the Trends Report is published, it will be shared it with the Board.

Jeff Danner requested Chatham County interconnect be added to the Average Day Water Demands Interconnection Capacity graph.

Mr. Danner commented that in 2024, when the total nitrogen limits go into effect at the Mason Farm Wastewater Treatment Plant, the denitrification filters may no longer be state of the art. Ruchir Vora suggested that the report indicated that we should evaluate the ability of the filters to meet the limits in 2022, and staff should consider moving that date up.

The Board agreed that the report was well done, and staff should continue with the same format.

Item Four: Discuss Revisions to Maternity/Paternity Leave

Ray DuBose made a motion to approve the Resolution Updating the Human Resources Policy, Updating Maternity/Paternity Leave to Parental Leave; second by John Morris and unanimously approved. Please see Motion 2 above.

Item Five: Discuss Financial Reserves Policy

After discussion, the Board did not recommend any changes to the policy.

Item Six: Review Board Work Schedule

The Board requested a report on measures to manage sediment created by water main breaks.

The Board requested a report on proposed communication strategy for customers considering/selecting manual read option.

The Board agreed to participate in Focus Group meetings as part of the organization's assessment by VISIONS, Inc. The Board also scheduled diversity and inclusion training on November 30, 2017, at 5:30 p.m. in OWASA's Boardroom.

The Board agreed to move the appointment of an audit firm and discussion of Executive Director Key Focus Areas to the January 11, 2018 agenda.

The Board agreed to move the Closed Session scheduled for tonight to December 14, 2017.

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

Ed Kerwin said items for staff follow-up are:

- Adjust the scale of two graphs (Operating Expenses per 1,000 Gallons of Drinking Water Treated and Energy Costs per 1,000 Gallons of Drinking Water Treated) in the Quarterly Financial Report.
- Provide data on water main breaks as part of Key Performance Indicators report at the January 11, 2018 meeting.
- Address Board Member feedback received on the Strategic Trends Report for next year.
- Provide a report on measures to manage sediment created by water main breaks.
- Report on proposed communications strategy as it pertains to a manual read option for the Advanced Metering Infrastructure.

The Board work session was adjourned at 7:29 p.m.

Respectfully submitted by:

Andrea Orbich

Andrea Orbich
Executive Assistant/Clerk to the Board

Attachments

RESOLUTION TO AMEND THE SCHEDULE OF EMPLOYEE CLASSIFICATION AND AUTHORIZED COMPENSATION TO RECLASSIFY AN ACCOUNTING TECHNICIAN I POSITION TO A SAFETY AND RISK MANAGER POSITION

WHEREAS, the Executive Director has reviewed the duties, functions and responsibilities for the Finance and Human Resources department; and

WHEREAS, the Executive Director has determined that OWASA would be better served by reclassifying the Accounting Technician I (Grade 610) position to a Safety and Risk Manager (Grade 619) position.

NOW THEREFORE, BE IT RESOLVED:

1. That the Accounting Technician I (Grade 610) position is hereby reclassified to a Safety and Risk Manager (Grade 619) position, and that the Plan for Classification and Authorized Compensation shall be amended to reflect this change effective upon adoption of this Resolution.

Adopted this 9th day of November 2017.

Robert Morgan, Chair

ATTEST:

Yinka Ayankoya, Secretary

RESOLUTION UPDATING THE HUMAN RESOURCES POLICY; UPDATING MATERNITY/PATERNITY LEAVE TO PARENTAL LEAVE

WHEREAS, current Orange Water and Sewer Authority Human Resources Policy provides for Maternity/Paternity leave for fulltime, regular employees who have completed one year or more of service; and

WHEREAS, under current Policy eligible mothers are allowed six weeks of paid leave, and eligible fathers are allowed three weeks paid leave after the birth or adoption of a new born age 12 months or younger; and

WHEREAS, the Board of Directors has determined to revise the Human Resources Policy so that it applies equally, without gender distinction, so that an eligible parent shall be entitled to elect up to six weeks paid parental leave after the birth, adoption, foster care or commencement of guardianship of the person of a child below the age of 18.

NOW THEREFORE, BE IT RESOLVED:

1. The Board of Directors hereby amends the Human Resources Policy to reflect the change to Parental Leave.

2. That the Human Resources Policy, Section 14.J, is amended as provided below, and this amendment shall be effective upon adoption:

Section J. Parental Leave

OWASA supports our employees and their families by offering up to six weeks of paid parental leave to eligible employee's ~~mothers (females) six weeks of paid Leave at~~ after the birth, ~~or~~ adoption, or upon commencement of foster care or guardianship of a child under the age of 18. ~~and three weeks of paid Leave to employee fathers (males) at the birth or adoption of a child. The policy applies to newborn children only. For the purpose of this policy, newborn is defined as a child 12 months of age or younger.~~

Parental leave must be requested and used within 12 months of the date of the qualifying event and can be used intermittently. Parental leave for an eligible employee may not exceed six weeks in a rolling 12-month period.

To be eligible, employees must be ~~This policy is for~~ full-time, regular employees who have completed at least one year of continuous, uninterrupted service with OWASA. Leave is granted based on the employee's intent and agreement ~~plan~~ to return and continue to work at OWASA for at least one year from the date the ~~Maternity/Paternity~~ parental leave ends. Employees who do not plan to return to work after the birth, ~~or~~ adoption, foster care or guardianship ~~of their child~~ are not eligible for this benefit.

An employee who fails to remain active for a minimum 12 months after returning from parental leave will be required to reimburse OWASA ~~Should an employee change his/her mind and decide not to return to work at OWASA after the birth or adoption of the child; or if the employee~~

~~returns for less than one year, the time used for the Maternity/Paternity Leave will be deducted from their Annual Leave and if necessary from their remaining pay check(s)~~ proportionate to the reduction in their one year post-leave work commitment for any paid parental leave received. The value of the paid parental leave received will be deducted from the employee's final paycheck, including any vacation leave to be paid out, in compliance with the Fair Labor Standards Act. ~~Should the employee be terminated for cause during the one year period after the Leave, he/she will be required to repay OWASA for the Maternity/Paternity Leave.~~

~~OWASA provides paid leave to an employee (mother or father) begin immediately at the birth, or adoption of a child.~~ This benefit may not be duplicated through the use of Long Term Disability benefits, Compassionate Leave or ~~Family Medical Leave~~ other benefits such that the employee receives more than 100% of their income during their Leave. At all times, the parental ~~Maternity/Paternity~~ leave ~~shall~~ runs concurrent with Family Medical Leave. ~~Long Term Disability benefits, Compassionate Leave and remaining Family Medical Leave may be used in addition to the Maternity/Paternity Leave if additional Leave is needed due to complications with the pregnancy. The Maternity/Paternity Leave may be taken only once each calendar year by an employee.~~ While receiving paid parental leave ~~using the Maternity/Paternity Leave benefit~~, the employee shall not work a second job during hours for which OWASA is paying the employee salary and benefits through ~~the~~ this ~~Maternity/Paternity Leave~~ benefit.

Adopted this 9th day of November 2017.

Robert Morgan, Chair

ATTEST:

Yinka Ayankoya, Secretary