Orange Water and Sewer Authority

Meeting of the Board of Directors

July 11, 2019

The Board of Directors of the Orange Water and Sewer Authority (OWASA) met in a work session on Thursday, July 11, 2019, at 6:00 p.m. in OWASA's Community Room, 400 Jones Ferry Road, Carrboro.

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

OWASA staff present: Kelly Belcher, Mary Darr, Monica Dodson, Robert Epting, Esq., (Epting and Hackney), Ed Kerwin, Keondra Jenkins, Linda Low, Andrea Orbich, Ruth Rouse, Kelly Satterfield, Allison Spinelli, Todd Taylor, Mary Tiger, Stephen Winters and Richard Wyatt.

Others present: Terri Buckner, Linda Cooper, Phil Duckwall, Braxton Foushee, Barbara Foushee, Alma Gaudette, Tammy Grubb (News and Observer), Ken Hardy, Nancy Hardy, Carl Hoffmann, Kathleen Hoffmann, Meg Holton (UNC Water Resources Manager), Bonnie Houser, Linda Jens, Cheryl Junk, Daryl Junk, Brenda McCall, Marilee McTigue, Ben Poulson (UNC Associate Director of Energy Services), Lester Ray, Adam Sharpe (HDR) and Susan Walsen.

Motions

1. BE IT RESOLVED THAT the Board of Directors of the Orange Water and Sewer Authority adopts the Resolution Awarding a Construction Contract for the Kensington Drive-Barclay Road Water Main Replacements Project. (Motion by Robert Morgan, second by Yinka Ayankoya and unanimously approved.)

2. Robert Morgan made a motion to approve the Minutes of the May 9, 2019 Meeting of the Board of Directors; second by Yinka Ayankoya and unanimously approved.

3. Robert Morgan made a motion to approve the Minutes of the May 23, 2019 Public Hearings and Meeting of the Board of Directors; second by Yinka Ayankoya and unanimously approved.

4. Robert Morgan made a motion to approve the Minutes of the June 13, 2019 Closed Session of the Board of Directors for the Purpose of Discussing a Personnel Matter; second by Yinka Ayankoya and unanimously approved.

5. Jody Eimers made a motion that the Board of Directors approves the next steps for Forest Management and authorizes staff to begin implementing the actions outlined in the July 11, 2019 agenda package (provide a tour of the Cane Creek Mitigation Tract to interested community members; presents a draft Vision and revised Guiding Principles for OWASA's Forest Management Program for the Board's consideration; provides a draft process for prioritizing OWASA's land for management based on the Vision and Guiding Principles; staff selects two to three sites based on the prioritization process and input from the partner agencies; staff develops

forest management plans for the sites, with partner agency and public input, and prepare a community engagement plan for each site); second by Yinka Ayankoya and unanimously approved.

6. Robert Morgan made a motion that the Board authorizes the Human Resources Committee to prepare and send out a Request for Proposals, with the Board Member input, to hire a consultant to assist the Board in the recruitment and selection for OWASA's next Executive Director; second by Yinka Ayankoya and unanimously approved.

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Announcements

Mr. DuBose welcomed new Board Member, Bruce Runberg (Chapel Hill Appointee), to the Board of Directors who took his Oath of Office on July 8, 2019. Mr. DuBose noted several Board Members held a new Board Member orientation on June 21st with John Cooley and Mr. Runberg.

Ray DuBose 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.

Robert Morgan wanted the Board to know he is under contract with Developmental Associates, a recruitment and assessment company, and should the Board decide to use a recruitment firm to hire a new Executive Director, he will recuse himself from the discussion on the comparison of firms.

Mr. DuBose said on June 18, 2019, the Carrboro Board of Aldermen reappointed Yinka Ayankoya to the OWASA Board of Directors for a second three-year term.

Mr. DuBose announced the Standing Committees of the Board of Directors as follows: Community Engagement is Yinka Ayankoya (Chair), John Cooley, Jody Eimers and John Morris; Finance Committee is Bruce Boehm (Chair), John Cooley, Bob Morgan and Bruce Runberg; Human Resources is Bob Morgan (Chair), Ruchir Vora, Yinka Ayankoya and Bruce Runberg; and Natural Resources and Technical Services is Jody Eimers (Chair), Ruchir Vora, Bruce Boehm and John Morris.

Mary Tiger introduced Keondra Jenkins, a summer intern from the UNC School of Government's Environmental Finance Center (EFC) Leaders in Environment and Finance Fellowship Program

Item One: Quarterly Report on Attendance at Board and Committee Meetings

The Board received this as an information item.

Item Two: Award the Construction Contract for the Kensington Drive-Barclay Road Water Main Replacement Project

Robert Morgan made a motion to approve the Resolution Awarding a Construction Contract for the Kensington Drive-Barclay Road Water Main Replacements Project; second by Yinka Ayankoya and unanimously approved. Please see Motion 1.

Item Three: Minutes

Robert Morgan made a motion to approve the Minutes of the May 9, 2019 Meeting of the Board of Directors; second by Yinka Ayankoya and unanimously approved. Please see Motion 2.

Item Four: Minutes

Robert Morgan made a motion to approve the Minutes of the May 23, 2019 Public Hearings and Meeting of the Board of Directors; second by Yinka Ayankoya and unanimously approved. Please see Motion 3.

Item Five: Minutes

Robert Morgan made a motion to approve the Minutes of the June 13, 2019 Closed Session of the Board of Directors for the Purpose of Discussing a Personnel Matter; second by Yinka Ayankoya and unanimously approved. Please see Motion 4.

Item Six: Feedback from the June 20, 2019 Community Meeting on Forest Management and Possible Next Steps

The Board received an update on forest management including possible next steps. Ray DuBose said the Board received four (4) comments via e-mail (Brenda McCall, Cheryl Junk and Jill & Connor Blakeney) and three members of the public (Brenda McCall, Carl Hoffman and Lester Ray) provided comments at the meeting.

John Morris provided the Board written comments and recommended initial forest management program components might begin and be completed in parallel with further discussion and development of the draft vision and guiding principles.

Jody Eimers suggested, and the Board agreed to schedule a placeholder meeting of the Natural Resources and Technical Services (NRTS) Committee to provide guidance on forest management work before the September 26, 2019 Board meeting.

After considerable discussion, the Board expressed appreciation to the public for feedback, agreed to authorize staff to proceed with the proposed next steps of the schedule of forest management activities for calendar year 2019, review of UNC's forest management plans and consider alternatives for the use of herbicides.

Jody Eimers made a motion that the Board of Directors approves the next steps for Forest Management and authorizes staff to begin implementing the actions outlined in the July 11, 2019 agenda package (provide a tour of the Cane Creek Mitigation Tract to interested community members; presents a draft Vision and revised Guiding Principles for OWASA's Forest

Management Program for the Board's consideration; provides a draft process for prioritizing OWASA's land for management based on the Vision and Guiding Principles; staff selects two to three sites based on the prioritization process and input from the partner agencies; staff develops forest management plans for the sites, with partner agency and public input, and prepare a community engagement plan for each site); second by Yinka Ayankoya and unanimously approved. Please see Motion 5.

Item Seven: Diversity and Inclusion Program Update

The Board received a report on OWASA's Diversity and Inclusion Program from the Diversity Recruitment Group on the implemented recruitment and selection process recommendations. Kelly Satterfield (Finance and Procurement Manager) and Kelly Belcher (Human Resource Generalist) provided an update on their work to date.

The Board expressed an interest in the September update and metrics for diversity and inclusion.

Item Eight: Update on Water Main Prioritization Model

Mary Darr (Director of Engineering and Planning) and Adam Sharpe (HDR Utility Planning Practice Lead) provided the Board a presentation on the progress of the new Water Main Prioritization Model. The model will use OWASA-specific data to prioritize water main replacement projects and guide infrastructure investment and operational strategies to mitigate the occurrence and impact of water main breaks. Another update on the Water Main Prioritization Model will be provided in early 2020.

Item Nine: Recruitment and Selection Approach for New Executive Director

Robert Morgan made a motion that the Board authorizes the Human Resources Committee to prepare and send out a Request for Proposals, with the Board Member input, to hire a consultant to assist the Board in the recruitment and selection for OWASA's next Executive Director; second by Yinka Ayankoya and unanimously approved. Please see Motion 6.

Item Ten: Review Board Work Schedule

The Board agreed to schedule a Human Resources Committee meeting in July 2019 to prepare a draft Request for Proposals for consultant assistant for the recruitment and selection of new Executive Director.

A placeholder Natural Resources and Technical Services Committee meeting will be scheduled to provide guidance on forest management work prior to the September 26, 2019 meeting.

Staff will provide an update on the Water Main Prioritization Model in early 2020 and new revenue bond agenda items will be added to the 12 Month Board Meeting Schedule.

Item Eleven: Executive Director's Summary of Key Staff Action Items from the Work Session

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

- Schedule a placeholder Natural Resources and Technical Services Committee meeting to provide guidance on forest management work;
- Schedule Human Resources Committee meeting to review draft Request for Proposals for consultant assistant for recruitment and selection of new Executive Director; and
- Proceed with forest management activities as outlined in the agenda package.

The Board meeting was adjourned at 8:40 p.m.

Respectfully submitted by:

Andrea Orbich

Andrea Orbich
Executive Assistant/Clerk to the Board

Attachment

Resolution Awarding a Construction Contract for the Kensington Drive-Barclay Road Water Main Replacements Project

Whereas, there is a need to replace the water mains located in Kensington Drive and Barclay Road; and

Whereas, plans and specifications for the construction of this project have been prepared by AECOM Technical Services of North Carolina, Inc. (Kensington Drive) and CJS Conveyance, PLLC (Barclay); and

Whereas, advertisement for contractor qualifications was published on the websites of the North Carolina Institute of Minority Economic Development, North Carolina Department of Administration, and OWASA on March 23, 2018 and seven contractors were qualified to bid; and

Whereas, on May 28, 2019, the prequalified contractors were formally invited to submit construction bids for the project; and

Whereas, two bids were subsequently received on July 1, 2019; and

Whereas, Pipeline Utilities, Inc. of Raleigh, North Carolina has been determined to be the low responsive, responsible bidder for the project; and

Whereas, on June 13, 2019, the Board approved a resolution authorizing funds for Capital Improvement Projects, including funds for this project;

Now, Therefore, Be It Resolved:

1. That the Orange Water and Sewer Authority Board of Directors awards the construction contract to Pipeline Utilities, Inc., the low responsive, responsible bidder for the Kensington Drive and Barclay Road Water Main Replacements Project, in accordance with the approved plans and specifications, in the amount of $3,297,025.00, subject to such change orders as may apply.

2. That the Executive Director be, and hereby is, authorized to execute said contract, subject to prior approval of legal counsel, and to approve and execute change orders and such documents as may be required in connection with the construction contract.

Adopted this 11th day of July, 2019.

Raymond E. DuBose, Chair

ATTEST:

Bruce Boehm, Secretary