Orange Water and Sewer Authority

Meeting of the Board of Directors

December 12, 2019

The Board of Directors of the Orange Water and Sewer Authority (OWASA) met in a work session on Thursday, December 12, 2019, at 6:00 p.m. in OWASA's Community Room, 400 Jones Ferry Road, Carrboro.

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

OWASA staff present: Mary Darr, Robert Epting, Esq. (Epting and Hackney), Vishnu Gangadharan, Blake Hodge, Robin Jacobs (Epting and Hackney), Ed Kerwin, Linda Low, Andrea Orbich, Ruth Rouse, Todd Taylor, Mary Tiger, Stephen Winters and Richard Wyatt.

Others present: Randy Horton, Ben Poulson (UNC Water Resources Manager) and Reed Palmer (Hazen).

Motions

1. BE IT RESOLVED THAT the Board of Directors of the Orange Water and Sewer Authority adopts the Resolution Honoring the Service of Sandra Bradshaw to the Orange Water and Sewer Authority and the Carrboro-Chapel Hill-Orange County Community. Motion by Ruchir Vora, 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 Honoring the Service of Steve Graves to the Orange Water and Sewer Authority and the Carrboro-Chapel Hill-Orange County Community. Motion by Ruchir Vora, second by Yinka Ayankoya and unanimously approved.

3. Ruchir Vora made a motion to approve the Minutes of the October 10, 2019 Meeting of the Board of Directors; second by Yinka Ayankoya and unanimously approved.

4. Ruchir Vora made a motion to approve the Minutes of the October 16, 2019 Special Meeting of the Board of Directors; second by Yinka Ayankoya and unanimously approved.

5. Ruchir Vora made a motion to approve the Minutes of the October 24, 2019 Meeting of the Board of Directors; second by Yinka Ayankoya and unanimously approved.

6. Ruchir Vora made a motion to approve the Minutes of the November 14, 2019 Closed Session of the Board of Directors for the Purpose of Discussing a Personnel Matter; second by Yinka Ayankoya and unanimously approved.

7. John Morris made a motion that the OWASA Board of Directors hereby approves staff's

recommendation for contracting with J.P. Morgan Chase for banking services; second by Bruce Boehm and the motion was approved with a vote of seven to one with Ruchir Vora opposed.

8. BE IT RESOLVED THAT the Board of Directors of the Orange Water and Sewer Authority adopts the Resolution Adjusting the Executive Director's Compensation. Motion by Robert Morgan, second by John Morris and unanimously approved.

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Announcements

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; none were disclosed.

Mr. DuBose announced a Special Meeting of the Board of Directors to discuss the Long-Range Water Supply Plan on Thursday, January 30, 2020 at 6:00 p.m. in the Community Room.

Jody Eimers said the Orange County Climate Council met on November 21, 2019, and the group nominated a vice chair from the community, adopted Principles of Environmental Justice, and provided feedback to draft a mission and vision statement for the group. In addition to OWASA's energy management work, Ms. Eimers recommended acknowledging our forest management efforts as a notable climate action. The group's next meeting is scheduled for Tuesday, December 17, 2019 in OWASA's Community Room and Mary Tiger will attend.

Robert Morgan said the Board's Special meeting on December 11, 2019, to discuss the recruitment, assessment and selection process for OWASA's next Executive Director was productive. The Board expects to advertise the position in mid-January 2020 and make a selection in April or early May 2020.

Linda Low introduced Blake Hodge, OWASA's new Communications Specialist. Blake joined OWASA in early December 2019. Previously, he was the News Director at WCHL.

Ms. Low said the relaunch of OWASA's website is scheduled for early 2020 using the brand refresh. The updated website is more engaging and re-mapped to be more intuitive to navigate.

Ms. Low provided an update on the Fall 2019 Youth Water Academy. Eighteen students from area high schools attended. The academy was well received, and a 2020 academy is planned.

Mary Tiger provided an update on OWASA's Care to Share Day held on November 21, 2019. Care to Share is OWASA's customer assistance program to assist those individuals who are unable to pay their bill and is administered through the Inter-Faith Council for Social Service. The event was a positive way to engage with and promote the program in the community. It received support from elected officials in the region.

Ms. Eimers said on December 4, 2019, the Orange County Commission for the Environment released its 2019 State of the Environment Report and is available on-line which will be shared with the Board.

Ray DuBose expressed appreciation to those employees who organized OWASA's annual Holiday Luncheon and encouraged Board Members to attend future OWASA functions.

Item One: Resolution Honoring the Service of Sandra Bradshaw to the Orange Water and Sewer Authority and the Carrboro-Chapel Hill-Orange County Community

Ruchir Vora made a motion to approve the resolution; second by Yinka Ayankoya and unanimously approved. Please see Motion 1.

Item Two: Resolution Honoring the Service of Steve Graves to the Orange Water and Sewer Authority and the Carrboro-Chapel Hill-Orange County Community

Ruchir Vora made a motion to approve the resolution; second by Yinka Ayankoya and unanimously approved. Please see Motion 2.

Item Three: Minutes

Ruchir Vora made a motion to approve the Minutes of the October 10, 2019 Meeting of the Board of Directors; second by Yinka Ayankoya and unanimously approved. Please see Motion 3.

Item Four: Minutes

Ruchir Vora made a motion to approve the Minutes of the October 16, 2019 Special Meeting of the Board of Directors; second by Yinka Ayankoya and unanimously approved. Please see Motion 4.

Item Five: Minutes

Ruchir Vora made a motion to approve the Minutes of the October 24, 2019 Meeting of the Board of Directors; second by Yinka Ayankoya and unanimously approved. Please see Motion 5.

Item Six: Minutes

Ruchir Vora made a motion to approve the Minutes of the November 14, 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 6.

Item Seven: Long-Range Water Supply Plan – Evaluation of Water Supply Risk

Ruth Rouse, Planning and Development Manager, provided an overview of the evaluation of water supply risk for OWASA's Long-Range Water Supply Plan (LRWSP) to ensure the community has reliable, high quality supply of water for the community through 2070. She also

provided an overview of the tool for modeling water supply risk as well as the uncertainty in risk modeling. OWASA's near term water supply risk is low. Ms. Rouse introduced Reed Palmer, Project Manager with Hazen, assisting OWASA with the LRWSP update and available to answer questions.

John Morris said he understands use of Jordan Lake is complicated and asked Ed Kerwin if there was an update from the Town of Cary and/or the City of Durham regarding a guaranteed water supply agreement.

Mr. Kerwin said the Town of Cary is not interested in an agreement with OWASA or other entities for a guaranteed supply of water at this time, but the Town assured OWASA they would help if there is a need for water.

Bruce Boehm commented that the drought surcharges rates should be raised more rapidly during the Water Shortage Response Plan stages.

Jody Eimers proposed the use of science-based terminology in the report and suggested that instead of saying "full of uncertainty" simply say "uncertain" and instead of making an "educated guess" use the word "estimate". Ms. Eimers recommended asking U.S. Geological Survey to estimate uncertainty in the streamflow records.

In a Special Meeting on January 30, 2020, the Board will discuss the draft evaluation of supply and demand side options against the social, environmental, and economic objectives and criteria.

Item Eight: Minority and Women-Owned Business Enterprises Contractor Participation

Vishnu Gangadharan, Engineering Manager - Capital Improvements Program, provided a report on minority and women-owned business enterprises (MWBE) participation in OWASA's Capital Improvements Program (CIP) in the context of information from nearby utilities, including potential improvements in MWBE contractor engagement strategies and partnership opportunities with other agencies.

Board Member comments and suggestions included: partnering with other jurisdictions in the county as well as the City of Fayetteville Public Works; tracking the various MWBE contractors and subcontractors participating in bids; number of different MBE and WBE; joining the North Carolina MWBE Coordinators' Network; seeking guidance from the UNC School of Government; and obtaining input from subcontractors. Staff will implement Group 1 practices and evaluate Group 2 practices outlined in the report and update the Board every 6 months as part of the CIP Semiannual Report.

Item Nine: Approve New Banking Services Provider

Stephen Winters, Director of Finance and Customer Service, reported that the OWASA Board of Directors and staff have completed a process by which proposals from banking services providers were evaluated. Based on this evaluation, staff recommended, and asked for the Board's approval to contract for banking services with J.P. Morgan Chase Bank

Ruchir Vora expressed disappointment in the banking provider recommendations and felt the process should be revisited.

John Morris made a motion that the OWASA Board of Directors hereby approves staff's recommendation for contracting with J.P. Morgan Chase for banking services; second by Bruce Boehm and the motion was approved with a vote of seven to one with Ruchir Vora opposed. Please see Motion 7.

Item Ten: Executive Director Compensation

Robert Morgan made a motion to approve the Resolution Adjusting the Executive Director's Compensation and to adjust the Executive Director's base salary by 5.2%; second by John Morris and unanimously approved. Please see Motion 8.

Item Eleven: Review Board Work Schedule

The Board agreed to schedule the next Board session with VISIONS, Inc. targeting the week of February 10, 2020.

Item Twelve: Summary of Work Session Items

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

- Considering the Board's feedback, proceed to implement Group 1 practices and evaluate Group 2 practices outlined in the Minority and Women-Owned Business Enterprises Contractor Participation report and update the Board every 6 months as part of Capital Improvements Program Semiannual report; and

- Schedule the next Board session with VISIONS, Inc. targeting the week of February 10, 2020.

The meeting was adjourned at 8:16 p.m.

Respectfully submitted by:

Andrea Orbich

Andrea Orbich
Executive Assistant/Clerk to the Board

Attachments

Resolution Honoring the Service of Sandra Bradshaw to the Orange Water and Sewer Authority and the Carrboro-Chapel Hill-Orange County Community

Whereas, Ms. Sandra Bradshaw has served the Orange Water and Sewer Authority (OWASA) and the people of the Carrboro-Chapel Hill-Orange County community for over 30 years, from August 21, 1989 to January 1, 2020; and

Whereas, throughout Ms. Bradshaw's 30-year career at OWASA, she skillfully served as Laboratory Assistant from August 21, 1989 through October 21, 1991; Chemist from October 21, 1991 through January 11, 2000; and Laboratory Manager/Supervisor from January 11, 2000 to January 1, 2020; and

Whereas, throughout Ms. Bradshaw's career, she has volunteered her time, providing training and leadership through the North Carolina Waterworks Operators Association (NCWOA), receiving the President's Special Award of Merit in 2013 for her commitment to the development of water professionals; and

Whereas, Ms. Bradshaw's contributions as an intelligent, hard-working, detail-oriented, dedicated, kind and generous person have enriched those fortunate enough to know and work with her; and

Whereas, Ms. Bradshaw earned the admiration and respect of her coworkers and colleagues throughout the water and wastewater treatment field; and

Whereas, Ms. Bradshaw made many lasting contributions to OWASA and the community, and will retire from OWASA on January 1, 2020:

Now, Therefore, Be It Resolved:

That the Board of Directors of the Orange Water and Sewer Authority (OWASA) hereby honors the distinguished public service of Ms. Sandra Bradshaw to OWASA and the people of Chapel Hill, Carrboro and Orange County; and the Board of Directors expresses its deepest appreciation and extends its best wishes to Ms. Bradshaw for success in all her future endeavors.

Adopted and presented this 12th day of December 2019.

Raymond E. DuBose, Chair

ATTEST:

Bruce Boehm, Secretary

Resolution Honoring the Service of Steve Graves to the Orange Water and Sewer Authority and the Carrboro-Chapel Hill-Orange County Community

Whereas, Mr. Steve Graves has served the Orange Water and Sewer Authority (OWASA) and the people of the Carrboro-Chapel Hill-Orange County community for more than 33 years, from October 1987 to February 2020; and

Whereas, throughout Mr. Graves's 33-year career, he capably served for 12 years as Meter Reader for the Distribution and Collection System Department; and 21 years as a Treatment Plant Operator for the Water Supply and Treatment Department; and

Whereas, Mr. Graves has set the standard of excellence for water treatment operators at OWASA and throughout the industry by living up to his motto to "make good quality water and pass it on to the next operator"; and

Whereas, Mr. Graves was featured in the "Operator's Spotlight" article in the August 2013 edition of the *Go With The Flow* newsletter published by the North Carolina Waterworks Operators Association; and

Whereas, Mr. Graves is an exceptional team player, has made a positive impact on OWASA and the community, is well respected among his coworkers and will retire from OWASA on February 1, 2020:

Now, Therefore, Be It Resolved:

That the Board of Directors of the Orange Water and Sewer Authority hereby honors the distinguished public service of Mr. Steve Graves to OWASA and the people of Chapel Hill, Carrboro and Orange County, and expresses its appreciation and best wishes to Mr. Graves for success in all his future endeavors.

Adopted and presented this 12th day of December 2019.

Raymond E. DuBose, Chair

ATTEST:

Bruce Boehm, Secretary

Resolution Adjusting the Executive Director's Compensation

Whereas, the Board of Directors has reviewed the Executive Director's Accomplishment Report and overall performance for the period October 2018 to September 2019; and

Whereas, the Board of Directors has met with the Executive Director to discuss his annual performance review: and

Whereas, the Board of Directors has determined to adjust the Executive Director's compensation as provided herein;

Now, Therefore, Be It Resolved by the Board of Directors of Orange Water and Sewer Authority:

1. That the Executive Director's annual base salary is hereby increased by 5.2 percent.

2. This increase shall be applied retroactively, effective October 28, 2019.

Adopted this 12th day of December 2019.

Raymond E. DuBose, Chair

ATTEST:

Bruce Boehm, Secretary