Orange Water and Sewer Authority
OWASA is Carrboro-Chapel Hill's not-for-profit public service agency
delivering high quality water, wastewater, and reclaimed water services.

Agenda
Work Session of the OWASA Board of Directors
Thursday, February 13, 2020, 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).

For items on the agenda, public speakers are encouraged to organize their remarks for delivery within a four-minute time frame allowed each speaker, unless otherwise determined by the Board of Directors.

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

Announcements

a. Announcements by the Vice Chair
   - 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.
   - Update on the February 12, 2020 Board Diversity and Inclusion Session

b. Announcements by Board Members
   - Finance Committee Meeting on Monday, February 24, 2020 at 5:00 p.m. in the OWASA Boardroom to Review the First Draft of the Fiscal Year 2021 Operating Budget (Bruce Boehm)
   - Chatham-Orange Task Force Meeting on Friday, March 6, 2020 at 12:00 noon at a location to be determined (Jody Eimers)

c. Announcements by Staff
   - Shirley Marshall, former OWASA Board Member, passed away on January 28, 2020 (Robert Epting)

d. Additional Comments, Suggestions, and Information Items by Board Members (Ruchir Vora)

Consent Agenda
Action

1. Position Reclassification for Biosolids Recycling Technician (Monica Dodson)
2. Minutes of the January 23, 2020 Meeting of the Board of Directors (Andrea Orbich)

Regular Agenda
Discussion

3. Department Managers Fiscal Year 2021 Budget Presentations (Monica Dodson/Jesse DuClau/Ken Loflin/Stephen Winters)

4. Review Board Work Schedule (Ruchir Vora/Ed Kerwin)
    a. Request(s) by Board Committees, Board Members and Staff
    b. February 27, 2020 Board Meeting
    c. March 12, 2020 Work Session
    d. 12 Month Board Meeting Schedule
    e. Pending Key Staff Action Items

Summary of Work Session Items

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

Closed Session

6. The Board of Directors will convene in a Closed Session for the Purpose of Discussing a Personnel Matter (Robert Morgan)

Agenda Item 1:

Position Reclassification for Biosolids Recycling Technician

Purpose:

To obtain Board approval to amend the Schedule of Employee Classification and Authorized Compensation to reclassify the Biosolids Recycling Technician position from Salary Grade 610 to Salary Grade 612.

Background:

Our Biosolids Recycling Technicians are responsible for beneficially recycling highly-treated biosolids from the Mason Farm Wastewater Treatment Plant. This is accomplished by either working closely with our farmers to land apply biosolids as a liquid or by transporting dewatered biosolids to a composting facility.

Over the past several years, the Biosolids Recycling Technician position has progressed. The current job description does not accurately reflect the skills and responsibilities required for this position. Most notably, the staff is required to work with a higher level of knowledge and independence than what was previously expected in the position.

Additionally, recruitment and employee retention is an ongoing challenge in the Biosolids Recycling Technician role. Staff attributes some of these challenges to less than competitive compensation.

The job description for the Biosolids Recycling Technician position has been revised and is included for the Board's information. Please note that, per our Pay Administration Guidelines, we applied our Job Evaluation procedure, which assigns a salary range utilizing a "point factor evaluation" methodology to ensure all positions within OWASA are properly classified.

Recommendation:

Staff recommends amending the Schedule of Employee Classification and Authorized Compensation to reclassify the Biosolids Recycling Technician position from Salary Grade 610, $34,897 - $53,742, to Salary Grade 612, $38,475 - $59,251.

Information:

- Biosolids Recycling Technician Job Description
- Resolution to Amend the Schedule of Employee Classification and Authorized Compensation to Reclassify the Biosolids Recycling Technician Position

Biosolids Recycling Technician

FLSA Status: Non-Exempt
Pay Grade 612: $38,475 - $59,251

BRIEF DESCRIPTION:

The purpose of this position is to support the Wastewater and Water Treatment Plants by beneficially recycling plant by-products. This is accomplished by driving tractor trailers and operating heavy equipment; preparing vehicle and equipment safety reports; work with farmers to develop application schedule, follow regulatory requirements by completing land application site inspections; perform site flagging to maintain regulatory buffers; collects regulatory soil samples; utilize pumps to load tractor trailers at Wastewater plant and/or off-site storage tanks and driving tractor trailers to the land application sites; follow appropriate agronomic rates by spreading biosolids onto fields using a tractor and spreader; hauling dewatered solids to composting facility via container on roll-off truck; maintaining daily work logs and submitting to supervisor; conducting routine maintenance on transport and spreading equipment; coordinating the applications of biosolids with participating farmers. This position also, assisting with building and grounds maintenance at Wastewater plant and the off-site storage tanks; provides assistance and cross-trains with plant maintenance and operations; operates heavy equipment such as a skids-steers, excavators, loaders, and dump trucks in maintaining access roads to farms and pump stations.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	H	Drives tanker trucks by loading the tanker at the Wastewater Treatment Plant or from the Off-Site Storage Tanks; and driving it to site to be applied with biosolids.
2	H	Utilizes a tractor and spreader by inspecting equipment; locating safe sites for staging; connecting hoses from tanker to spreader; and starting the land application process.
3	L	Flags fields by maintaining knowledge of the Class A and Class B regulations; walking the farmlands biosolids are applied to; and marking the buffer zones by placing and checking flags.
4	L	Gathers soil samples from application fields; reporting all information on boxes; and delivering samples for testing.
5	M	Maintains grounds by spreading stone; cutting back tree limbs; and cleaning the Off-Site Storage Tanks and Wastewater Treatment Plant.

JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.
Experience	Over one year up to including three years.
Supervision	Job has no responsibility for the direction or supervision of others.
Human Collaboration Skills	Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.
Freedom to Act	The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.
Technical Skills	Basic: Work requires the use of standard technical skills appropriate to the work environment of the organization.
Fiscal Responsibility	This job title has limited budgetary/fiscal responsibility
Reading	Basic - Ability to recognize meaning of common two- or three-syllable words. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Basic - Ability to write simple sentences containing subject, verb, and object, and/or series of numbers, names, and addresses. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Class A CDL with Tanker Endorsement

OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-				
Sedentary	Light	Medium	Heavy **X**	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C	F	O	R	N
Constantly 2/3 or more of the time.	Frequently From 1/3 to 2/3 of the time.	Occasionally Up to 1/3 of the time.	Rarely Less than 1 hour per week.	Never Never occurs.

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	communicating with co-workers, observing work duties, observing work site
Sitting	F	desk work, driving, meetings
Walking	F	around work site
Lifting	F	equipment, supplies
Carrying	R	supplies
Pushing/Pulling	F	hose
Reaching	F	for supplies
Handling	F	paperwork
Fine Dexterity	R	computer keyboard, telephone pad
Kneeling	R	retrieving items from lower shelves/ground
Crouching	F	retrieving items from lower shelves/ground
Crawling	R	under equipment
Bending	F	making repairs, retrieving items from lower shelves/ground
Twisting	F	getting inside vehicle
Climbing	F	onto equipment, stairs
Balancing	F	on equipment, on ladders
Vision	F	computer screen, driving, observing work site, reading
Hearing	F	communicating with co-workers and public and on telephone, listening to equipment
Talking	F	communicating with co-workers and public and on telephone
Foot Controls	F	driving, operating heavy equipment
Other (specified if applicable)		

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Fall protection, hearing protection, computer, e-mails

ENVIRONMENTAL FACTORS:

C	F	O	R	N
Continuously	Frequently	Occasionally	Rarely	Never

D	W	M	S	N
Daily	Several Times Per Week	Several Times Per Month	Seasonally	Never

-Health and Safety Factors-	
Mechanical Hazards	C
Chemical Hazards	R

-Environmental Factors-	
Respiratory Hazards	D
Extreme Temperatures	D

Electrical Hazards	R
Fire Hazards	R
Explosives	R
Communicable Diseases	R
Physical Danger or Abuse	R
Other	

Noise and Vibration	D
Wetness/Humidity	D
Physical Hazards	D

PROTECTIVE EQUIPMENT REQUIRED:

Fall protection, steel toe shoes, hearing protection.

NON-PHYSICAL DEMANDS:

F	O	R	N
Frequently From 1/3 to 2/3 of the time	Occasionally Up to 1/3 of the time	Rarely Less than 1 hour per week	Never Never occurs

-Description of Non-Physical Demands-	-Frequency-
Time Pressure	O
Emergency Situation	R
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	O
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	R
Noisy/Distracting Environment	F
Other	

PRIMARY WORK LOCATION:

Office Environment		Vehicle	
Warehouse		Outdoors	X
Shop		Other (see 3 below)	X
Recreation/Neighborhood Center			

(3) Farms

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.

Resolution to Amend the Schedule of Employee Classification and Authorized Compensation to Reclassify the Biosolids Recycling Technician Position

Whereas, the Executive Director has reviewed the duties, functions and responsibilities for the three Biosolids Recycling Technician positions in the schedule of Employee Classifications; and

Whereas, the Executive Director has determined that the positions should be reclassified from a Grade 610 position (annual salary range $34,897 - $53,742) to a Grade 612 (annual salary range $38,475 - $59,251), in order better to reflect the skills and experience required for performance of the positions, and to keep that compensation level competitive within the applicable labor market;

Now, Therefore, Be It Resolved:

1. That the three Biosolids Recycling Technician positions at a Grade 610 shall be reclassified to a Grade 612 (annual salary range $38,475 - $59,251), and that the Schedule of Employee Classification and Authorized Compensation shall be amended to reflect this change effective upon adoption of this Resolution.

Adopted this 13th day of February, 2020.

_____
Ruchir Vora, Vice Chair

ATTEST:

_____
Bruce Boehm, Secretary

Agenda Item 2

Orange Water and Sewer Authority

Meeting of the Board of Directors

January 23, 2020

The Board of Directors of the Orange Water and Sewer Authority (OWASA) held a regular meeting on Thursday, January 23, 2020, at 7:00 p.m. in Chapel Hill Town Hall Council Chamber.

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 (Epting and Hackney), Vishnu Gangadharan, Ed Kerwin, Ken Loflin, Andrea Orbich, Johnny Riley, Todd Taylor and Stephen Winters.

Others present: Joel Bulkley (Community Sports News), Meg Holton (UNC Water Resources Manager) and Ben Poulson (UNC Associate Director of Energy Services).

Motions

1. Robert Morgan made a motion to approve the Minutes of the January 9, 2020 Meeting of the Board of Directors; second by Yinka Ayankoya 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 that Yinka Ayankoya, Robert Morgan, Ed Kerwin and he held an OWASA orientation for Newly Elected Carrboro Town Council Member Susan Romaine on January 22, 2020. The meeting was productive, and Council Member Romaine expressed interest in touring OWASA facilities.

Mr. DuBose announced a Special Meeting of the Board on January 30, 2020 to discuss the Long-Range Water Supply Plan at 6:00 p.m. in the OWASA Community Room. He requested Board Members allow time to read all the agenda materials to fully prepared for this important discussion.

Mr. DuBose announced a Board diversity and inclusion (D&I) session with VISIONS, Inc. on Wednesday, February 12, 2020, at 5:30 p.m. in the OWASA Boardroom. He noted, due to a

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scheduling conflict, he would not attend the session and Ruchir Vora will Chair the February 12, 202 D&I session as well as the February 13, 2020 Board work session.

Mr. DuBose said he attended a meeting of the Orange County Climate Council held earlier today. He noted the Climate Council approved the Vision and Mission Statement and received updates from the Climate Action Reporting Committee and the Identity and Standards Committee. The Climate Council also discussed the formation of two additional committees (Climate Justice Outreach and Evaluation and Monitoring).

Jody Eimers said that Ray DuBose and she provided OWASA's annual update to the Orange County Board of Commissioners on January 21, 2020; Ed Kerwin also attended. Key OWASA initiatives covered included: system resiliency and infrastructure investments; forest management plans; and energy management.

Ms. Eimers announced that Ed Kerwin and she will attend the Chatham-Orange Task Force meeting on Thursday, February 6, 2020 at 12:00 noon at the Hyatt Place Hotel in Chapel Hill. Discussion topics include: an update on development along the 15-501 corridor between Pittsboro and Interstate 40 (at the Durham County line); affordable housing strategies and programs; and the Regional Transit/Transit Plan.

Ruchir Vora announced an OWASA Orientation will be held for Chapel Hill Town Council Member Hongbin Gu on February 4, 2020 at 3:30 p.m. in the OWASA Boardroom.

Robert Morgan provided an update on Executive Search and Assessment Services for OWASA's Next Executive Director. He noted the Board received the final draft job announcement and brochure which was approved and sent to the consultant for publication. The position will stay open until filled, applications should be submitted by February 18, 2020 for first review.

Petitions and Requests:

Ray DuBose asked for petitions and requests from the public, Board and staff; there were none.

Item One: 12 Month Board Meeting Schedule

The Board accepted this as an information item.

Item Two: Minutes

Robert Morgan made a motion to approve the Minutes of the January 9, 2020 Meeting of the Board of Directors; second by Yinka Ayankoya and unanimously approved. Please see Motion 1.

Item Three: 2019 Annual Lakes Recreation Report

Johnny Riley, Reservoir and Land Resources Supervisor, provided the Board a presentation on the 2019 Annual Lakes Recreation report and noted attendance and revenues are up to record levels.

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Ruchir Vora asked if staff tracked patron near misses and/or accidents at the lakes.

Johnny Riley, Senior Lake Warden, said there was no formal tracking, but as part of the monthly safety check, staff looks for opportunities to improve safety.

Item Four: Capital Improvements Program Semiannual Report

Vishnu Gangadharan, Engineering Manager – Capital Improvements, provided a verbal update on the first two quarters of Fiscal Year 2020, when nearly $14 million was spent on capital projects throughout OWASA's system, including critical improvements at the University Lake Reservoir, Jones Ferry Road Water Treatment Plant, Mason Farm Wastewater Treatment Plant, Rogerson Drive Pump Station and Force Main, and pipe replacements in various areas of the water distribution system. He also updated the Board about staff efforts to increase minority and women-owned business enterprise participation in construction bids receive on those OWASA projects.

Item Five: Financial Report for Six-Month Period Ended December 31, 2019

Stephen Winters, Director of Finance and Customer Service, provided a review of the Financial Report for the six-month period ended December 31, 2019. Mr. Winters reported all financial performance measurements were met for the period.

Item Six: Fiscal Year (FY) 2021 Budget Calendar and Assumptions

Stephen Winters, Director of Finance and Customer Service, provided a verbal update on the draft FY 2021 budget calendar, planning assumptions and proposed new budget format. The Board will discuss the proposed FY 2021 budget in greater detail at the February 13, 2020 meeting, including a presentation from operations managers.

Item Seven: Executive Director's Summary of Key Staff Action Items from the Meeting

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

- No staff action items of note; however, staff will begin tracking accidents and/or near misses at OWASA facilities involving visitors.
- The Board's next meeting is a Special Meeting on January 30, 2020 to discuss the Long-Range Water Supply Plan Update – Draft Evaluation of Water Supply and Demand Management.
- The Board's February 13, 2020 Work Session items include:
    - Position Reclassification for Biosolids Recycling Technician
    - Department Managers' Fiscal Year 2021 Budget Presentations
- The Board's February 27, 2020 Meeting items include:

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- Award the Water Treatment Plant Finished Water Pump Improvements Contract
- (Tentative) Update on Website Relaunch
- Closed Session to discuss a personnel matter as it pertains to the executive search and assessment services for OWASA's next Executive Director.

The Board meeting was adjourned at 8:01 p.m.

Respectfully submitted by:

Andrea Orbich
Executive Assistant/Clerk to the Board

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Agenda Item 3:

Department Managers Fiscal Year (FY) 2021 Budget Presentations

Purpose:

To provide the Board of Directors an opportunity to hear from the three managers of the Operations Departments and discuss the opportunities and challenges each are addressing in preparing their FY 2021 operating budget requests.

Background:

On October 22, 2019, the Finance Committee discussed potential strategies to provide the Board of Directors' better insight into the implications various rate increase mitigation measures may have on OWASA's operations. During those discussions, the Committee and staff agreed that it would be beneficial to have the managers of the three Operations Departments speak with the Board in advance of the formal budget discussions regarding the various goals, opportunities and challenges the managers would be addressing in their budget requests. The draft FY 2021 budget for all OWASA departments will be presented to the Board at the March 12, 2020 Work Session.

Presentation Overview:

Water Supply and Treatment:

- FY 2020 Success Story – Managing taste and odor in drinking water
    - On April 25, 2019, staff updated the Board on our efforts to begin in-house analysis of taste and odor compounds in drinking water. Since this update last year staff has continued to further optimize our testing and treatment protocols to reliably and cost effectively provide safe and aesthetically pleasing drinking water.
- FY 2021 Opportunity for Improvement on - Taste and Odor Chemical Utilization
    - Expand on our success story and discuss how data will be gathered and utilized to continue to optimize chemical usage.
- FY 2021 Challenge to Address – Lead and Copper Rule Changes
    - On November 13, 2019, the United States Environmental Protection Agency (EPA) issued proposed revisions to the Lead and Copper Rule (LCR) for public comment. The Rule is still under the comment period. Under the proposed rule, all water systems must develop and update lead service line inventories and it requires the developing plans to remove all lead service lines.

Water Distribution and Wastewater Collection System:

- FY 2020 Success Story - Valve Exercising Program
    - As part of the After Action Review (AAR) of the November 5, 2018 Emergency Water Main Repair, OWASA staff, with the support of the Board of Directors, implemented a Valve Maintenance Crew to improve effectiveness of our valve maintenance program. As a result of this program and the extensive work from the crew, our system is more reliable.
- FY 2021 Opportunity for Improvement - Construction Crew
    - Re-establish an efficient in-house Construction Crew with a primary focus to replace aging water mains and provide professional development opportunities for our employees. Our crews would supplement the Capital Improvements Program (CIP) replacement program and provide cost savings, quality assurance, and prioritized water main replacement projects.
- FY 2021 Challenge to Address – Locates for other utilities
    - With the large expansion of underground utilities (including installation of new fiber cable), identifying and protecting our infrastructure will continue pose a challenge. Our goal is to continue to fulfill all requests for infrastructure locating to protect our assets and minimize service interruptions.

Wastewater Treatment and Biosolids Recycling:

- FY 2020 Success Story – Partnership for Clean Water Self-Assessment
    - In February 2018, staff presented to the OWASA Board information about our work for system optimization through the Partnership Programs. We joined the Partnership for Clean Water program in 2016 and completed Phase II in 2017. The Mason Farm Wastewater Treatment Plant Team along with staff members throughout the organization have completed the self-assessment process and identified our performance limiting factors. Our findings are being assembled into a Phase III Self-Assessment Completion Report that defines the activities to be undertaken to move toward optimum performance and will be the basis for the Directors Award. We plan to submit our report this June 2020, where a panel of optimization experts will review and determine whether we received the Directors Award. Staff will present on our key learnings from this process.
- FY 2021 Opportunity for Improvement – Maintenance Program Improvements
    - We will present our plan to reduce costs and improve safety, reliability and efficiency of our operations through implementation of a new Computerized Maintenance Management System (CMMS) and better management of our preventative maintenance program.

- FY 2021 Challenge to Address – Nutrient Limits
    - The Mason Farm Wastewater Treatment Plant is facing implementation of the Jordan Lake Discharge Rules Total Nitrogen limit. Staff will present our plan to mitigate increased chemical usage through optimization of our treatment processes.

Action Requested:

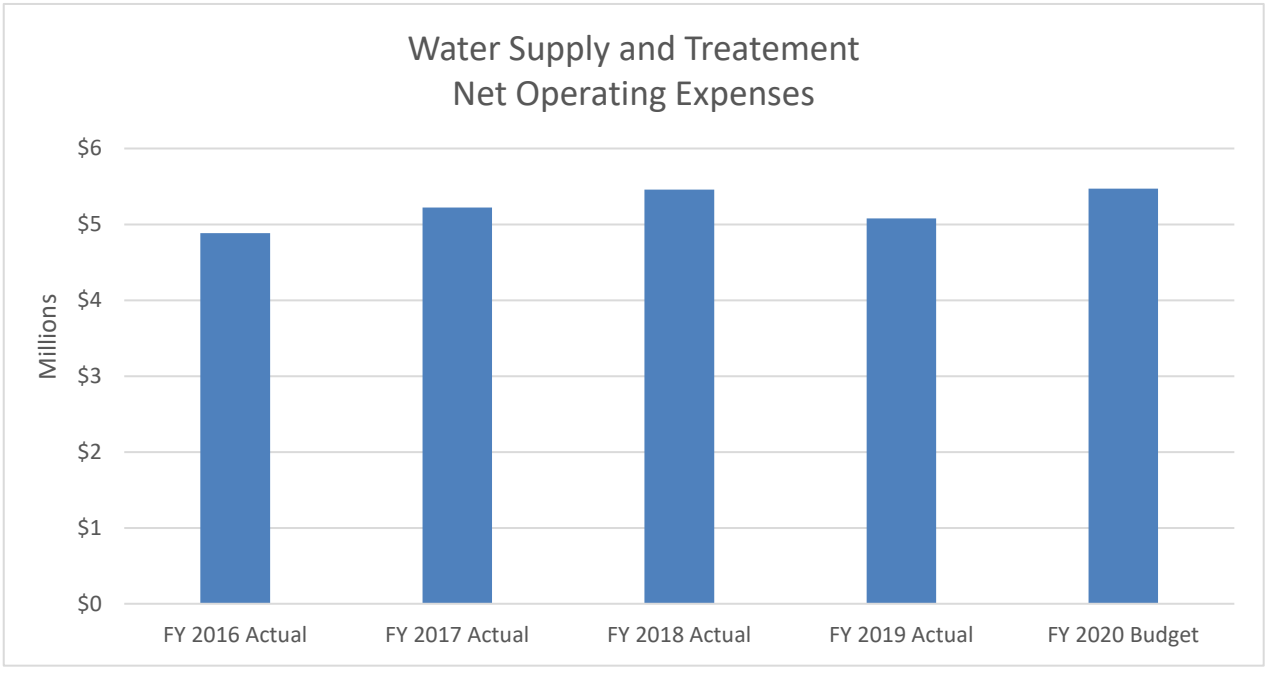
Staff requests that the Board ask questions and provide feedback that will help staff prepare for subsequent budget discussions.

Information:

FY 2020 Budget Summary Information from Operating Departments

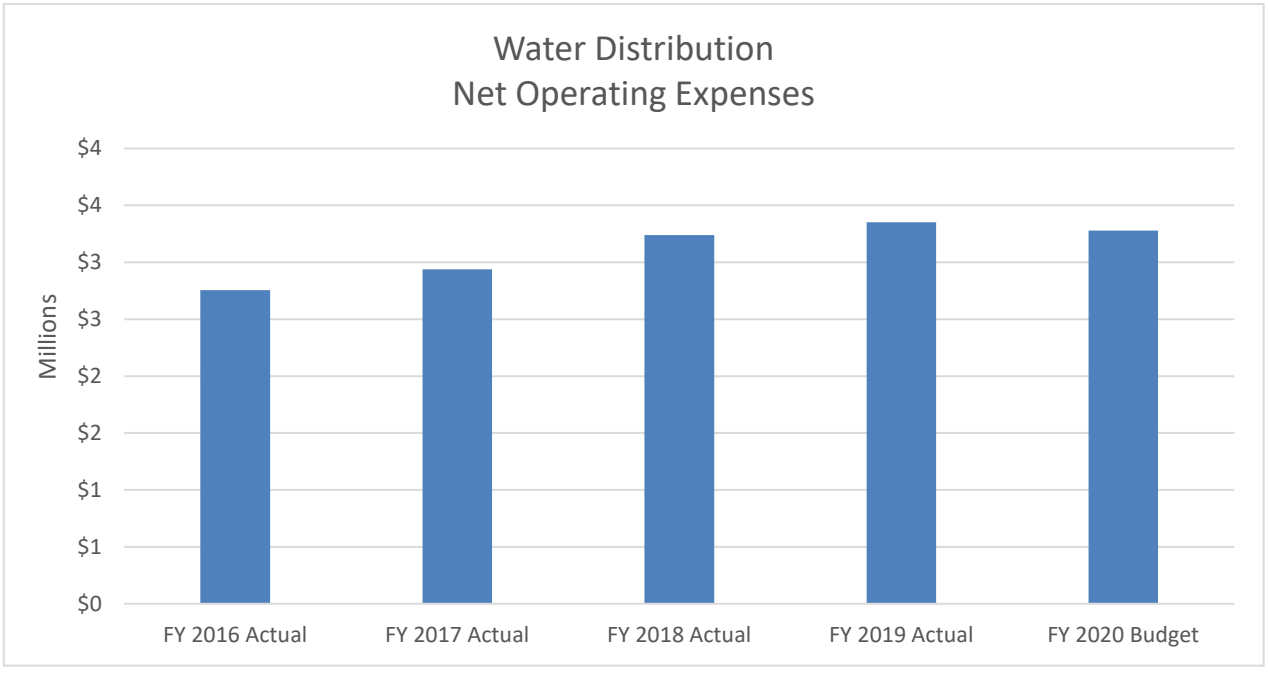
Orange Water and Sewer Authority
Water Supply and Treatment Department
Historical Operating Expenses

Expense	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget
Salaries	1,418,195	1,458,715	1,377,591	1,324,357	1,457,662
Payroll taxes and benefits	643,998	652,809	640,849	592,126	593,062
Utilities	344,797	377,087	448,265	351,814	378,045
Materials and Supplies	168,009	182,057	210,714	203,000	210,834
Chemicals	1,076,107	1,330,413	1,613,128	1,374,327	1,573,141
Maintenance	995,980	1,056,884	1,002,399	1,025,869	1,079,515
Professional Services	201,896	146,571	78,380	122,174	84,000
Communications	2,401	1,094	1,535	2,963	3,200
Printing and Reproduction	-	-	-	-	-
Education and Development	22,403	9,999	9,439	4,338	12,150
Miscellaneous	9,037	7,939	74,817	76,720	79,479
Construction Credits	-	-	-	-	-
Net Operating Expenses	4,882,823	5,223,568	5,457,117	5,077,688	5,471,088
Percent change from prior year	5%	7%	4%	-7%	8%
Number of personnel (funded)	25	25	25	23	23



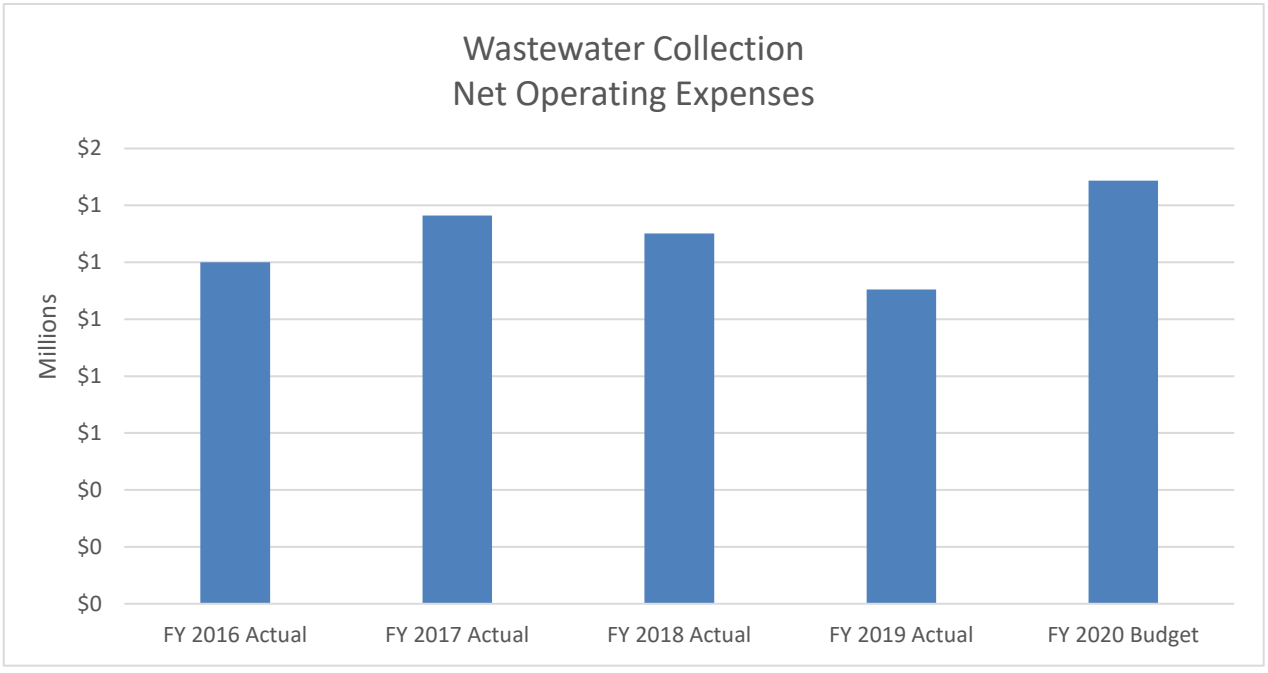
Orange Water and Sewer Authority
Water Distribution Department
Historical Operating Expenses

Expense	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget
Salaries	1,402,127	1,468,401	1,637,715	1,720,525	1,681,740
Payroll taxes and benefits	696,732	751,099	885,295	838,377	751,321
Utilities	181,755	200,051	196,933	204,576	201,341
Materials and Supplies	70,975	69,328	88,900	107,531	85,868
Chemicals	-	-	-	-	-
Maintenance	509,689	578,396	498,867	488,478	549,626
Professional Services	7,124	9,775	8,837	8,052	7,680
Communications	2,377	1,591	2,764	4,316	5,000
Printing and Reproduction	1,233	359	448	36	1,500
Education and Development	8,834	11,198	15,937	16,614	23,416
Miscellaneous	1,927	3,629	2,947	69,807	62,230
Construction Credits	(127,713)	(155,777)	(100,491)	(106,548)	(90,000)
Net Operating Expenses	2,755,060	2,938,050	3,238,152	3,351,764	3,279,723
Percent change from prior year	-3%	7%	10%	4%	-2%
Number of personnel (funded)	32	33	33	35	33



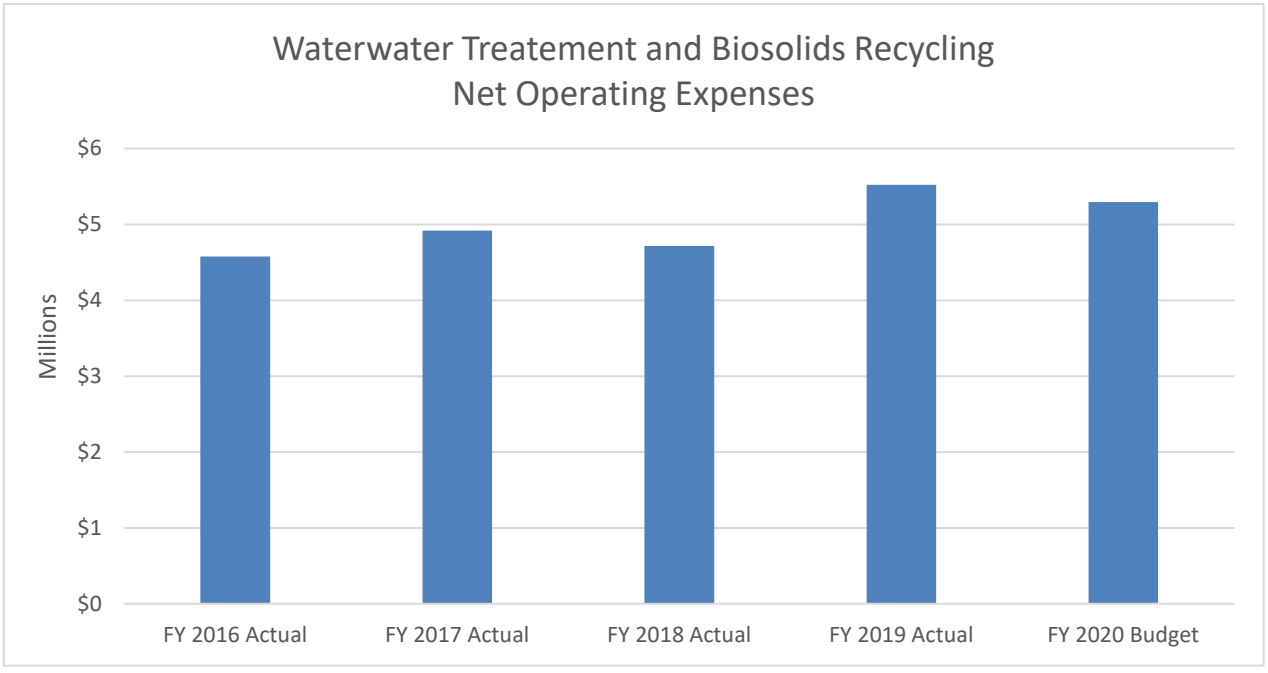
Orange Water and Sewer Authority
Wastewater Collection Department
Historical Operating Expenses

Expense	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget
Salaries	454,610	535,957	500,522	495,462	555,487
Payroll taxes and benefits	237,216	271,325	282,265	244,988	268,421
Utilities	150,609	130,722	110,638	122,434	126,334
Materials and Supplies	41,952	29,206	28,134	30,887	39,999
Chemicals	200,130	200,229	186,161	199,726	230,000
Maintenance	112,563	191,417	214,229	89,177	243,045
Professional Services	6,228	6,146	8,461	7,358	7,680
Communications	606	483	73	131	500
Printing and Reproduction	743	2,238	-	-	2,000
Education and Development	6,665	7,093	4,537	6,342	11,475
Miscellaneous	2,167	1,697	5,752	2,130	2,110
Construction Credits	(13,276)	(12,426)	(38,978)	(94,328)	-
Net Operating Expenses	1,200,213	1,364,087	1,301,794	1,104,307	1,487,051
Percent change from prior year	-7%	14%	-5%	-15%	35%
Number of personnel (funded)	11	13	11	11	11



Orange Water and Sewer Authority
Wastewater Treatment and Biosolids Recycling Department
Historical Operating Expenses

Expense	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget
Salaries	1,332,897	1,386,416	1,432,562	1,507,700	1,437,342
Payroll taxes and benefits	571,503	608,950	652,392	631,963	591,687
Utilities	993,034	773,154	608,995	898,536	781,580
Materials and Supplies	197,344	239,470	221,540	277,718	265,945
Chemicals	612,372	659,501	777,145	1,012,434	805,632
Maintenance	687,815	951,600	842,992	998,235	1,214,240
Professional Services	119,213	230,934	103,679	88,391	92,600
Communications	7,114	7,825	8,242	9,944	11,715
Printing and Reproduction	-	-	-	-	-
Education and Development	20,062	12,452	10,374	19,817	27,000
Miscellaneous	34,799	47,518	57,821	78,754	67,625
Construction Credits	-	-	-	-	-
Net Operating Expenses	4,576,153	4,917,820	4,715,742	5,523,492	5,295,367
Percent change from prior year	1%	7%	-4%	17%	-4%
Number of personnel (funded)	20	22	22	22	22



Agenda Item 4:

Review Board Work Schedule

Purpose:

a) Request(s) by Board Committees, Board Members and Staff
b) February 27, 2020 Board Meeting
c) March 12, 2020 Board Work Session
d) Review and update the 12 Month Board Meeting Schedule
e) Review Pending Key Staff Action Items

Information:

- Draft agenda for the February 27, 2020 meeting
- Draft agenda for the March 12, 2020 meeting
- 12 Month Board Meeting Schedule
- Pending Key Staff Action Items from Board Meetings

Agenda
Meeting of the OWASA Board of Directors
Thursday, February 27, 2020, 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 a four-minute time frame allowed each speaker, unless otherwise determined by 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 24, 2020 Finance Committee Meeting (Bruce Boehm)
   B. Chatham-Orange Task Force Meeting on Friday, March 6, 2020 at 12:00 noon at a location to be determined (Jody Eimers)
3. Announcements by Staff
   A. Lakes Open for Recreation on March 21, 2020 (Todd Taylor)
   B. Change to Disinfection of Drinking Water with Free Chlorine instead of Chloramines in the month of March (Todd Taylor)

Petitions and Requests

1. Public
2. Board
3. Staff

Consent Agenda

Information and Reports

1. 12 Month Board Meeting Schedule (Ray DuBose/Todd Taylor)

Action

2. Resolution Awarding a Construction Contact for the Jones Ferry Road Water Treatment Plant Finished Water Pump Improvements (Brad Barber)
3. Minutes of the January 30, 2019 Special Meeting of the Board of Directors (Andrea Orbich)

DRAFT

4. Minutes of the February 13, 2019 Meeting of the Board of Directors (Andrea Orbich)

Summary of Board Meeting Action Items

5. General Manager of Operations will summarize the key action items from the Board meeting and note significant items for discussion and/or action expected at the next meeting

Closed Session

6. The Board of Directors will convene in a Closed Session for the Purpose of Discussion a Personnel Matter (Robert Morgan)

DRAFT

Agenda
Work Session of the OWASA Board of Directors
Thursday, March 12, 2020, 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).

For items on the agenda, public speakers are encouraged to organize their remarks for delivery within a four-minute time frame allowed each speaker, unless otherwise determined by the Board of Directors.

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

Announcements

a. Announcements by the Chair
   - 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.

b. Announcements by Board Members
   - Update on the March 6, 2020 Chatham-Orange Task Force Meeting (Jody Eimers)

c. Announcements by Staff

d. Additional Comments, Suggestions, and Information Items by Board Members (Ray DuBose)

Consent Agenda

Information and Reports

1. Forest Management Program Update (Ed Kerwin)

Action

2. Resolution Awarding the Jones Ferry Road Water Treatment Plant Water Mains Resiliency Construction Contract (Brad Barber)
3. Resolution Awarding the Jones Ferry Road Water Treatment Plant Chemical Facility Improvements Contract (Brad Barber)
4. Minutes of the February 27, 2020 Meeting of the Board of Directors (Andrea Orbich)

Regular Agenda

Discussion

5. Draft Fiscal Year 2021 Budget Including First Iteration of New Budget Format (Stephen Winters)
6. Update on New Water Main Prioritization Model (Vishnu Gangadharan/Allison Spinelli)
7. Deep Dive on Safety Key Performance Indicators (Tyrus Johnson)
8. Review Board Work Schedule (Ray DuBose/Ed Kerwin)
   a. Request(s) by Board Committees, Board Members and Staff
   b. March 26, 2020 Board Meeting
   c. April 9, 2020 Work Session

DRAFT

d. 12 Month Board Meeting Schedule
e. Pending Key Staff Action Items
f. Action Items Recurring Every 3 to 5+ Years

Summary of Work Session Items

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

Closed Session

10. The Board of Directors will convene in a Closed Session for the Purpose of Discussing a Personnel Matter (Robert Morgan)

DRAFT

OWASA Board of Directors – 12 Month Board Meeting Schedule (February 7, 2020)

Month	Board Meetings		Committee & Other Meetings
	Work Session	Business Meeting	
February 2020	Department Managers FY 21 Budget Presentations Position Reclassification for Biosolids Technician CS – Prepare for GC Interim Review ( ) 2/13/2020	Award the WTP Finished Water Pump Improvements Contract CS – Personnel Matter with Consultant 2/27/2020	*D&I Session with VISIONS, Inc. (2/12/2020)* *Finance Committee meeting – in-depth review of 1st draft operating budget (2/24/2020)* *(Tentative) OC Appointees to the OWASA Board meet with Members of Orange County BOCC (TBD)*
March 2020	FY 21 Draft Budget including 1st iteration of new budget format ( ) **Forest Management Program Update** Award the WTP Water Mains Resiliency Contract Award the WTP Chemical Facility Improvements Contract Update on New Water Main Prioritization Model Discuss Deep Dive on Safety KPI CS – GC Interim Review ( ) 3/12/2020	Set date for Public Hearings – FY 21 Budget & Rates ( ) FY 21 Draft Budget & Rates and Proposed Staff Rate Adjustment Recommendation ( ) (Tentative) Update on Website Relaunch CS – Prepare for ED Interim Review ( ) 3/26/2020	*Finance Committee meeting(s) to review FY 21 budget and rates, as necessary*
April 2020	Review Employee Health and Dental Insurance Renewals ( ) FY 21 Draft Budget and Rate Adjustment Information ( ) CS – ED Interim Review ( ) 4/9/2020	FY 21 Draft Budget and Rate Adjustment Information and Authorize Staff to Publish Proposed Rates ( ) Q3 Financial Report ( ) 4/23/2020	*Finance Committee meeting(s) to review FY 21 budget and rates, as necessary* *Interview ED Candidates (TBD)*
May 2020	Approve Employee Health and Dental Insurance Renewals ( ) Discuss Employee Merit Pay for FY 21 ( ) Diversity and Inclusion Update ( ) (Tentative) **Discuss LRWSP Supply & Demand Alternatives** 5/14/2020	Public Hearings – FY 21 Budget and Rates ( ) Approve Employee Health and Dental Insurance Renewals (if needed) Award the Bolinwood Drive Interceptor Contract 5/28/2020	
June 2020	Approve FY 21 Budget and Rates, including merit pay decision ( ) Election of Officers ( ) 6/11/2020	TBD 6/25/2020	
July 2020	TBD 7/9/2020	TBD 7/23/2020	
August 2020	(Tentative) Discuss Work Plan for New ED (Tentative) Discuss Process to Update the Strategic Plan CS – Prepare for GC Annual Review ( ) 8/13/2020	Preliminary 12 Month Financial Report ( ) CIP Semiannual Report ( ) CS – GC Annual Review ( ) 8/27/2020	
September 2020	EEO/Affirmative Action Report & Diversity and Inclusion Update ( ) Annual Report on Disposal of Surplus Personal Property ( ) **Forest Management Update** CS – Prepare for ED Annual Review ( ) 9/10/2020	Annual Report and Financial Audit ( ) **Annual Update of the Energy Management Plan** ( ) Approve General Counsel Engagement ( ) CS – ED Annual Review ( ) 9/24/2020	

Current and Pending Key Projects and Strategic Initiatives– in **bold**

OWASA Board of Directors – 12 Month Board Meeting Schedule (February 7, 2020)

Month	Board Meetings		Committee & Other Meetings
	Work Session	Business Meeting	
October 2020	TBD 10/8/2020	Q1 Financial Report () **Strategic Trends Report** () Reliability and Resiliency Improvements Update 10/22/2020	
November 2020	TBD 11/12/2020	*Holiday – no meeting*	
December 2020	TBD 12/10/2020	*Holiday – no meeting*	
January 2021	Appoint Audit Firm () Employee Health and Dental Insurance Update for FY 22 () Affordability Outreach Program Update () Diversity and Inclusion Update () 1/14/2021	Annual Lakes Recreation Report () CIP Semiannual Report () Q2 Financial Report () Discuss FY 22 Budget Calendar, Planning Assumptions, and New Budget Format () 1/28/2021	

Note: Meetings related to new ED search and selection will be scheduled. Additional Finance Committee meetings will likely be needed related to improving the budgeting process.

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. It also does not reflect meetings at which the Board will discuss and act on the update of the Strategic Plan.

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.

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.

- Development of a plan and policy framework for OWASA lands is considered a longer-term priority. The NRTS Committee discussed this issue in September 2017 and determined it was lower priority than Forest Management.
- Water Conservation Plan will be prepared concurrent with update of the Long-Range Water Supply Plan.
- Update of Strategic Plan. On October 24, 2019, the Board and staff agreed to begin updating the Strategic Plan in FY 2021.

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.

OWASA Board of Directors – 12 Month Board Meeting Schedule (February 7, 2020)

Abbreviations Used in Draft Schedule:

↻	Recurring agenda item (generally these are "required" items)
AV/AMI	Agua Vista/Advanced Metering Infrastructure
BOCC	Board of County Commissioners
CE	Community Engagement
CEP	Community Engagement Plan
CHTC	Chapel Hill Town Council
CIP	Capital Improvements Program
COLA	Cost of Labor Adjustment
CS	Closed Session of the Board
CTC	Carrboro Town Council
CY	Calendar Year
D&I	Diversity and Inclusion
ED	Executive Director
EEO	Equal Employment Opportunity
FY	Fiscal Year
GC	General Counsel
HR	Human Resources
JLP	Jordan Lake Partnership
KPI	Key Performance Indicator
LRWSP	Long-Range Water Supply Plan
MOA	Memorandum of Agreement
MWBE	Minority/Women-owned Business Enterprises
MST	Mountains-to-Sea Trail
MFMM	Multi-Family Master Meter
NCDOT	North Carolina Department of Transportation
NRTS	Natural Resources and Technical Services
OC	Orange County
Q	Quarter
RFP	Request for Proposals
SRF	State Revolving Fund
SOW	Scope of Work
TBD	To Be Determined
WTP	Water Treatment Plant
WWTP	Wastewater Treatment Plant

Pending Key Staff Action Items from Board Meetings

No.	Date	Action Item	Target Board Meeting Date	Person(s) Responsible	Status
1.	1-9-2020	Staff will reach out to the Towns permitting agencies to seek their cooperation to notify businesses that any new and existing discharges to OWASA's wastewater system must be in compliance with OWASA's Sewer Use Ordinance.	NA	Taylor	Revised Sewer Use Ordinance provided to the Towns/County/ UNC/UNCH on 1-22-2020.
2.	1-9-2020	Implement Year 5 of Affordability Outreach Program considering Board member suggestions.	NA	Tiger	
3.	10-24-2019	Proceed with planning for new strategic plan to begin next fiscal year.	TBD	TBD	
4.	9-26-2019	Proceed to finalize a solar PV lease agreement with Eagle Solar and Light and begin the design process for solar panels on five OWASA's facilities	NA	Tiger	Underway – 3/ 5 contracts signed, design underway; 2/ 5 contracts waiting third party sign-off on site readiness.