Orange Water and Sewer Authority

Virtual Meeting of the Board of Directors

July 9, 2020

The Board of Directors of the Orange Water and Sewer Authority (OWASA) held its duly noticed regular work session all by virtual means in accordance with law, on Thursday, July 9, 2020, at 6:00 p.m. utilizing Microsoft Teams software.

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

OWASA staff present: Denise Battle, Mary Darr, Monica Dodson, Jesse DuClau, Robert Epting, Esq. (Epting and Hackney), Stephanie Glasgow, Blake Hodge, Robin Jacobs (Epting and Hackney), Ed Kerwin, Addison McDonough, Andrea Orbich, Dan Przybyl, Ruth Rouse, Kelly Satterfield, Todd Taylor, Stephen Winters and Richard Wyatt.

Others present: Barbara Foushee (Carrboro Mayor Pro Tem), Meg Holton (UNC Water Resources Manager) and Damon Seils (Carrboro Council Member).

Motions

1. Bruce Boehm made a motion to approve the Minutes of the June 11, 2020, Virtual Work Session of the Board of Directors; second by Bruce Runberg and unanimously approved.

2. BE IT RESOLVED THAT the Board of Directors of the Orange Water and Sewer Authority adopts the Resolution Honoring the Outstanding Service of Ed Kerwin to the Carrboro, Chapel Hill and Orange County Community. Motion by Robert Morgan, second by Bruce Boehm and unanimously approved.

3. BE IT RESOLVED THAT the Board of Directors of the Orange Water and Sewer Authority adopts the Resolution Renaming Orange Water and Sewer Authority Training Room in the Operations Center to the Ed Kerwin Team Room. Motion by John Morris, second by Bruce Boehm and unanimously approved.

4. Bruce Runberg made a motion to authorize staff and General Counsel to draft the legal documents to protect riparian buffers on Matt and Suzanne Case's land and on Clearwind Farm, LLC land in exchange for the use of a trail on OWASA land; second by Robert Morgan and unanimously approved.

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Announcements

Ray DuBose announced that due to COVID-19 public health concerns and in compliance with local governments "stay at home" orders, the OWASA Board of Directors held the work session virtually utilizing Microsoft Teams software.

Mr. DuBose asked if any Board Member knew 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 welcomed Todd Taylor in his new role as Executive Director, effective July 6, 2020.

Mr. DuBose announced that Chapel Hill Appointee, Deanie Anyangwe, declined her appointment as an OWASA Board Member.

Mr. DuBose announced the following updates to the Standing Committees of the Board of Directors for Fiscal Year 2021:

- Natural Resources and Technical Services: Bruce Boehm (Chair) and members Ruchir Vora, Jody Eimers and John Morris.
- Human Resources: Jody Eimers (Chair) and members Yinka Ayankoya, Bob Morgan and John Morris.
- Community Engagement: Yinka Ayankoya (Chair) and members are Jody Eimers, Bob Morgan and Bruce Runberg.
- Finance: Bruce Runberg (Chair) and members are Ruchir Vora, Bruce Boehm and Yinka Ayankoya.

Mr. DuBose encouraged all Board Members to attend all Committee Meetings.

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

The Board accepted this as an information item.

Item Two: Minutes

Bruce Boehm made a motion to approve the Minutes of the June 11, 2020, Virtual Work Session of the Board of Directors; second by Bruce Runberg and unanimously approved. Please see Motion 1.

Item Three: Honoring the Outstanding Service of Ed Kerwin

The Board expressed sincere appreciation and respect to Ed Kerwin for his outstanding service as OWASA's Executive Director for 24 years and approved two resolutions in his honor.

Robert Morgan read aloud the Resolution Honoring the Outstanding Service of Ed Kerwin to the Carrboro, Chapel Hill and Orange County Community.

Robert Morgan made a motion to approve the Resolution Honoring the Outstanding Service of Ed Kerwin to the Carrboro, Chapel Hill and Orange County Community; second by Bruce Boehm and unanimously approved. Please see Motion 2.

Bruce Boehm read aloud the Resolution Renaming the Orange Water and Sewer Authority Training Room in the Operations Center to the Ed Kerwin Team Room.

John Morris made a motion to approve the Resolution Renaming the Orange Water and Sewer Authority Training Room in the Operations Center to the Ed Kerwin Team Room; second by Bruce Boehm and unanimously approved. Please see Motion 3.

Ed Kerwin expressed his deep appreciation and gratitude to the Board and staff.

Item Four: Potential Conservation Easement on Private Land in the Cane Creek Reservoir Watershed

Ruth Rouse, Planning and Development Manager, provided an overview of a potential conservation easement on private land owned by Matt and Suzanne Case in the Cane Creek Watershed which will provide for expanded, permanently protected buffers along a stream running through private land near Cane Creek Reservoir.

Bruce Boehm suggested a revision to include approximately 300-foot easement on a 16-acre track of the Case's land to protect and improve long-term water quality of Cane Creek.

Ms. Rouse noted this area of the Case's farm is not part of the proposed conservation easement, and there is an existing horse farm on that portion of the land.

Bruce Runberg made a motion to authorize staff and General Counsel to draft the legal documents to protect riparian buffers on Matt and Suzanne Case's land and on Clearwind Farm, LLC land in exchange for the use of a trail on OWASA land; second by Robert Morgan and unanimously approved. Please see Motion 4.

Item Five: Update on OWASA's Agreement with U.S. Environmental Protection Agency

The Board received an update from Robin Jacobs, General Counsel, regarding OWASA's compliance agreement with the U.S. Environmental Protection Agency (EPA). OWASA has received grants from the EPA in the past and as such is subject to review by the EPA of its compliance with various federal laws and regulations. Ms. Jacobs reported that Stephanie Glasgow, Director of Human Resources and Safety, is OWASA's Nondiscrimination Compliance Officer and this information is posted on the website. Ms. Glasgow will attend a monthly employee staff meeting in each department to inform employees about how to tell someone outside the organization who believes they have been discriminated against by OWASA how to get assistance they need.

Item Six: Update on OWASA's COVID-19 Response and Discussion by the Board

Todd Taylor, Executive Director, said staff continues to take proactive measures to ensure the community is provided with high-quality and reliable water, wastewater, and reclaimed water services during the COVID-19 pandemic.

Stephen Winters, Director of Finance and Customer Service, said the Governors Executive Order 124, to suspend service cut offs for nonpayment for customers who are unable to pay during this pandemic, is set to expire on July 29, 2020. Staff plans to communicate with OWASA customers who are past due on their bills, they will be automatically offered to an extended payment plan over 12-months, and staff will work with customers as needed to achieve compliance and payment.

Item Seven: Diversity and Inclusion (D&I) Program Update (January – June 2020)

Todd Taylor, Executive Director, provided a brief overview of this item and talked about how diversity and inclusion has positively impacted him in a personal and professional way.

Stephanie Glasgow, Director of Human Resources and Safety, reviewed the D&I Program schedule from January through June 2020 and announced that *NC Currents* (the official publication of the NC section of the American Water Works Association-Water Environment Federation) will feature OWASA's D&I Program in its fall magazine edition. Ms. Glasgow said Monica Dodson, Wastewater Treatment and Biosolids Recycling Manager, will provide a presentation on OWASA's D&I Program at the annual 2020 Water Environment Federation's Technical Exhibition and Conference national conference.

Denise Battle, Customer Service Manager, provided an update on: OWASA's Welcome Team; an informal meeting with Black supervisors to discuss recent events regarding social justice; and the voluntary open forums in June to discuss the tragic death of George Floyd.

Addison McDonough, Business Systems Analyst, provided an update on: activities of the Diversity Resource Group; how employees are staying connected during the COVID-19 pandemic that included; 15-minute virtual Daily Grind; walking challenge; and space for employees to share various non-work related photos.

Barbara Foushee (Carrboro Mayor Pro Tem/former OWASA Board Member) expressed concern that the selection process for the Executive Director was not transparent enough and more public communication was needed. Ms. Foushee asked that OWASA take the time to be specific and intentional regarding the hiring of the next General Manager of Operations and any other upper management position that may come open to further seek diversity in OWASA's workforce.

Damon Seils (Carrboro Council Member) expressed appreciation for OWASA's update on the D&I program and appreciated Ms. Foushee's comments. Mr. Seils also expressed concern that the selection process for the Executive Director was not transparent enough and that the pool of applicants wasn't diverse, a wider net could have been cast to encourage diversity.

Yinka Ayankoya expressed appreciation to staff for their presentation and thanked Ms. Foushee and Mr. Seils for their comments.

Ray DuBose expressed appreciation and thanked staff for the presentation, leadership and the sensitivity shown to employees.

Item Eight: Review Board Work Schedule

The Board agreed that staff will provide a report on local governments' paid holidays and any recent actions or intentions to modify schedules as well as provide a recommendation to the Board on a possible 12th paid holiday for employees.

The Board agreed to schedule an Executive Committee meeting the last week of July 2020 and a doodle poll for dates in August 2020 will be sent to schedule a Human Resources Committee meeting.

The Board agreed to cancel the July 23, 2020 Board meeting.

The Board agreed to add an item to the August 13, 2020 agenda regarding designating OWASA's primary and secondary agents and authorizing them to execute and file applications for Federal and/or State assistance and represent the organization in all dealings with Federal Emergency Management Agency and the North Carolina Division of Emergency Management.

Item Nine: Summary of Work Session Items

Todd Taylor noted the following items for staff follow-up:

- Provide a report on local governments' paid holidays and any recent actions or intentions to modify their work schedules, and a recommendation to the Board at a future Board meeting on a possible 12th paid holiday for employees, possibly to celebrate June 19 the Juneteenth holiday.

The Board meeting adjourned at 7:36 p.m.

Respectfully submitted by:

Andrea Orbich

Andrea Orbich
Executive Assistant/Clerk to the Board

Attachments

Resolution Honoring the Outstanding Service of Ed Kerwin to the Carrboro, Chapel Hill and Orange County Community

Whereas, upon the retirement of Ed Kerwin as Executive Director of Orange Water and Sewer Authority (OWASA), it is fitting to celebrate his service to our organization and community; and

Whereas, since joining OWASA as Executive Director in 1996, Mr. Kerwin has reorganized and directed our work, trained and relied upon us as trusted partners, inspired us, and opened opportunities to each of us in accordance with our willingness and ability to succeed. His encouragement and support, and his willingness to tell our story by his leadership nationally, have made OWASA a model community-owned and operated water, wastewater and reclaimed water utility; and

Whereas, the health and safety of the community, and his insistence that safety comes first for employees, were his top priorities; and, his unwavering commitment ensured high quality drinking water for the community, protected the environment from untreated wastewater, and provided a safe workplace for employees; and

Whereas, his insistence upon and promotion of a culture of excellence and continuous improvement, and, his commitment to provide service so good that if our customers could choose, they would choose OWASA, are now guideposts for our culture; and

Whereas, with his guidance and leadership the OWASA team has protected the Cane Creek Reservoir and University Lake watersheds for the long-term; managed long-range planning for a reliable raw water supply including gaining permission for mining the expanded Quarry Reservoir and protecting the availability of our Jordan Lake allocation; obtained State approval to recycle process water at our Jones Ferry Road Water Treatment Plant (WTP); implemented conservation-oriented rates for our customers, and otherwise increased community water conservation by significant proportions; increased system interconnect capacity for emergency water supplies; partnered with the University of North Carolina at Chapel Hill (UNC) to build and operate a reclaimed water system; upgraded our Mason Farm Wastewater Treatment Plant (WWTP) to enhance nutrient removal and produce beneficially recyclable Class A Exceptional Quality biosolids; pursued and achieved national Partnership optimization milestones for the WTP, distribution system, and WWTP; integrated sustainability, asset management, and financial planning into OWASA's decision-making for the long-term benefit of the community and environment; established one of the first customer financial assistance programs in the nation; and implemented advanced metering infrastructure to empower customers by providing information on their water use; and

Whereas, his leadership should be remembered for his insistence that "running out of water is not an option," and especially so during times of recurring crises, whether brought on by hurricanes, droughts, or other system interruptions, and for his astounding endurance, calmness, and effective leadership throughout those events; for his commitment to the renewal and replacement of the physical facilities essential to our community's health and welfare; and for his insistence upon transparent and inclusive involvement of all citizens, managers, business owners, elected officials and UNC officers in the work of this organization; and

Whereas, his tireless effort to connect with employees on a personal level is one of his greatest attributes as a leader; he always took the time to listen to their suggestions and concerns, to share his wisdom and experience, to celebrate their successes, and mourn their losses, because he truly and deeply cared about each and every one of them; and

Whereas, we will miss Ed and his cheerful insistence that we should be kind to one another, celebrate diversity, live and work together respectfully, and support each other in service to the mission of OWASA; to his credit, the Board and staff shall carry on as he always encouraged us to do:

NOW, THEREFORE, BE IT RESOLVED:

1. That the Board of Directors of the Orange Water and Sewer Authority, acting through its Members, Raymond E. DuBose, P.E., Ruchir Vora, Bruce Boehm, Yinka Ayankoya, Jody Eimers, Robert Morgan, John N. Morris and Bruce Runberg, P.E., hereby expresses to Ed Kerwin the Board's sincere appreciation and admiration for his outstanding service to the people of the Carrboro, Chapel Hill and Orange County community, and wishes Ed a long, healthy and happy retirement.

Adopted this 9th day of July, 2020.

Raymond E. DuBose, P.E., Chair

ATTEST:

Jo Leslie Eimers, Secretary

Resolution Renaming the Orange Water and Sewer Authority Training Room in the Operations Center as the Ed Kerwin Team Room

Whereas, the Orange Water and Sewer Authority (OWASA) Board of Directors congratulates Ed Kerwin on the event of his service retirement after 24 years of quality service; and

Whereas, the Board of Directors recognizes that Mr. Kerwin is only the second Executive Director to serve OWASA in its 44 years of existence; and

Whereas, Mr. Kerwin has always recognized OWASA's greatest assets are the employees and has hired, promoted, and retained the best and the brightest in the industry to achieve and maintain a best-in-class position; and

Whereas, Mr. Kerwin has hired, retained, and-or promoted supervisors and managers with diverse and minority race and gender, contributing to greater inclusivity and opportunity for minorities in the water and wastewater utilities; and

Whereas, the Operations Center was built during his tenure as a best-in-class facility for the purposes of maintenance support and employee training and recognition activities; and

Whereas, the Training Room in the Operations Center is the one location all OWASA employees frequent for training and recognition events; and

Whereas, the Board of Directors chooses to recognize Mr. Kerwin in a most appropriate way upon his retirement:

Now, Therefore, Be It Resolved That:

1. The OWASA Board of Directors hereby renames the Operations Center Training Room, to the Ed Kerwin Team Room.

Adopted this 9th day of July, 2020.

Raymond E. DuBose, P.E., Chair

ATTEST:

Jo Leslie Eimers, Secretary