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, January 14, 2021, 6:00 P.M.

Due to COVID-19 public health concerns, the Orange Water and Sewer Authority (OWASA) Board of Directors is conducting this meeting virtually utilizing Microsoft Teams software. Board Members, General Counsel and staff will be participating in the meeting remotely.

In compliance with the "Americans with Disabilities Act," interpreter services for non-English speakers and for individuals who are deaf or hard of hearing 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 virtual meetings online. Public comment is invited via written materials, ideally submitted at least two days in advance of the meeting to the Board of Directors by sending an email to board_and_leadership@owasa.org or via US Postal Service (Clerk to the Board, 400 Jones Ferry Road, Carrboro, NC 27510). Public comments are also invited during the Board Meeting via telephone, and you will need to be available to call-in during the meeting. Please contact the Clerk to the Board at aorbich@owasa.org or 919-537-4217 to make arrangements by 3:00 p.m. the day of the meeting.

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.
   - Update on Orange County Climate Council Meeting on December 17, 2020

b. Announcements by Board Members

c. Announcements by Staff
   - Update on Long-Range Water Supply Plan Presentation to the Carrboro Town Council on January 12, 2021 and Chapel Hill Town Council on January 13, 2021 (Ruth Rouse)

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

Consent Agenda

Information and Reports

1. Quarterly Report on Attendance at Board and Committee Meetings (Andrea Orbich)

Action

2. Resolution Awarding an Audit Contract and Authorizing Chair of the Board of Directors and the Finance Officer to Execute Said Contract (Stephen Winters)

3. Minutes of the December 10, 2020 Virtual Work Session of the Board of Directors (Andrea Orbich)

Regular Agenda

Discussion

4. Update on Employee Health and Dental Insurance for Fiscal Year 2022 (Stephanie Glasgow/Ellen Tucker, Gallagher)
5. Diversity and Inclusion Program Update (September – December 2020) (Stephanie Glasgow/Stephen Winters/Audrey Eisenstein/Marcus Hill)
6. Discuss Reclassification of Sustainability Manager Position to Strategic Initiatives Manager (Todd Taylor)
7. Review Board Work Schedule
    a. Request(s) by Board Committees, Board Members, General Counsel and Staff (Ray DuBose)
    b. January 28, 2021 Board Meeting (Todd Taylor)
    c. February 11, 2021 Work Session (Todd Taylor)
    d. 12 Month Board Meeting Schedule (Todd Taylor)
        - Special Meeting to Discuss Draft Approach for Developing New Strategic Plan
    e. Pending Key Staff Action Items (Todd Taylor)

Summary of Work Session Items

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

Closed Session

9. The Board of Directors will Meet in Closed Session for the Purpose of Discussing a Personnel Matter, as provided in N.C. General Statutes 143.318.11(6) (Jody Eimers)

ORANGE WATER AND SEWER AUTHORITY - QUARTERLY REPORT

ATTENDANCE AT BOARD AND COMMITTEE MEETINGS

BOARD OF DIRECTORS	OCTOBER 2020	NOVEMBER 2020	DECEMBER 2020
RAY DUBOSE, CHAIR	Oct 8 WS (Meeting) Oct 22 Board (Meeting)	Nov 12 WS (Meeting)	Dec 9 CE (Meeting) Dec 10 WS (Meeting)
BRUCE BOEHM, VICE CHAIR	Oct 8 WS (Meeting) Oct 22 Board (Meeting)	Nov 12 WS (Meeting)	Dec 10 WS (Meeting)
JODY EIMERS, SECRETARY	Oct 8 WS (Meeting) Oct 22 Board (Meeting)	Nov 12 WS (Meeting)	Dec 9 CE (Meeting) Dec 10 WS (Meeting)
YINKA AYANKOYA	Oct 8 WS (Meeting) Oct 22 Board (Meeting)	Nov 12 WS (Meeting)	Dec 9 CE (Meeting) Dec 10 WS (Meeting)
KEVIN LEIBEL			Dec 9 CE (Meeting) Dec 10 WS (Meeting)
ROBERT MORGAN	Oct 8 WS (Meeting) Oct 22 Board (Absent)	Nov 12 WS (Absent)	Dec 9 CE (Absent) Dec 10 WS (Absent)
JOHN N. MORRIS	Oct 8 WS (Meeting) Oct 22 Board (Meeting)	Nov 12 WS (Meeting)	Dec 9 CE (Meeting) Dec 10 WS (Meeting)
BRUCE RUNBERG	Oct 8 WS (Meeting) Oct 22 Board (Meeting)	Nov 12 WS (Meeting)	Dec 9 CE (Meeting) Dec 10 WS (Meeting)
RUCHIR VORA	Oct 8 WS (Meeting) Oct 22 Board (Meeting)	Nov 12 WS (Meeting)	
VACANT CHAPEL HILL SEAT			
TOTAL MEETINGS HELD:	**2**	**1**	**2**

Board – Board of Directors
CE – Community Engagement Committee
WS – Work Session

Agenda Item 2:

Resolution Awarding an Audit Contract and Authorizing Chair of the Board of Directors and the Finance Officer to Execute Said Contract

Background and Purpose:

General Statute 159-34 requires Orange Water and Sewer Authority to have its accounts audited by an independent auditor after the close of each fiscal year. OWASA must prepare and publish an annual financial report in conjunction with its annual audit. The auditor's conclusions are to be set out in a report in the form of an opinion and comments relating to the financial statements. The auditor must be approved by, and reports to, the Board of Directors, and is engaged through a contract executed by the Board Chair and the Finance Officer.

At the November 12, 2020 Board Meeting, the Board discussed a process for selecting an audit firm for the audit of OWASA's Fiscal Year (FY) 2021 financial statements. Our practice has been to issue a request for proposals (RFP) for auditing services every three years and the audit for FY 2020 was the third year of our most recent arrangement with Martin Starnes & Associates. Due to their experience with OWASA, Martin Starnes & Associates knows our challenges, operations, and financial history and condition and they are well-positioned to conduct an efficient and effective audit. Given the uncertainties and challenges resulting from the pandemic, OWASA can benefit from continuing our relationship with Martin Starnes through FY 2021. Precedent exists for this approach; the Board chose it for the FY 2014 audit.

At the November 12th meeting, staff recommended that we extend our arrangement with Martin Starnes & Associates for one additional year and reconsider issuing an RFP for the FY 2022 audit. The Board agreed with staff's recommendation.

Martin Starnes & Associates has offered to perform the FY 2021 audit for the same fee as charged for FY 2020 ($32,650).

Action Requested:

- Approve the attached Resolution Approving and Awarding Audit Contract to Martin Starnes & Associates, CPAS, P.A. and Authoring Chair of the Board of Directors and the Finance Officer to Execute the Contract

RESOLUTION APPROVING AND AWARDING AUDIT CONTRACT TO MARTIN STARNES & ASSOCIATES, CPAS, P.A. AND AUTHORIZING CHAIR OF THE BOARD OF DIRECTORS AND THE FINANCE OFFICER TO EXECUTE THE CONTRACT

WHEREAS, Orange Water and Sewer Authority is required by the General Statutes of the State of North Carolina and the Series 2001 Bond Order to have its financial records audited at the termination of each fiscal year; and

WHEREAS, the Board of Directors agreed with staff's recommendation to extend our arrangement with the firm of Martin Starnes & Associates, CPAs, P.A., for the Fiscal Year 2021 audit; and

WHEREAS, in November 2020, OWASA solicited a fee proposal from Martin Starnes & Associates, CPAs, P.A. to perform the audit of OWASA's Fiscal Year 2021 audit; and

WHEREAS, Martin Starnes & Associates, CPAs, P.A. proposes to perform the Fiscal Year 2021 audit for $32,650 which is the same fee the firm charged for the Fiscal Year 2020 audit;

NOW, THEREFORE, BE IT RESOLVED:

1. That the contract between Orange Water and Sewer Authority and Martin Starnes & Associates, CPAs, P.A. for financial audit of the Fiscal Year Ending June 30, 2021, for charges not to exceed $32,650 is hereby approved subject to approval by the North Carolina Local Government Commission.

2. That the Chair of the OWASA Board of Directors and the Finance Officer are hereby authorized to execute such contract.

Adopted this 14th day of January 2021.

_____
Raymond E. DuBose, P.E., Chair

ATTEST:

_____
Jo Leslie Eimers, Secretary

Orange Water and Sewer Authority

Virtual Work Session of the Board of Directors

December 10, 2020

The Board of Directors of the Orange Water and Sewer Authority (OWASA) held its duly noticed regular work session by virtual means in accordance with law, on Thursday, December 10, 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, Kevin Leibel, John N. Morris and Bruce Runberg. Board Member absent: Robert Morgan.

OWASA staff present: Mary Darr, Monica Dodson, Jesse DuClau, Robert Epting, Esq. (Epting and Hackney), Vishnu Gangadharan, Jessica Godreau, Stephanie Glasgow, Robin Jacobs (Epting and Hackney), Simon Lobdell, Andrea Orbich, Dan Przybyl, Ruth Rouse, Todd Taylor, Mary Tiger, Stephen Winters and Richard Wyatt.

Others present: Meg Holton (UNC Water Resources Manager) and Ben Poulson (UNC Associate Director of Energy Services).

Motions

1. BE IT RESOLVED THAT the Board of Directors of the Orange Water and Sewer Authority adopts the Resolution Declaring the Official Intent of the Orange Water and Sewer Authority to Reimburse Itself for Certain Capital Expenditures Related to the Construction of Certain Projects with Proceeds of Debt. Motion by Bruce Runberg, second by Bruce Boehm and unanimously approved.

2. Bruce Runberg made a Motion to approve the Minutes of the November 12, 2020, Virtual Work Session of the Board of Directors; second by Bruce Boehm and the Motion was unanimously approved.

3. Bruce Runberg made a Motion to approve the Minutes of the November 12, 2020, Virtual Closed Session of the Board of Directors for the purpose of discussing a personnel matter; second by Bruce Boehm and the Motion was unanimously approved.

4. BE IT RESOLVED THAT the Board of Directors of Orange Water and Sewer Authority adopts the Resolution Approving OWASA's Revised Water Shortage Response Plan and Rescinding Its Drought Response Operating Protocol. Motion by John Morris, second by Jody Eimers and the Motion was unanimously approved.

5. Yinka Ayankoya made a Motion that the Board approve Option 3 – to extend the current COVID-19 benefit to July 1, 2021 and provide an additional 40 hours of COVID-19 annual leave on January 1, 2021 to be used by July 1, 2021; second by Bruce Runberg and the Motion passed with a vote of six to one with John Morris opposed.

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6. BE IT RESOLVED THAT the Board of Directors of Orange Water and Sewer Authority adopts the Resolution Approving OWASA's Declaration of Intent to Adopt and Amend Its Sewer Use Ordinance. Motion by Kevin Leibel, second by Yinka Ayankoya and the Motion was unanimously approved.

7. John Morris made a Motion to approve the revision to the Water Main Break Key Performance Indicator (KPI) setting a target range of less than 10 breaks per 100 miles and revising the KPI target range only after a period of five to seven years; second by Bruce Boehm and unanimously approved.

8. Jody Eimers made a Motion to approve four (4) personal leave days in lieu of traditional compensation adjustment for the Fiscal Year 2021 for the Executive Director. These additional personal leave days are eligible for use during calendar year 2021; second by Bruce Runberg and unanimously approved.

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Announcements

Chair Ray DuBose announced that due to COVID-19 public health concerns, the OWASA Board of Directors held the work session virtually utilizing Microsoft Teams software. Mr. DuBose stated that Board Members, General Counsel, and staff participated in the meeting remotely.

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 Kevin Leibel to the OWASA Board of Directors.

Mr. DuBose provided an update on the December 7, 2020, Orange County Board of County Commissioners meeting regarding OWASA's plan to assist customers when the temporary moratorium of service disconnection for non-payment is lifted. The County Manager was tasked to work with the Towns, UNC, and OWASA to identify ways to work together to help those in need to pay water bills as well as adding the issue of utility customer debt forgiveness with State legislators.

Yinka Ayankoya, Community Engagement Chair, said the Community Engagement Committee met on December 9, 2020, to discuss and define the nature and types of public comments that require Board responses which was promoted from the 2020 Board Self-Assessment. A meeting summary will be provided.

Todd Taylor, Executive Director, said OWASA and Orange County staff members met earlier today to discussed strategies to provide OWASA customers relief on past due water bills. Mr. Taylor said Orange County will receive community block grant funds which will assist in the strategies.

Ruth Rouse, Planning and Development Manager, provided an update on the November 17, 2020 public webinar for the Long-Range Water Supply Plan (LRWSP) noting that six members of the

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public attended and two OWASA Board Members. On January 12 and 13, and February 16, 2021, Ms. Rouse will provide the Carrboro Town Council, Chapel Hill Town Council, and the Orange County Board of County Commissioners, respectively, presentations on the updated LRWSP to receive comments and feedback.

Mary Tiger, Sustainability Manager, provided an update on the November 19, 2020, Orange County Climate Council meeting. She said the Council debrief the October 22nd public event and the need to reconsider the role of the Climate Council and will be the discussion topic at the December 17, 2020 virtual meeting.

Item One: Resolution Declaring the Official Intent of the Orange Water and Sewer Authority to Reimburse Itself for Certain Capital Expenditures Related to the Construction of Certain Project with Proceeds of Debt

Bruce Runberg made a motion to approve the resolution; second by Bruce Boehm and the motion was unanimously approved. Please see Motion 1.

Item Two: Minutes

Bruce Runberg made a motion to approve the Minutes of the November 12, 2020, Virtual Work Session of the Board of Directors; second by Bruce Boehm and the motion was unanimously approved. Please see Motion 2.

Item Three: Minutes

Bruce Runberg made a motion to approve the Minutes of the November 12, 2020, Closed Session of the Board of Directors for the Purpose of Discussing a Personnel Matter; second by Bruce Boehm and the motion was unanimously approved. Please see Motion 3.

Item Four: Long-Range Water Supply Plan: Drought Response Operating Protocol

Ruth Rouse, Planning and Development Manager, provided an update on the Long-Range Water Supply Plan. Ms. Rouse said staff recommends (1) incorporating the provisions of the Drought Response Operating Protocol (DROP) that require notice to the community before mandatory water restrictions are enacted into the Water Shortage Response Plan and (2) to rescind the remaining provisions of the DROP. If the Board approves these actions, it will improve resiliency of the existing water supply and reduce OWASA's risk of water shortages by increasing access to the use of OWASA's Jordan Lake allocation.

John Morris made a motion to approve the Resolution Approving OWASA's Revised Water Shortage Response Plan and Rescinding Its Drought Response Operating Protocol; second by Jody Eimers and the motion was unanimously approved. Please see Motion 4.

Item Five: Discussion to Possibly Amend COVID Annual Leave Benefits for Employees

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Stephanie Glasgow, Director Human Resources and Safety, provided an update to possibly extended employee COVID-19 Annual Leave Benefits from December 31, 2020 to June 30, 2021 which was previously approved by the Board on April 9, 2020.

Yinka Ayankoya said she favors of Option 3 – extend the current COVID-19 benefit to July 1, 2021 and provide full-time employees an additional 40 hours of COVID-19 annual leave on January 1, 2021 to be used by July 1, 2021.

John Morris said his view is Option 2 – allow the current 40-hour benefit to expire on December 31, 2020 and provide full-time all employees with 40-hours of COVID-19 Annual Leave effective January 1, 2021 with an expiration date of July 1, 2021.

Jody Eimers said she is also in favor of Option 3.

Yinka Ayankoya made a Motion that the Board approve Option 3 – to extend the current COVID-19 benefit to July 1, 2021 and provide an additional 40 hours of COVID-19 annual leave on January 1, 2021 to be used by July 1, 2021; second by Bruce Runberg and the Motion passed with a vote of six to one with John Morris opposed. Please see Motion 5.

Item Six: Sewer Use Ordinance and Sewer Policy Updates to Align with NC Session Law 2020-61 (HB873)

Jessica Godreau, Engineering Manager – System Development, provided an update on the changes to OWASA's Sewer Use Ordinance and Sewer Policy updates to align with House Bill 873 passed by the North Carolina General Assembly in June 2020.

Bruce Boehm said he appreciated the well-done presentation and supports proposed amendments and approval of the resolution.

Robert Epting noted the tremendous amount of work that went into updating the policies and Sewer Use Ordinance and he appreciates Ms. Godreau's work.

John Morris said he also appreciates the work Ms. Godreau has done with the policies and updated Sewer Use Ordinance.

Kevin Leibel made a Motion to approve the Resolution Approving OWASA's Declaration of Intent to Adopt and Amend Its Sewer Use Ordinance; second by Yinka Ayankoya and the Motion was unanimously approved. Please see Motion 6.

Item Seven: Distribution System Key Performance Indicators

Vishnu Gangadharan, Engineering Manager – Capital Program, provided a presentation on the revisions to the water main breaks Key Performance Indicator (KPI).

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Bruce Boehm said because a significant amount of money is spent on repairing water main breaks and on developing the prioritization model, he requested a metric of the water main replacement model effectiveness; staff will follow up to develop meaningful data.

The Board agreed the report is a good start and staff will continue to develop KPIs of total customer hours with and without water service as well as planned and unplanned service interruptions.

John Morris made a Motion to approve the revision to the Water Main Break Key Performance Indicator (KPI) setting a target range of less than 10 breaks per 100 miles and revising the KPI target range only after a period of five to seven years; second by Bruce Boehm and unanimously approved. Please see Motion 7.

Item Eight: Discuss Process to Develop a New Strategic Plan

Todd Taylor, Executive Director, and Mary Tiger, Sustainability Manager, provided an overview on staff's process to develop a new OWASA Strategic Plan.

After discussion, the Board agreed to continue discussions and develop a schedule for a new revised Strategic Plan; the Board also requested that previous customer survey results be emailed to Board.

Item Nine: One-time Additional Personal Leave Merit Bonus for the Executive Director

Jody Eimers made a Motion to approve four (4) personal leave days in lieu of traditional compensation adjustment for the Fiscal Year 2021 for the Executive Director. These additional personal leave days are eligible for use during calendar year 2021; second by Bruce Runberg and unanimously approved. Please see Motion 8.

Item Ten: Review Board Work Schedule

John Morris requested staff assess and report on the opportunities for forest management at the Seaforth site near Jordan Lake on the land OWASA bought for a potential new water treatment plant site. The Board agreed with this request, and asked staff to also provide an update on the Western Intake project schedule.

Todd Taylor noted that Board meetings will continue to be virtual and will begin at 6:00 p.m.

The Board agreed to add a discussion item to the January 14, 2021, Discuss Reclassification of Sustainability Manager Position to Strategic Initiatives Manager; and approval of the same item on the January 28, 2021 agenda.

Item Eleven: Summary of Work Session Items

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

- Review Water Main Replacement Model effectiveness metric.
- Provide results of the previous customer surveys of prior strategic plans.

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- Continue discussions to develop a schedule defining the process to develop a new Strategic Plan at a future Board Meeting.
- Email assessment by staff on opportunities for forest management at OWASA's land near Seaforth at Jordan Lake and provide update on the Western Intake project schedule.

Without objection, the meeting was adjourned at 8:15 p.m.

Respectfully submitted by:

Andrea Orbich
Executive Assistant/Clerk to the Board

Attachments

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Agenda Item 4:

Update on Employee Health and Dental Insurance for Fiscal Year 2022

Purpose:

Information and presentation by Ellen Tucker, Area Vice President with Gallagher (formerly Hill, Chesson and Woody) to generate Board discussion and guidance to staff regarding renewal of employee Health and Dental Insurance policies effective July 1, 2021.

Background:

The Orange Water and Sewer Authority began using Gallagher in April 2014 to manage benefit plans and negotiate premiums for employee Health, Dental, Life, Dependent Life, Accidental Death and Dismemberment (AD&D) and Long-Term Disability (LTD) Insurance.

The current contracts for all plans expire on June 30, 2021.

Information:

Ellen Tucker will be presenting the following information on January 14, 2021:

- COVID Update
- Financial Performance of Health Insurance Plan
- Overview of Claims Data
- Renewal Considerations

A timeline of events is attached and will be available for discussion on January 14, 2021.

Action Requested:

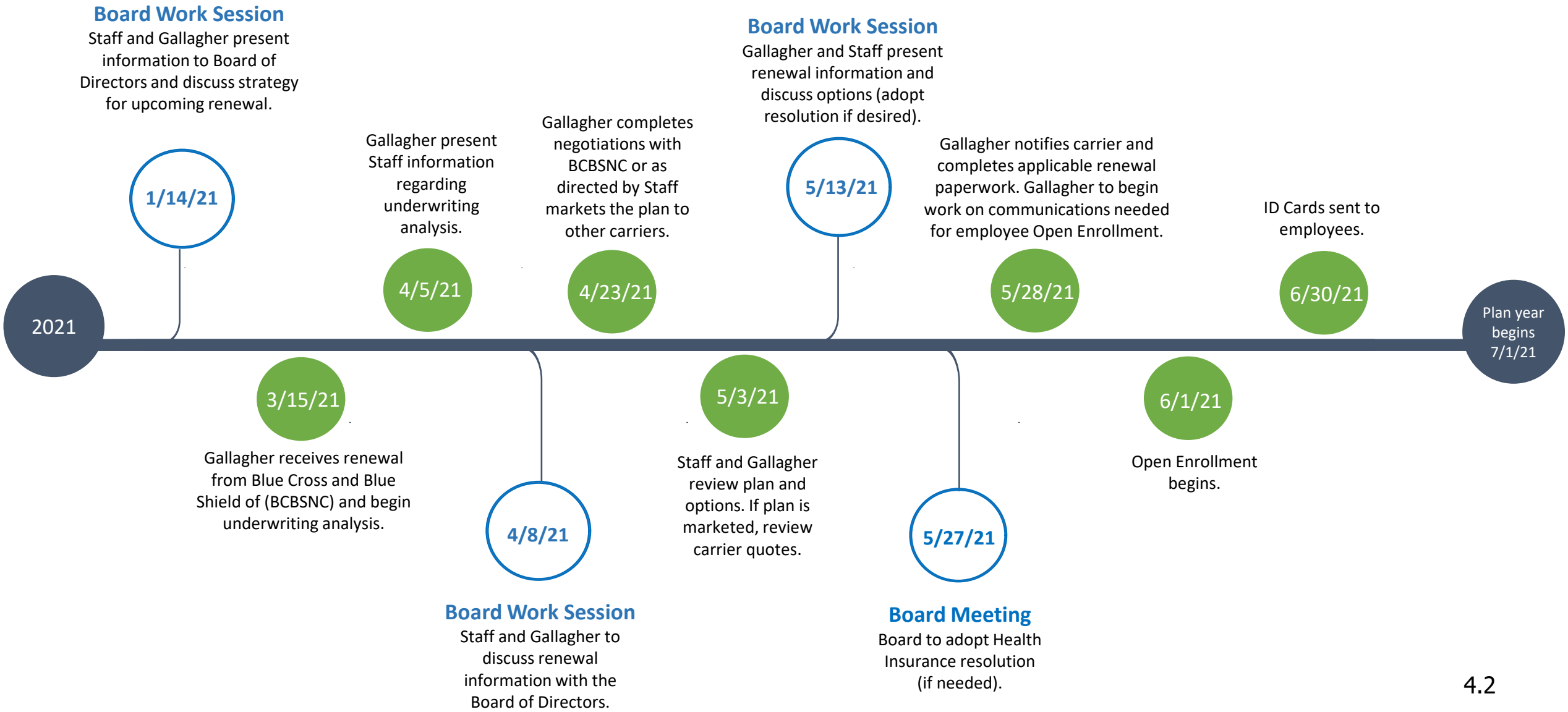
Staff requests guidance from the Board regarding health and dental insurance renewal effective July 1, 2021. Based on this guidance, staff will work with Gallagher to provide more information as it becomes available.

Information:

- Health Insurance Renewal Timeline for Fiscal Year 2022

Health Insurance Renewal for FY 2022

January 1, 2021 – June 30, 2021



Agenda Item 5:

Diversity and Inclusion Program Update (September 2020 – December 2020)

Purpose:

To provide an update on recent and upcoming diversity and inclusion work.

Background:

In March 2017, OWASA implemented an Employee Diversity and Inclusion (D&I) program.

The D&I program goals are:

- *The diversity of OWASA's workforce reflects the communities we serve.*
- *Providing an inclusive work environment that encourages and supports each team member to contribute to their full ability towards OWASA's mission.*

Updates are provided to the Board three times per year. The annual September update is a comprehensive program progress report and contains the annual Equal Employment Opportunity report. Abbreviated updates are provided in January and July.

Diversity and Inclusion Update:

Key initiatives of the D&I Program since September 2020 include:

- The "train-the-trainer" group conducted mandatory D&I training with all employees. These sessions focused on conveying OWASA's D&I Program, developing an understanding of diversity and inclusion, introducing ways to have effective dialogues, and discussing ways to recognize and mitigate implicit bias. Based on employee feedback, these sessions were very well received and considered a huge success. The group will now begin to develop the program for the 2021 sessions, as D&I trainings are now part of all employees annual training requirements.
- An article from Stephanie Glasgow and former Executive Director Ed Kerwin highlighting OWASA's Diversity and Inclusion work was featured in the fall edition of NC Currents. Read the article here.
- In October 2020, Stephanie Glasgow began monthly meetings with the Diversity Recruitment and Resource Groups to offer support and guidance as needed.
- In October 2020, Monica Dodson presented "Putting Employee Diversity and Inclusion to Work" at the virtual national Water Environment Federation Technical Exbibit and Conference.
- In November 2020, a joint Diversity Group meeting took place with all three diversity groups.
- In November 2020, Kelly Belcher and Nicholas Rogers presented to the participants of Hope Renovations, an organization that offers a 10-week pre-apprenticeship training program for underemployed women that teaches the basics of carpentry, plumbing, electrical, painting, finishing, and landscaping, giving them the skills to confidently enter these trades. The presentation highlighted OWASA and the types of careers available within our organization.

- OWASA joined Government Alliance on Race and Equity (GARE). GARE is a national network of governmental entities working to achieve racial equity and advance opportunities for all. This membership will provide resources to all employees and be particularity helpful for the diversity groups.
- OWASA worked with Town of Carrboro to add a link to OWASA's employment page on their website "To view job opening with Orange Water and Sewer Authority (OWASA) visit www.owasa.org." This allows their website traffic to see that OWASA exists, since candidates looking for water and wastewater jobs may not realize that OWASA offers these services separate from the town and provides extra exposure for our job opportunities.
- OWASA continues to recruit and fill positions as needed. Our Welcome Team remains a valuable part of the onboarding process for new staff. The Welcome Team has adjusted their normal face-to-face interactions, finding creative ways to develop relationships and connectivity through Microsoft Teams and other means.
- Monica Dodson attended the Racial Equity Institute course and met with fellow trainers to highlight coursework and encourage others to participate as time allows.
- Since September 2020, staff has been given several opportunities to attend virtual sessions of various topics to provide opportunities for inclusion and connection:
    - The Brave Blue Water documentary
    - From reuse to energy generation, new innovations across the world are explored in this documentary about building a sustainable water future Inspiration Monday – Courage and Connection
        - Harnessing the power of courage to become more thoughtful, engaged, and adaptable leaders
    - The Urban Land Institute webinar
        - Segregative and discriminatory land use policies

Information:

At the January 14, 2021 Work Session, Stephen Winters of the Diversity Leadership Group, Audrey Eisenstein from the Diversity Resource Group and Marcus Hill of the Diversity Recruitment Group will provide updates. The group updates will include the following initiatives.

- Diversity Leadership Group
    - Employee Training Sessions
    - Performance Review – D&I Competencies
- Diversity Resource Group
    - Quarterly Meetups regarding D&I
    - Input on Upcoming Employee Survey
    - Mentoring Program
- Diversity Recruitment Group
    - Providing support on the development of an Apprenticeship program and improvements to the Mentoring Program
    - Supervisory Training on the Recruitment Process

Agenda Item 6:

Discuss Reclassification of Sustainability Manager Position to Strategic Initiatives Manager

Purpose:

To obtain Board approval to amend the Schedule of Employee Classification and Authorized Compensation to reclassify the Sustainability Manager position from Salary Grade 621to Salary Grade 622 and retitle the position to Strategic Initiatives Manager.

Background:

A number of additional duties have been added to this position over the past several years that are not captured in the current job description. Also, the current title of Sustainability Manager is not an accurate description of the scope of the position's revised responsibilities.

The job description (included for the Board's information) for the Sustainability Manager position has been revised and retitled to Strategic Initiatives Manager. Various additional responsibilities were added to the description including: affordability outreach, communications and community engagement, strategic planning, emergency management, etc.

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 Strategic Initiatives Manager position (formerly Sustainability Manager) from Salary Grade 621 ($73,962 - $113,899) to Salary Grade 622 ($84,314 - $129, 845).

Information:

- Strategic Initiatives Manager Job Description
- Office of the Executive Director Organizational Chart
- Draft Resolution to Amend the Schedule of Employee Classification and Authorized Compensation to Retitle and Reclassify the Sustainability Manager Position

Strategic Initiatives Manager

FLSA Status: Exempt
Pay Grade 622: $84,314 - $129,845

BRIEF DESCRIPTION:

The purpose of this position is to manage the processes and resources required for designing, planning, and executing the organization's strategic initiatives in cooperation and coordination with our Board of Directors, OWASA Leadership, community stakeholders, regional partners, and cross-functional internal teams. The position must understand and address some of OWASA's most challenging needs and help us achieve our most ambitious goals. Execution of these initiatives requires this position to have direct management and responsibility for OWASA's Communications and Community Relations Program and Sustainability Program. The Strategic Initiatives Manager supervises the Communications Specialist and other temporary staff and interns, as needed. The Strategic Initiatives Manager facilitates the processes so that strategy execution is accomplished in an integrated fashion across the organization.

This is accomplished by establishing and maintaining effective communications and working relationships across the organization and within the community; Leading cross-functional teams to pursue trans-organizational goals; Frequent verbal and written communication, formal and informal; Staying abreast of industry trends, research and best practices; Working with the entire OWASA team, including the Senior Leadership Team and Board of Directors to develop, implement and evaluate relevant processes, policies, and procedures; Understanding and analyzing data from across the organization; Remaining flexible and responsive to the needs of the organization; Conducting cost-benefit analysis on strategic initiatives; Representing OWASA at local, state, and regional water industry meetings; Participating in professional organizations and making technical presentations at conferences; Supervising, directing, and evaluating assigned staff, processing concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; Coordinating, assigning, and reviewing work and evaluating and making recommendations, as appropriate; Developing and managing budgets on projects and other initiatives; Selecting and managing third party consultants and contractors; ensuring accuracy and consistency of reporting across the organization; Creating and maintaining organizational Key Performance Indicators (KPI) scorecard; Providing leadership during emergency response.

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	S	**Steer implementation of strategic plan and various strategic initiatives** • Develops and implements long and short-range plans for multiple projects and improvements and assists in developing costs and schedules for projects identified • Manages internal teams to define and develop plans to achieve goals and objectives defined in the strategic plan • Engages external stakeholders in initiatives and serves as spokesperson, as needed • Prepares and administers annual budgets; prepares budget projections and ensures project compliance with allocated funds • Under limited supervision, is responsible for planning, reviewing, implementing, managing, and directing activities to support OWASA's Sustainability Program • Supervises the administration and marketing of OWASA's customer bill assistance program • Maintains network of community partners critical to implementing OWASA's strategic initiatives • Manages departmental process improvement initiatives, process changes, and impacts across departmental functions
2	S	**Manage the development and maintenance of OWASA's Strategic Plan** • In consult with Senior Leadership and the Board of Directors, designs and manages an inclusive process for developing, and maintaining OWASA's strategic plan • Facilitates the strategic planning discussions with the Board, staff, and stakeholders • Seeks, facilitates, and summarizes community feedback • Manages the strategic planning process, including budgets and schedules • Regularly develops and presents progress reports
3	S	**Provide leadership on organizational performance measurement, evaluation, and improvement** • Monitors and supports the development of performance measures for strategic initiatives that support OWASA's Strategic Plan • Conducts and distributes annual water loss audit • Fosters an organization-wide culture of innovation through exploration, communication, and collaboration • Aligns performance measurements with the strategic plan and budget • Leads OWASA's data management, analysis, and reporting to inform decision-making including KPIs, benchmarking, surveys, evaluations, and provides internal consulting services on business planning and data analysis
4	S	**Lead OWASA's communications and community relations program** • Develops, implements, and sustains OWASA's strategic communications and community engagement effort • Regularly surveys and invites community feedback to provide context and guidance for OWASA's Strategic Plan

		• Acts as staff liaison to the Board's Community Engagement committee • Develops, presents, and implements annual community engagement and outreach plan to OWASA Board of Directors • Develops and directs effective communications initiatives and media relations for a variety of internal and external projects • Provides direction and editorial approval of all communications, publications, and signage prior to consideration by senior management. • Engages the community, media, and other stakeholders proactively and strategically • Provides leadership and guidance to OWASA's Public Information Officer (PIO) during emergency situations and for other high-profile projects and initiatives • Supervises news releases, customer newsletters, articles, social media posts, advertisements, multi-media projects (videos, infographics, and flyers) • Serves as webmaster, curates' content for websites and social media platforms • Supervise staff to assist in the implementation of: o support, guidance, and training to internal staff about public communications and engagement • Consulting with staff regarding immediate and long-term publicity and public information plans • Builds and fosters cooperative working relationships with local and regional PIOs and other key stakeholders in support of OWASA's mission • Proactively and strategically facilitates a positive and accurate image of OWASA
5	S	**Serve as Deputy Incident Commander in Emergencies** • Collaborates with the Incident Commander (i.e., Executive Director) on when to activate the Incident Management Team and the Emergency Operations Center • Performs the incident command function as relief capacity (ensuring incident safety; providing information to internal and external stakeholders; establishing and maintaining liaison with other agencies participating in the incident) • Performs specific tasks as requested by the Incident Commander • Participates in and facilitates preparatory tabletops and discussions • Maintains NIMS training
6	S	**Perform Other Functions for the Organization** • Identifies areas of improvement in existing project-related processes and directs the implementation of improvements across the organization. Performs cost analyses and measurements of improvements • Performs other duties, as assigned

JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Over five years up to and including seven years.
Supervision	Work requires supervising and monitoring performance for a regular group of employees or department including providing input on hiring/disciplinary actions and work objectives/ effectiveness, performance evaluations, and realigning work as needed.
Human Collaboration Skills	Interactions regarding policy development and implementation are made and/or recommended. Evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction and organizational performance.
Freedom to Act	Receives Limited Direction: The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.
Technical Skills	Advanced: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.
Fiscal Responsibility	Responsible for monitoring budget and fiscal expenditures for programs, activities, projects, or small organizational units.
Reading	Advanced: Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Math	Advanced: Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Writing	Advanced: Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Valid Class C Driver’s License and Certified Project Management Professional

OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-				
Sedentary **X**	Light	Medium	Heavy	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	Frequently	Occasionally	Rarely	Never
2/3 or more of the time.	From 1/3 to 2/3 of the time.	Up to 1/3 of the time.	Less than 1 hour per week.	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	O	communicating with co-workers, making presentations
Sitting	C	desk work, driving, meetings
Walking	F	to other departments/offices/office equipment
Lifting	R	equipment, files, supplies
Carrying	R	equipment, files, supplies
Pushing/Pulling	O	file drawers, tables/chairs
Reaching	R	for files
Handling	O	paperwork
Fine Dexterity	O	computer keyboard, telephone
Kneeling	R	filing in lower drawers
Crouching	R	filing in lower drawers
Crawling	N	
Bending	R	filing in lower drawers
Twisting	O	getting inside vehicle, computer to telephone
Climbing	R	Step stool
Balancing	R	step stool
Vision	C	computer screen, driving, reading
Hearing	F	communicating with co-workers and public and on telephone
Talking	O	communicating with co-workers and public and on telephone
Foot Controls	O	driving
Other (specified if applicable)		

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Telephone, copiers/scanner, fax machine, passenger vehicle, computer, Microsoft Office Excel/Word/PowerPoint/Outlook, SharePoint

ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never

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

-Health and Safety Factors-	
Mechanical Hazards	R
Chemical Hazards	N
Electrical Hazards	R
Fire Hazards	R
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	N
Other	

-Environmental Factors-	
Respiratory Hazards	N
Extreme Temperatures	N
Noise and Vibration	N
Wetness/Humidity	N
Physical Hazards	N

PROTECTIVE EQUIPMENT REQUIRED:

Safety shoes/glasses/vest and hard hat as necessary when in field

NON-PHYSICAL DEMANDS:

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

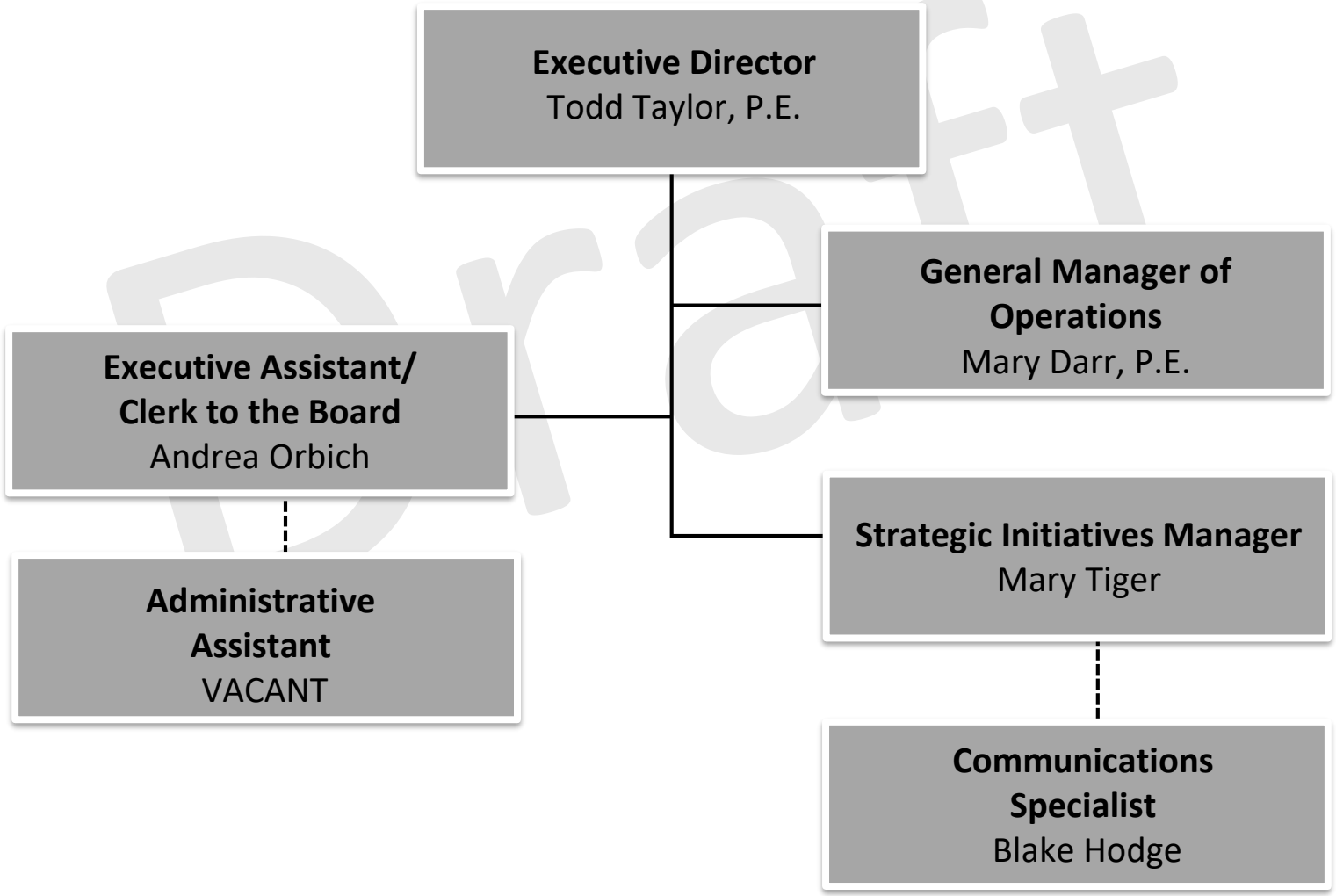
-Description of Non-Physical Demands-	-Frequency-
Time Pressure	O
Emergency	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other	

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	X
Shop		Other	
Recreation/Neighborhood Center			

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.

Office of the Executive Director



Draft

Resolution to Amend the Schedule of Employee Classification and Authorized Compensation to Retitle and Reclassify the Sustainability Manager Position

Whereas, the Executive Director has reviewed the duties, functions and responsibilities for the Sustainability Manager position in the schedule of Employee Classifications; and

Whereas, the Executive Director has determined the title of Strategic Initiatives Manager more accurately describes the position; and

Whereas, the Executive Director has determined that the position should be reclassified from a Grade 621 (annual salary range $73,962 - $113,899) to a Grade 622 (annual salary range $84,314 - $129,845), in order to better reflect the duties and responsibilities as well as the knowledge, skills and abilities required for performance of the position.

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

1. That the Sustainability Manager position be retitled to the Strategic Initiatives Manager; and

2. That the Strategic Initiatives Manager position at a Grade 621 be reclassified to a Grade 622 (annual salary range $84,314 - $129,845), and

3. That the Schedule of Employee Classification and Authorized Compensation shall be amended to reflect these changes effective upon adoption of this Resolution.

Adopted this 28th day of January 2021.

_____
Raymond E. DuBose, P.E., Chair

ATTEST:

_____
Jo Leslie Eimers, Secretary

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Agenda Item 7:

Review Board Work Schedule

Purpose:

a) Request(s) by Board Committees, Board Members, Counsel and Staff
b) January 28, 2021 Virtual Board Meeting
c) February 11, 2021 Virtual Board Work Session
d) Review 12 Month Board Meeting Schedule
e) Review Pending Key Staff Action Items

Information:

- Draft agenda for the virtual January 28, 2021 meeting
- Draft agenda for the virtual February 11, 2021 meeting
- 12 Month Board Meeting Schedule
- Pending Key Staff Action Items from Board Meetings

January 14, 2021

Agenda
Virtual Meeting of the OWASA Board of Directors
Thursday, January 28, 2021, 6:00 P.M.

Due to COVID-19 public health concerns, the Orange Water and Sewer Authority (OWASA) Board of Directors is conducting this meeting virtually utilizing Microsoft Teams software. Board Members, General Counsel and staff will be participating in the meeting remotely.

In compliance with the "Americans with Disabilities Act," interpreter services for non-English speakers and for individuals who are deaf or hard of hearing 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 virtual meetings online. Public comment is invited via written materials, ideally submitted at least two days in advance of the meeting to the Board of Directors by sending an email to board_and_leadership@owasa.org or via US Postal Service (Clerk to the Board, 400 Jones Ferry Road, Carrboro, NC 27510). Public comments are also invited during the Board Meeting via telephone, and members of the public will need to be available to call-in during the meeting. Please contact the Clerk to the Board at aorbich@owasa.org or 919-537-4217 to make arrangements by 3:00 p.m. the day of the meeting.

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

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
3. Announcements by Staff
4. Additional Comments, Suggestions, and Information Items by Board Members (Ray DuBose)

Petitions and Requests

1. Public
2. Board
3. Staff

Consent Agenda

Information and Reports

1. 12 Month Board Meeting Schedule (Todd Taylor)
2. Capital Improvements Program Semiannual Report (Vishnu Gangadharan)

Action

3. Resolution Honoring the Service of Melvin Markley to the Orange Water and Sewer Authority and the Carrboro-Chapel Hill-Orange County Community (Ray DuBose)

DRAFT

4. Adoption of Preliminary Resolution for Revenue Bonds (Stephen Winters)
5. Approve Reclassification of Sustainability Manager Position to Strategic Initiatives Manager (Todd Taylor)
6. Minutes of the January 14, 2021 Closed Session of the Board of Directors for the Purpose of Discussing a Personnel Matter (Jody Eimers)

Regular Agenda

Information and Reports

7. Update on OWASA's COVID-19 Information and Discussion by the Board (Todd Taylor/ Monica Dodson/Mary Tiger)
8. 2020 Annual Lakes Recreation Report (Johnny Riley)
9. Financial Report for the Six-Month Period Ended December 31, 2020 (Stephen Winters)

Discussion

10. Fiscal Year 2022 Budget Calendar and Assumptions (Stephen Winters)

Summary of Board Meeting Action Items

11. Executive Director will summarize the key staff action items from the Board Meeting and note significant items for discussion and/or action expected at the next meeting

DRAFT

Agenda
Work Session of the OWASA Board of Directors
Thursday, February 11, 2021, 6:00 P.M.

Due to COVID-19 public health concerns, the Orange Water and Sewer Authority (OWASA) Board of Directors is conducting this meeting virtually utilizing Microsoft Teams software. Board Members, General Counsel and staff will be participating in the meeting remotely.

In compliance with the "Americans with Disabilities Act," interpreter services for non-English speakers and for individuals who are deaf or hard of hearing 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 virtual meetings online. Public comment is invited via written materials, ideally submitted at least two days in advance of the meeting to the Board of Directors by sending an email to board_and_leadership@owasa.org or via US Postal Service (Clerk to the Board, 400 Jones Ferry Road, Carrboro, NC 27510). Public comments are also invited during the Board Meeting via telephone, and you will need to be available to call-in during the meeting. Please contact the Clerk to the Board at aorbich@owasa.org or 919-537-4217 to make arrangements by 3:00 p.m. the day of the meeting.

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
c. Announcements by Staff
d. Additional Comments, Suggestions, and Information Items by Board Members (Chair)

Consent Agenda

Action

1. Minutes of the January 14, 2021 Work Session of the Board of Directors (Andrea Orbich)

Regular Agenda

Discussion

2. Apprentice Program Update (Stephanie Glasgow)
3. Affordability Program Update (Mary Tiger)
4. Department Managers Fiscal Year 2022 Budget Presentations (Monica Dodson/Jesse DuClau/Mary Darr/Stephen Winters)
5. Review Board Work Schedule
   a. Request(s) by Board Committees, Board Members and Staff (Ray DuBose)

DRAFT

b. February 25, 2021 Board Meeting (Todd Taylor)
c. March 11, 2021 Work Session (Todd Taylor)
d. 12 Month Board Meeting Schedule (Todd Taylor)
e. Pending Key Staff Action Items (Todd Taylor)

Summary of Work Session Items

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

Closed Session

7. The Board of Directors will Meet in Closed Session for the Purpose of Discussing a Personnel Matter, as provided in N.C. General Statutes 143.318.11(6) (Jody Eimers)

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OWASA Board of Directors – 12 Month Board Meeting Schedule (January 5, 2020)

Month	Board Meetings		Committee Meetings & Other Board Items
	Work Session	Business Meeting	
January 2021	Appoint Audit Firm () Employee Health and Dental Insurance Update for FY 22 () D&I Update () Discuss Reclassification of Sustainability Manager Position to Strategic Initiatives Manager CS – Check-in on ED Performance (w/o ED) 1/14/2021	Resolution Honoring the Service of Melvin Markley Adopt Preliminary Resolution for Revenue Bonds Approve Reclassification of Sustainability Manager Position to Strategic Initiatives Manager Update on COVID-19 2020 Annual Lakes Recreation Report () Discuss FY 22 Budget Calendar, Planning Assumptions, and New Budget Format () CIP Semiannual Report () Q2 Financial Report () 1/28/2021	*LRWSP staff update to the CTC & CHTC (1-12-2021 & 1-13-2021)* *Meeting between the CHTC OWASA Committee & Chapel Hill Appointees to the BOD (TBD)* *OWASA Orientation for new BOCC Members (TBD)* *BOD Strategic Plan Special Meeting (TBD)*
February 2021	Department Managers FY 22 Budget Presentations () Affordability Outreach Program Update () Apprentice Program Update CS – Prepare for GC Interim Review () 2/11/2021	Update on COVID-19 Adopt Series Resolution for Series 2021 Revenue Bonds Sewer Use Ordinance and Sewer Policy Updates to Align with House Bill 873 (Tentative) Potential to Restore Streams and Wetlands on Biosolids Property (Tentative) Approve conservation easement on private land CS – GC Interim Review () 2/25/2021	*Annual Update and LRWSP staff update to the BOCC (2-16-2021)*
March 2021	FY 22 Draft Budget and Rates () (Tentative) Award of Fermenter Mixing Improvements Construction Contract **(Tentative) LRWSP – Summary of Community Engagement** 3/11/2021	Update on COVID-19 Set date for Public Hearings – FY 22 Budget & Rates () 3/25/2021	
April 2021	Review Employee Health and Dental Insurance Renewals () FY 22 Draft Budget and Rate Adjustment () BOD Eligible for Nominations to Election as Board Officers (include Officer descriptions) () Planning for BOD Self-Assessment () CS – Prepare for ED Interim Review () 4/8/2021	Q3 Financial Report () FY 22 Draft Budget and Rates Adjustment Information and Authorize Staff to Publish Proposed Rates () CS – ED Interim Review () 4/22/2021	
May 2021	**(Tentative) LRWSP – Guiding Principles for Jordan Lake Alternatives** Approve Employee Health and Dental Insurance Renewals () 5/13/2021	Public Hearings – FY 22 Budget and Rates () Approve Employee Health and Dental Insurance Renewals (if needed) () 5/27/2021	*(Tentative) BOD Self-Assessment in Special Meeting*
June 2021	**(Tentative) LRWSP – Guiding Principles for Jordan Lake Alternatives** Approve FY 22 Budget and Rates () Election of Officers () 6/10/2021	TBD 6/24/2021	*(Tentative) BOD Self-Assessment in Special Meeting*
July 2021	D&I Update () 7/8/2021	TBD 7/22/2021	*Possible welcome of new Board member(s)*
August 2021	CS – Prepare for GC Annual Review () 8/12/2021	Preliminary 12 Month Financial Report () CIP Semiannual Report () CS – GC Annual Review () 8/26/2021	

OWASA Board of Directors – 12 Month Board Meeting Schedule (January 5, 2020)

Month	Board Meetings		Committee Meetings & Other Board Items
	Work Session	Business Meeting	
September 2021	Annual Report on Disposal of Surplus Personal Property ↻ EEO/Affirmative Action Report and D&I Update ↻ 9/9/2021	Annual Report and Financial Audit ↻ Approve GC Engagement ↻ (Annual Meeting of the BOD) 9/23/2021	
October 2021	CS – Prepare for ED Annual Review ↻ 10/14/2021	**Strategic Trends Report** ↻ **Annual Update of the Energy Management Plan** ↻ Reliability and Resiliency Improvements Update ↻ CS – ED Annual Performance Review ↻ 10/28/2021	
November 2021	TBD 11/11/2021	*Holiday – no meeting*	
December 2021	TBD 12/9/2021	*Holiday – no meeting*	

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 (January 5, 2020)

Abbreviations Used in Draft Schedule:

↻	Recurring agenda item (generally these are "required" items)
AV/AMI	Agua Vista/Advanced Metering Infrastructure
BOCC	Orange County Board of County Commissioners
BOD	Board of Directors
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
EPA	Environmental Protection Agency
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.	12-10-2020	Review water Main Replacement Model effectiveness metric.	NA	Gangadharan	
2.	12-10-2020	Provide results of the previous customer surveys.	TBD	Tiger	Completed; emailed to the Board on 12-15-2020.
3.	12-10-2020	Continue discussion to schedule the process to develop a new Strategic Plan at a future Board Meeting.	1-14-2021	DuBose Taylor	
4.	12-10-2020	Email assessment by staff on opportunities for forest management at OWASA's land near Seaforth at Jordan Lake and provide update on the Western Intake project schedule.	NA	Darr Riley Rouse	
5.	10-22-2020	Prepare a 360° Board Assessment for leadership staff.	1-28-2021	Boehm Orbich Taylor	Emailed to Board and staff on 12-27-2020.