

Orange Water and Sewer Authority
Virtual Meeting of the Board of Directors
October 22, 2020

The Board of Directors of the Orange Water and Sewer Authority (OWASA) held its duly noticed regular meeting by virtual means in accordance with law, on Thursday, October 22, 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, John N. Morris, Bruce Runberg and Ruchir Vora. Board Member absent: Robert Morgan.

OWASA staff present: Mary Darr, Monica Dodson, Vishnu Gangadharan, Robert Epting, Esq. (Epting and Hackney), Stephanie Glasgow, Robin Jacobs, Esq. (Epting and Hackney), Ken Loflin, Andrea Orbich, Nick Rogers, Kelly Satterfield, Todd Taylor, 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 Honoring the Service of Michael Wolfgang to the Orange Water and Sewer Authority and Carrboro-Chapel Hill-Orange County Community. (Motion by Ruchir Vora, second by Jody Eimers and the motion unanimously approved.)
2. Ruchir Vora made a motion to approve the Minutes of the September 24, 2020 Virtual Annual Meeting of the Board of Directors, second by Jody Eimers and the motion was unanimously approved.

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Announcements

Ray DuBose announced that due to COVID-19 public health concerns, the OWASA Board of Directors held this meeting 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 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 Mary Tiger and he attended the October 15, 2020, virtual Orange County Climate Council meeting. He said the Climate Council discussed plans for the virtual public-facing community update event, scheduled for tonight at 7:00 p.m. The purpose of the

event is to provide an update on the Climate Council's work over the past year; Ms. Tiger will attend the event on behalf of OWASA. The next meeting will be held virtually on November 19, 2020.

Todd Taylor, Executive Director, announced that Mary Darr, OWASA's Director of Engineering and Planning, has been promoted to the General Manager of Operations position effective November 1, 2020.

Petitions and Requests

Ray DuBose said no petitions or requests were received from the public.

Mr. DuBose asked for petitions and requests from the Board and staff; none were received.

Item One: 12 Month Board Meeting Schedule

The Board received this as an information item.

Item Two: Resolution Honoring the Service of Michael Wolfgang to the Orange Water and Sewer Authority and the Carrboro-Chapel Hill Community

Ruchir Vora made a motion to approve the resolution, second by Jody Eimers and the motion was unanimously approved. Please see Motion 1.

Item Three: Minutes

Ruchir Vora made a motion to approve the Minutes of the September 24, 2020 Virtual Annual Meeting of the Board of Directors, second by Jody Eimers and the motion was unanimously approved. Please see Motion 2.

Item Four: Update on OWASA's COVID-19 Information and Discussion by the Board

Todd Taylor, Executive Director, provided an update on OWASA's response to COVID-19, including its phased plan for returning to normal operations. He said staff continues to take proactive measures to ensure we are providing the community 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 a temporary moratorium on service disconnection for non-payment remains in-place. He provided an update on the extent and severity of past due accounts, including staff's work to contact those customers who are in arrears to provide information on where customers may apply for financial assistance. Mr. Winters noted a new program, NC HOPE, from the State of North Carolina which has funded the program with \$117 million to help pay rent and utilities. He reported that staff provided a letter to support the Town of Carrboro's application for Community Development Block Grant funding to be used to provide financial assistance for rent, utilities, and other housing-related costs.

Item Five: Financial Report for the Three-Month Period Ended September 30, 2020

Stephen Winters, Director of Finance and Customer Service, provided a presentation on the financial report for the three-month period ended September 30, 2020. He said all but one of OWASA's financial performance targets were met, and staff is trying to limit operating expenses while continuing to assess the lingering financial impact of COVID-19 on the community. Water and sewer revenue were about \$241,000 greater than budget, and operating expenses were about \$448,000 less than budget.

Item Six: Reliability and Resiliency Improvements Update

Mary Darr, Director of Engineering and Planning, detailed OWASA's ongoing efforts to improve the reliability and resiliency of the services provided to customers. Ms. Darr said most all activities identified in the earlier summary report have been completed, programmed into future capital improvement projects, or integrated into staff's day-to-day work practices.

Bruce Boehm suggested the next update include a comparison of best-in-case reliability and resiliency improvement practices to include a summary of those practices OWASA is currently not pursuing and why.

Ruchir Vora suggested the next update include reliability and resiliency activities for our raw water facilities.

The Board expressed appreciation to staff on a well-done report and agreed to continue receiving annual progress updates on the recommendations made in this report.

Item Seven: Update on the 2020 Board Self-Assessment

The Board agreed the Board Chair and Executive Director will consider scheduling agenda items which require significant discussion to Work Sessions rather than the Regular Board meetings. Agenda items requiring particular focus or extended review might be scheduled for separate, special meetings as necessary to provide sufficient time for discussion.

The Board agreed to be vigilant in reminding the Executive Director if items are omitted in his summary of action items at the conclusion of Board meetings.

The Board agreed that requests and inquiries received from the public require prompt and responses by OWASA staff and may occasionally require response from the Board. Yinka Ayankoya and Ray DuBose will draft a statement on what types of comments require responses either from appropriate staff, or from the Board as a whole. Generally, Board Members should refer public inquiries to the Executive Director, or to the Board Chair, and should not attempt to speak for the Board except where authorized by the Board. Care should be taken to thank the public for their inquiries, concerns, and complaints, especially when made at Board meetings.

The Board agreed Bruce Boehm will take the lead to develop a draft 360° Board assessment questionnaire to solicit staff and General Counsel's input on how the Board is functioning and once the questionnaire is developed, it will be circulated to Board before distribution to staff and General Counsel.

The Board agreed it will continue to schedule Board self-assessments and diversity and inclusion training on the 12 Month Board Schedule. The Board self-assessments may not need to be conducted each year, but if scheduled, the self-assessment will be scheduled before the end of the fiscal year and as a special meeting.

The Board agreed the importance of minding the distinction between governance and policy issues, for which it has primary responsibility, and management and operational issues for which the Executive Director and OWASA staff are responsible. The Board's interest and continuing oversight of the overall operations and management of OWASA is to be recognized, and encouraged, and the Executive Director and staff's responsibilities are to be observed, discussed, and maintained. Board Members acknowledged the importance of this distinction as an ongoing topic of interest.

Item Eight: Summary of Board Meeting Action Items

Todd Taylor noted the following staff action items and provided an overview of the next two Board meetings;

- Continue the Reliability and Resiliency Improvements Update in 2021 and a comparison of best-in-class reliability and resiliency improvement practices (highlight what practices are not currently being pursued and why) as well as raw water intake facilities;
- Look for opportunities to use special Board meetings when appropriate and strategically schedule more discussion items in work sessions;
- Assist Bruce Boehm to prepare a 360° Board Assessment for feedback from leadership staff and legal counsel;
- Add reoccurring item for Board self-assessment and schedule as a special meeting;
- Agenda items for November 12, 2020 virtual Work Session:
 - o Annual Update of Energy Management Plan
 - o Long-Range Water Supply Plan – Drought Response Operating Protocol
 - o Determine process for selecting audit firm for Fiscal Year 2021
 - o (tentative) Response to Petition to modify the Water and Sewer Management, Planning and Boundary Agreement
- Agenda items for the December 10, 2020 virtual Annual Meeting:
 - o Discuss Draft Plan for Developing Strategic Plan
 - o (tentative) Long-Range Water Supply Plan – Drought Response Operating Protocol
 - o (tentative) Sewer Use Ordinance and Service Lateral Policy Updates to align with House Bill 873

Item Nine Closed Session

Without objection, the Board convened in a Closed Session for the Purpose of discussing a personnel matter as provided in NC General Statutes 143.318.11(6).

Following the Closed Session, the Board reconvened in open session, reported that no action was taken in the closed session, and the meeting was adjourned at 8:55 p.m.

Respectfully submitted by:

A handwritten signature in black ink that reads "Andrea Orbich". The signature is written in a cursive, flowing style.

Andrea Orbich
Executive Assistant/Clerk to the Board

Attachment

Resolution Honoring the Service of Michael David Wolfgang to the Orange Water and Sewer Authority and the Carrboro-Chapel Hill-Orange County Community

Whereas, Michael Wolfgang has worked dependably and faithfully for more than 35 years as a Treatment Plant Operator at Orange Water and Sewer Authority's (OWASA) Mason Farm Wastewater Treatment Plant, as an essential public employee in service to the people of the Carrboro-Chapel Hill-Orange County community, and the air and water resources upon which the community depends; and

Whereas, during Mr. Wolfgang's 35-year career at OWASA he was designated as Senior Treatment Plant Operator from December 2000 to July 2003, as Chief Plant Operator from July 2003 to August 2009, acting as the Operator in Responsible Charge of the Wastewater Treatment Plant from September 2007 through April 2008, and served as the Backup Operator in Responsible Charge for the duration of his career; and

Whereas, throughout Mr. Wolfgang's career, he was a key member in planning and executing numerous plant improvements including the plant expansion from 8 million gallons per day (MGD) to the current capacity of 14.5 MGD, enhanced nutrient removal and producing beneficially recyclable Class A Exceptional Quality biosolids, implementation of the rotary press for biosolids dewatering, and the implementation of the reclaimed water system; and

Whereas, by his leadership and example, Mr. Wolfgang has successfully trained and developed a generation of treatment plant operators, and his contribution as a hard-working, detail-oriented, dedicated, kind and generous person has enriched those fortunate enough to know and work with him; and

Whereas, Mr. Wolfgang has earned the admiration and respect of his coworkers at OWASA and has made many lasting contributions to OWASA and the community, and has retired from OWASA on October 10, 2020:

Now, Therefore, Be It Resolved:

That the Board of Directors of the Orange Water and Sewer Authority (OWASA) hereby honors and expresses its sincere appreciation for the distinguished public service of Michael David Wolfgang to OWASA and the people of Carrboro, Chapel Hill and Orange County, and the Board of Directors extends its best wishes to Mr. Wolfgang for good health and happiness in his retirement.

Adopted and presented this 22nd day of October 2020.


Raymond E. DuBose, P.E., Chair

ATTEST:


Jo Leslie Eimers, Secretary