

ORANGE WATER AND SEWER AUTHORITY

MEETING OF THE BOARD OF DIRECTORS

JULY 12, 2012

The Board of Directors of the Orange Water and Sewer Authority (OWASA) held a regular meeting on Thursday, July 12, 2012, at 7 PM in OWASA's Community Room at 400 Jones Ferry Road, Carrboro.

Directors present: Alan Rimer, Chair; John A. Young, Vice Chair; Amy Witsil, Secretary; Fred Battle; Terri Buckner; Stephen Dear; Gordon Merklein; Will Raymond; and Dana Stidham.

OWASA staff: Ed Kerwin; Mason Crum; Patrick Davis; Greg Feller; Stephanie Glasgow; Andrea Orbich; Stephen Winters; and Robert Epting, Esq., Epting and Hackney.

Others present: Ben Poulson, Associate Director of Energy Services and Meg Holton, Water, Wastewater, and Stormwater Manager of the University of North Carolina at Chapel Hill; and Mac Clarke, Chapel Hill resident.

There being a quorum present, Chair Alan Rimer called the meeting to order.

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MOTIONS ACTED UPON

1. Will Raymond made a motion to approve the Minutes of the May 24, 2012 Board meeting; the motion was seconded by Fred Battle and carried by unanimous vote.

2. Will Raymond made a motion to approve the Minutes of the June 14, 2012 Board meeting; the motion was seconded by Fred Battle and carried by unanimous vote.

3. BE IT RESOLVED THAT the Orange Water and Sewer Authority adopt the resolution titled, Resolution to Amend the Schedule of Employee Classification and Authorized Compensation to Reclassify the Vacant Maintenance Supervisor Position to New Position of Maintenance Coordinator and the Vacant Administrative Assistant Position to a Part-Time 20 Hours Per Week Position. (Resolution so titled, attached hereto, and made a part of these minutes. Motion by Terri Buckner, second by Amy Witsil and carried by unanimous vote.)

4. Amy Witsil made a motion that the July 26, 2012 and August 9, 2012 OWASA Board of Directors meetings be cancelled; the motion was seconded by Fred Battle and carried by unanimous vote.

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ITEM ONE: OATH OF OFFICE

Andrea Orbich administered the oath of office to Carrboro appointee Stephen Dear.

ITEM TWO: ANNOUNCEMENTS

CONFLICT OF INTEREST

Alan Rimer said 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. There were none.

UPDATE TOWN OF CARRBORO – OWASA SUBCOMMITTEE

Dana Stidham said that she and Stephen Dear met with the Carrboro Board of Aldermen's OWASA Subcommittee on July 2, 2012 to discuss OWASA's draft Drought Response Operating Protocol; the Water and Sewer Management, Planning and Boundary Agreement; and the Jordan Lake allocation process. Ms. Stidham said the meeting went well, members appreciated information provided by OWASA staff, and the Subcommittee plans to meet again in August; Ms. Stidham will keep the Board informed.

Alan Rimer suggested that staff provide OWASA's standard community outreach presentation to the local governments with an offer to provide additional information if needed.

FINANCE COMMITTEE MEETING

Amy Witsil announced a Finance Committee meeting on Monday, August 20, 2012 at 5 PM in the OWASA Boardroom to discuss the water and sewer rate study.

KIWANIS OUTREACH MEETING

Ed Kerwin said he gave OWASA's standard informational presentation and answered questions for the Kiwanis Club at the Chapel Hill Country Club on July 11, 2012.

ITEM THREE: PETITIONS AND REQUESTS

Alan Rimer asked for petitions and requests from the public; there were none.

Will Raymond requested that the Board discuss forestry management. The Board agreed to discuss forestry management prior to the end of the tonight's meeting.

Alan Rimer asked for petitions and requests from staff; there were none.

ITEM FOUR: NOTICE OF THE AWARD OF AN ENGINEERING CONTRACT TO CDM SMITH FOR FIELD CONDITION EVALUATION OF HIGH PRIORITY

GRAVITY SEWERS AS DETERMINED BY THE 2011 SANITARY
SEWER AREA STUDY

The Board received this item as information.

ITEM FIVE: QUARTERLY REPORT ON ATTENDANCE AT COMMITTEE AND
BOARD MEETINGS

The Board received this item as information.

ITEM SIX: MINUTES

Will Raymond made a motion to approve the Minutes of the May 24, 2012, Board meeting; the motion was seconded by Fred Battle and carried by unanimous vote. Please see Motion No. 1 above.

Will Raymond made a motion to approve the Minutes of the June 14, 2012, Board meeting; the motion was seconded by Fred Battle and carried by unanimous vote. Please see Motion No. 2 above.

ITEM SEVEN: CUSTOMER SATISFACTION SURVEY

The Board received this information and concurred with staff's recommendation to discuss the results from the customer satisfaction survey at the Board's August 23, 2012 meeting. The staff's report then will include but not be limited to the following comments from Board members: cost of water; meter reading and accuracy; conservation impact; communication; education; chemicals; customer bills; and environmental stewardship.

ITEM EIGHT: RESOLUTION TO AMEND THE SCHEDULE OF EMPLOYEE
CLASSIFICATION AND AUTHORIZED COMPENSATION TO
RECLASSIFY THE VACANT MAINTENANCE SUPERVISOR POSITION
TO NEW POSITION OF MAINTENANCE COORDINATOR AND THE
VACANT ADMINISTRATIVE ASSISTANT POSITION TO A PART-TIME
20 HOURS PER WEEK POSITION

Terri Buckner made a motion to adopt the resolution; the motion was seconded Amy Witsil and carried by unanimous vote. Please see Motion No. 3 above.

ITEM NINE: ASSIGNMENTS OF THE STANDING COMMITTEES OF THE BOARD OF
DIRECTORS

Alan Rimer said that there will no longer be an Outreach and Education Committee (for at least one year), but that the fundamentals of this committee are a component of the work of all other committees. Mr. Rimer announced the following Board Standing Committee assignments and encouraged the Chair of each Committee to name a Vice Chair:

Finance Committee:

John A. Young (Chair), Terri Buckner, Gordon Merklein, Will Raymond and Amy Witsil

Human Resources Committee:

Gordon Merklein (Chair), Stephen Dear, Michael M. Hughes, Dana Stidham and John A. Young

Natural Resources/Technical Systems Committee:

Terri Buckner (Chair), Stephen Dear, Michael M. Hughes, Will Raymond, Dana Stidham and Amy Witsil

ITEM TEN: FORESTRY MANAGEMENT

Will Raymond expressed concern that additional community outreach is needed before we proceed with construction of a road and stream crossing at OWASA's Cane Creek Wildlife Mitigation tract.

Patrick Davis said that staff issued a Request for Qualifications for installation of a permanent stream crossing and access road at the Cane Creek Wildlife Mitigation Tract. The road and crossing are required as the next step in implementing the forest management plan in compliance with OWASA's Federal 404 Permit for the Cane Cree Reservoir project. Mr. Davis said that staff will inform nearby property owners and other individuals, organizations and media who have requested to receive updates on OWASA's forestry planning and management activities.

The Board requested a timeline of activities and asked staff to continue proactive communications on forestry activities at the Cane Creek Wildlife Mitigation Tract.

Mac Clarke, Chapel Hill resident, suggested that, in consideration of OWASA's primary purpose of selling water, OWASA should get out of the forestry management business and sell the watershed lands.

ITEM ELEVEN: EXECUTIVE DIRECTOR WILL SUMMARIZE THE KEY ACTION ITEMS FROM THE BOARD MEETING AND NOTE SIGNIFICANT ITEMS FOR DISCUSSION AND/OR ACTION EXPECTED AT THE NEXT BOARD MEETING

Ed Kerwin summarized the meeting with the following action items:

- Dana Stidham and Stephen Dear will provide information on the August meeting of the Carrboro OWASA Subcommittee regarding the Draft Drought Response Operating Protocol.

- Staff will provide OWASA’s standard presentation to the local governments with an offer to provide additional information.
- Staff will provide the Board a timeline of activities and continued proactive communications on forestry activities at the Cane Creek Wildlife Mitigation Tract.
- Mr. Kerwin said that there was no business to discuss for the July 26, 2012 and August 9, 2012 Board meetings.

ITEM TWELVE: BOARD MEETINGS CANCELLED

Amy Witsil made a motion that the July 26, 2012 and August 9, 2012 OWASA Board of Directors meetings be cancelled; the motion was seconded by Fred Battle and carried by unanimous vote. Please see Motion No. 4 above

There being no further business to come before the Board, the meeting was adjourned at 8:46 P.M.

Attachments

**RESOLUTION TO AMEND THE SCHEDULE OF EMPLOYEE CLASSIFICATION
AND AUTHORIZED COMPENSATION TO RECLASSIFY THE VACANT PLANT
MAINTENANCE SUPERVISOR POSITION TO THE NEW POSITION OF
MAINTENANCE COORDINATOR AND THE VACANT ADMINISTRATIVE
ASSISTANT POSITION TO A PART-TIME 20 HOURS PER WEEK POSITION**

WHEREAS, OWASA maintains a Schedule of Employee Classification and Authorized Compensation which provides the appropriate number of properly classified and compensated employees to efficiently and effectively fulfill the organization's duties and responsibilities; and

WHEREAS, a new position of Maintenance Coordinator is needed to support essential asset management activities which has been funded in Fiscal Year 2013 by the Board of Directors; and

WHEREAS, the vacant Plant Maintenance Supervisor position is no longer needed and should be reclassified as a new position of Maintenance Coordinator; and

WHEREAS, the vacant Administrative Assistant position is now needed on a part-time (20 hours per week) rather than a full-time basis, and that position should be reclassified as such;

NOW THEREFORE, BE IT RESOLVED:

1. That the Board of Directors hereby approves the amendments to the Schedule of Employee Classification and Authorized Compensation, effective July 16, 2012, to reclassify the following positions:

- a. The vacant Plant Maintenance Supervisor position (Salary Grade 20; \$46,995–\$69,915) is abolished and reclassified as a new position of Maintenance Coordinator (Salary Grade 21; \$48,691–\$72,441); and
- b. The vacant Administrative Assistant position (Salary Grade 12; \$33,411–\$49,706) is reclassified as a part-time 20 hour per week Administrative Assistant position (Salary Range \$16.06–\$23.90 per hour).