



ORANGE WATER AND SEWER AUTHORITY

*A public, non-profit agency providing water, sewer and reclaimed water services
to the Carrboro-Chapel Hill community.*

Agenda

Meeting of the OWASA Board of Directors

Thursday, February 23, 2017, 7:00 P.M.

Chapel Hill Town Hall

In compliance with the "Americans with Disabilities Act," interpreter services are available with five days prior notice. If you need this assistance, please contact the Clerk to the Board at 919-537-4217 or aorbich@owasa.org.

The Board of Directors appreciates and invites the public to attend and observe its meetings. Public comment is invited either by petition upon topics not on the Board's agenda, or by comments upon items appearing on the Board's agenda. Speakers are invited to submit more detailed comments via written materials, ideally submitted at least three days in advance of the meeting to the Clerk to the Board via email or US Postal Service (aorbich@owasa.org/400 Jones Ferry Road, Carrboro, NC 27510).

Public speakers are encouraged to organize their remarks for delivery within the four-minute time frame allowed each speaker.

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

Petitions and Requests

1. Public
2. Board
3. Staff

CONSENT AGENDA

Information and Reports

1. 12 Month Board Meeting Schedule (John Young/Ed Kerwin)

REGULAR AGENDA

Discussion and Action

2. Resolution Honoring the Distinguished Service of Ms. Sallie Edwards to the Orange Water and Sewer Authority and the Carrboro-Chapel Hill Community (Stephen Winters/Kevin Ray)
3. Resolution by the Board of Directors of the Orange Water and Sewer Authority to the Chapel Hill, Carrboro, University of North Carolina Service Community on the 40th Anniversary of OWASA's Beginning Operation (Ed Kerwin)

Discussion

4. Continued Discussion from the February 17, 2017 Special Work Session about the Consultants' Reports on the February 2, 2017 Fluoride Overfeed and the February 3, 2017 Water Main Break, including public comment (John Young/Ed Kerwin)

Summary of Board Meeting Action Items

5. 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 meeting

Closed Session

6. The Board of Directors will convene in a Closed Session for the purpose of discussing a personnel matter (Robert Morgan)

OWASA Board of Directors – 12 Month Board Meeting Schedule (February 20, 2017)

	Election of Officers <i>6/8/2017</i> ()	<i>6/22/2017</i>	
July 2017	TBD <i>7/13/2017</i>	TBD <i>7/27/2017</i>	
August 2017	<i>Overview of Land Management</i> Award the Dobbins Drive Water and Sewer Main Replacement Contract Award the Administration Building HVAC Replacement Contract CS – General Counsel Review <i>8/10/2017</i> ()	Preliminary 12 Month Financial Report () CIP Semiannual Report () EEO/Affirmative Action Report () CS – General Counsel Review () <i>8/24/2017</i>	
September 2017	CS – ED Review <i>9/14/2017</i> ()	Annual Report and Financial Audit () Approve General Counsel Engagement () CS – ED Review () <i>9/28/2016</i>	
October 2017	Discussion of impact on MFMM rate change CS – ED Review <i>10/12/2017</i> ()	Q1 Financial Report () Strategic Trends Report () CS – ED Review () <i>10/26/2017</i>	
November 2017	TBD <i>11/9/2017</i>	<i>Holiday - no meeting</i>	
December 2017	Discuss KPI Trends <i>12/14/2017</i>	<i>Holiday - no meeting</i>	
January 2018	FY 18 Budget Calendar and Assumptions () Employee Health and Dental Insurance Update () CY 17 Biosolids Report <i>1/11/2018</i>	Annual Lakes Recreation Report (regular agenda) () Q2 Financial Report () CIP Semiannual Report () <i>1/25/2018</i>	
February 2018	CS - General Counsel Interim Review () <i>2/8/2018</i>	CS - General Counsel Interim Review () <i>2/22/2018</i>	

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 (e.g., continuing our comprehensive asset management work).

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.
- Improve effectiveness as a learning organization is considered a longer-term priority.
- Water Conservation Plan will be prepared concurrent with update of the Long-Range Water Supply Plan.

OWASA Board of Directors – 12 Month Board Meeting Schedule (February 20, 2017)

The OWASA Board determines which topics it wants to explore as a full Board (potentially in a work session format) and which topics it wants to assign to Board committees or committee chairs for further analysis and development of recommendations. Board also determines priorities and desired timeframes for addressing topics. Committee meetings will be updated on the schedule routinely.

OWASA Board of Directors – 12 Month Board Meeting Schedule (February 20, 2017)

Abbreviations Used in Draft Schedule:

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| <ul style="list-style-type: none"> ☐ Recurring agenda item (generally these are “required” items) AMI Advanced Metering Infrastructure CE Community Engagement CEP Community Engagement Plan CIP Capital Improvements Program COLA Cost of Labor Adjustment CS Closed Session of the Board CY Calendar Year ED Executive Director FY Fiscal Year | <ul style="list-style-type: none"> JLP Jordan Lake Partnership LRWSP Long-Range Water Supply Plan MST Mountains-to-Sea Trail MFMM Multi-Family Master Meter NRTS Natural Resources/Technical Services Q Quarter SOW Scope of Work TBD To Be Determined WTP Water Treatment Plant WWTP Wastewater Treatment Plant |
|--|--|

Current and Pending Key Projects and Stages

Project	Strategic Initiative	Project Lead	Feb-17	Mar-17	Apr-17	May-17	Jun-16	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18		
AMI	6	Taylor			Manual Read	Contract										
Total Compensation Study		Glasgow	<i>Schedule To Be Determined</i>													
MFMM Rate Structure Study	4	Winters														
LRWSP	1	Rouse					Demand & Yield									
Energy Plan	5	Tiger														

Stages	Committee Discussion	Feasibility Study	Board Review	Community Engagement	Action	Procurement	Implementation
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Agenda Item

- **Resolution Honoring the Distinguished Service of Ms. Sallie Edwards to the Orange Water and Sewer Authority and the Carrboro-Chapel Hill Community**

Background

- Ms. Sallie Edwards, Accounting Technician II, has been employed with OWASA since June 1977.
- Ms. Sallie Edwards's exemplary service and friendship is appreciated.
- Ms. Sallie Edwards will retire from OWASA on February 28, 2017.

Action Needed

- Consider Adoption of A Resolution Honoring the Distinguished Service of Ms. Sallie Edwards to the Orange Water and Sewer Authority and the Carrboro-Chapel Hill Community.

February 23, 2017

**Resolution Honoring the Distinguished Service of
Ms. Sallie Edwards to the Orange Water and Sewer Authority and
the Carrboro-Chapel Hill Community**

Whereas, Ms. Sallie Edwards has served the Orange Water and Sewer Authority (OWASA) and the people of the Carrboro-Chapel Hill community for 40 years, from June 1977 until her retirement on March 1, 2017; and

Whereas, Ms. Edwards served as an Accounting Technician II in OWASA's Department of Finance and Customer Service; and

Whereas, during Ms. Edwards tenure, OWASA received 16 annual awards from the Governmental Finance Officers' Association for Excellence in Financial Reporting; and

Whereas, Ms. Edwards' knowledge, insights, professionalism, diligence and strong commitment to doing the highest quality of work have been a crucial part of the OWASA Team's success in accounting and financial reporting and thereby in serving the overall community; and

Whereas, Ms. Edwards is a dedicated, hard-working public servant who is admired, loved and respected by all; and

Whereas, Sallie's warmth, sense of humor and good cheer will be deeply missed;

Now, Therefore, Be It Resolved:

That the Board of Directors of the Orange Water and Sewer Authority (OWASA) hereby honors the distinguished public service of Ms. Sallie Edwards to OWASA and the people of Chapel Hill, Carrboro and Orange County; and the Board of Directors expresses its appreciation and best wishes to Ms. Edwards for success in all her future endeavors.

Adopted this 23rd day of February 2017.

ATTEST:

John A. Young, Chair

Andrea Orbich, Assistant-Secretary

Agenda Item

- Resolution by the Board of Directors of the Orange Water and Sewer Authority (OWASA) to the Chapel Hill, Carrboro, University of North Carolina Service Community on the 40th Anniversary of OWASA's Beginning Operation

Purpose

- To commemorate the anniversary of 40 years of service and to thank the community for its strong support.

Action Requested

- That the Board adopt the enclosed resolution.

February 23, 2017

**Resolution by the Board of Directors of the Orange Water and Sewer Authority
to the Chapel Hill, Carrboro, University of North Carolina Service Community
on the 40th Anniversary of OWASA's Beginning Operation**

Whereas, on June 6, 1975, the Orange Water and Sewer Authority (OWASA) was incorporated by agreements among the University of North Carolina and the Towns of Chapel Hill and Carrboro to consolidate, acquire and operate the water and sewer systems serving their communities; and

Whereas, on August 2, 1976, OWASA, the University of North Carolina at Chapel Hill and the Towns of Carrboro and Chapel Hill entered into Agreements of Purchase and Sale in order to accomplish the consolidation, sale and transfer of those separate utilities to OWASA; and

Whereas, on February 16, 1977, the University and Towns sold and transferred their utilities to OWASA, and OWASA began to manage and operate these facilities and systems to serve the community; and

Whereas, OWASA has worked continuously for 40 years as a community owned and managed utility, governed according to the sale and purchase agreements, and pursuant to the provisions of Chapter 162A of the North Carolina General Statutes, all the while providing the highest quality public water distribution and wastewater collection and treatment services, and, since 2009, reclaimed water service; and

Whereas, citizens and residents of these communities, as well as the University of North Carolina, UNC Health Care and other entities, have been the beneficiaries, as well as essential community partners in this community owned, non-profit corporate enterprise, and the Board of Directors wishes to acknowledge their invaluable cooperation and assistance in accomplishing this public purpose, and in particular, their understanding the importance of conservation and stewardship of water as vital to the life of this community.

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

1. That the Board of Directors hereby formally expresses to every person and organization in the Carrboro-Chapel Hill community the Orange Water and Sewer Authority's deepest appreciation and gratitude for the community's support over the last 40 years.

2. That the Board of Directors hereby expresses its profound appreciation to all OWASA employees, present and past, who have served the community with exceptional skill, uncommon dedication, and with their full energies and talents, twenty-four hours a day, every day of the year; working together, they have been and will continue to be OWASA's most vital resources in service to this community.

3. That this resolution shall be sent to the Carrboro Board of Aldermen, the Chapel Hill Town Council, the Orange County Board of Commissioners, and the University of North Carolina at Chapel Hill, and published to the entire community by means deemed fitting to that end.

Adopted this 23rd day of February 2017.

John A. Young, Chair

ATTEST:

Andrea Orbich, Assistant-Secretary

Agenda Item

- Continued Discussion from the February 17, 2017 Special Work Session about the Consultants' Reports on the February 2, 2017 Fluoride Overfeed and the February 3, 2017 Water Main Break, including public comment

Background

- Due to an accidental overfeed of fluoride within OWASA's Jones Ferry Road Water Treatment Plant, we began receiving drinking water from the City of Durham late on Thursday afternoon, February 2, 2017.
- On Friday morning, February 3, 2017, a major water main break at Foxcroft Drive significantly lowered water levels in OWASA's storage tanks. OWASA declared a water emergency, issued a "Do Not Use" directive, and requested activation of the Orange County Emergency Operations Center (EOC).
- At 2:00 p.m., the Orange County Health Department directed the public to "Do Not Use" and "Do Not Drink" OWASA water until further notice.
- On Saturday afternoon, February 4, 2017, water testing showed that OWASA water was safe, storage tank levels had recovered sufficiently and at 2:30 p.m., the "Do Not Use" and "Do Not Drink" directives were lifted.
- An [Updates on Water Event & Recovery webpage](#) has been created for customer and stakeholder information.
- Staff prepared Preliminary Work Plans for the Fluoride Overfeed, Water Main Break, and Strategic Communications During Emergencies.

Action Needed

- Invite public feedback.
- Continue Board discussion on consultants' reports.
- Board review and discussion of Preliminary Work Plans for the Fluoride Overfeed, Water Main Break, and Strategic Communications During OWASA related Emergencies

February 23, 2017



ORANGE WATER AND SEWER AUTHORITY

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MEMORANDUM

TO: Board of Directors
FROM: Ed Kerwin
DATE: February 20, 2017
SUBJECT: Response and Recovery Activities Related to the Water Emergency

Background

Due to an accidental overfeed of fluoride within OWASA's Jones Ferry Road Water Treatment Plant, we began receiving drinking water from the City of Durham late Thursday afternoon, February 2, 2017. No water with higher than normal fluoride reached the water pipe system supplying OWASA customers; however, OWASA asked customers to use water wisely due to lower than normal storage volume availability.

On Friday morning, February 3, 2017, a major water main break at Foxcroft Drive significantly lowered water levels in OWASA's storage tanks. OWASA declared a water emergency, issued a "Do Not Use" directive, and requested activation of the Orange County Emergency Operation Center (EOC). At 2:00 p.m., the Orange County Health Department directed the public to "Do Not Use" and "Do Not Drink" OWASA water until further notice. OWASA also began receiving water from Chatham County to boost supplies.

On Saturday afternoon, February 4, 2017, water testing showed that OWASA water was safe, storage tank levels had recovered sufficiently and at 2:30 p.m. the "Do Not Use" and "Do Not Drink" directives were lifted. Customers were asked to continue to limit water use to essential purposes. On Saturday evening, OWASA resumed operation of the Jones Ferry Road Water Treatment Plant and full service to the community was restored. OWASA has temporarily suspended the fluoridation of water pending a full review of the incident.

Recovery Activities

On Monday, February 13, 2017, the [Inter-Faith Council for Social Service](#) (IFC) asked the community to donate to a new emergency fund to assist residents of apartments near Foxcroft Drive which were flooded when the large OWASA water line broke on Friday, February 3, 2017. Donations to the IFC are tax deductible.

The Board of Directors held a Special Work Session on February 17, 2017, to discuss the consultants' reports on the February 2, 2017 [fluoride overfeed](#) and the February 3, 2017 [water main break](#) ([summary letter](#)). The Board invites public feedback on these two reports at their February 23, 2017 Board meeting (four-minute limit per speaker).

Staff prepared Preliminary Work Plans for the Fluoride Overfeed, Water Main Break, and Strategic Communications During Emergencies for the Board's review and comment (attachment). Key milestones proposed by staff for Board discussion include:

March 23, 2017 Board Meeting at 7:00 p.m. in Chapel Hill Town Hall

- Staff proposed action plan (short- and long-term) to ensure reliable operation of fluoride feed system to include proposed date to resume fluoride addition.
- Staff proposed action plan in response to water main break.

April 13, 2017 Board Work Session at 6:00 p.m. in OWASA Community Room

- Staff recommendation and possible Board action on action plan and date to resume fluoride addition.
- Staff recommendation and possible Board action on action plan on the water main break.

April 27, 2017 Board Meeting at 7:00 p.m. in Chapel Hill Town Hall

- Staff recommendation on a near-term action plan to improve strategic communications during OWASA related emergencies.

Community Engagement

We have created an [Updates on Water Event & Recovery webpage](#). This webpage will be kept up-to-date with new information and dates the OWASA Board plans to discuss and take action on matters related to the water emergency.

We continue to invite questions and feedback from our customers and other stakeholders regarding our response and recovery work.

Call us: 919-968-4421
E-mail: info@owasa.org
Website: www.owasa.org
U.S. Postal Service: 400 Jones Ferry Road, Carrboro, NC 27510
E-mail Board of Directors: board_and_leadership@owasa.org



Ed Kerwin
Executive Director

Attachment:

Preliminary Work Plans for Fluoride Overfeed, Water Main Break and Strategic Communications During Emergencies

Preliminary Work Plan for Fluoride Overfeed

February 16, 2017

Task	Staff/Board Lead	Target Completion Date	Target Date for Board Action
Review CH2M report on fluoride overfeed and provide staff answers to questions raised by Board members.	Todd Taylor	February 16, 2017	Discussed in Special Work Session on February 17, 2017
Conduct an After Action Review (AAR) on fluoride overfeed. Prepare AAR report and provide to Board of Directors.	Todd Taylor	March 10, 2017	NA
Staff proposed action plan (short- and long-term) to ensure reliable operation of fluoride feed system to include proposed date to resume fluoride addition.	Todd Taylor	March 17, 2017	March 23, 2017 Board Meeting
Staff recommendation and possible Board action on action plan and date to resume fluoride addition.	Todd Taylor	April 7, 2017	April 13, 2017 Board Meeting

Preliminary Work Plan for Water Main Break

February 16, 2017

Task	Staff/Board Lead	Target Completion Date	Target Date for Board Action
Review AECOM report on water main break and provide staff answers to questions raised by Board members.	Vishnu Gangadharan	February 16, 2017	Discussed in Special Work Session on February 17, 2017
Conduct AAR on water main break. Prepare AAR report and provide to Board of Directors.	Vishnu Gangadharan	March 10, 2017	NA
Staff proposed action plan in response to water main break.	Vishnu Gangadharan	March 17, 2017	March 23, 2017 Board Meeting
Staff recommendation and possible Board action on action plan.	Vishnu Gangadharan	April 7, 2017	April 13, 2017 Board Meeting

Preliminary Work Plan for Strategic Communications During Emergencies

February 16, 2017

Task	Staff/Board Lead	Target Completion Date	Target Date for Board Action
Conduct AAR on OWASA emergency communications. Prepare AAR report and provide to Board of Directors.	Mary Tiger	March 10, 2017	NA
Participate in community-wide After Action Review on emergency communications.	Ed Kerwin	TBD. First meeting hosted by Orange County is February 22, 2017	TBD
Develop a near-term action plan to improve strategic communications during OWASA related emergency events. Action plan to propose priorities and resources needed for Board review.	Ed Kerwin	April 21, 2017	April 27, 2017 Board Meeting
Develop longer-term action plan to improve strategic communications during OWASA related emergency events. Action plan to propose priorities and resources needed for Board review.	TBD	TBD	TBD