



ORANGE WATER AND SEWER AUTHORITY

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

Agenda

Work Session of the OWASA Board of Directors

Thursday, November 8, 2018, 6:00 P.M.

OWASA Community Room

The Board of Directors appreciates and invites the public to attend and observe its meetings. For the Board's Work Session, public comments are invited on only items appearing on this 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).

For items on the agenda, 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
 - Update on the October 30, 2018 Natural Resources and Technical Services Committee Meeting (John Young)
 - November 8, 2018 Natural Resources and Technical Services Committee Meeting will be Rescheduled (John Young)
 - Chapel Hill Town Council OWASA Committee and Chapel Hill Appointees to the OWASA will Meet on Thursday, November 15, 2018 in the OWASA Boardroom to Discuss Items of Mutual Interest (Jeff Danner)
 - Human Resource Committee Meeting on Wednesday, November 28, 2018 at 5 PM, OWASA Boardroom to Discuss Retiree Health Insurance and Employee 457 Deferred Compensation (Robert Morgan)
 - Finance Committee Meeting on Wednesday, December 5, 2018, at 5 PM, OWASA Boardroom to Discuss Analyses of Operating Expenses and Planning Assumptions for the Fiscal Year 2020 Budget (Ray DuBose)
- c. Announcements by Staff
- d. Additional Comments, Suggestions, and Information Items by Board Members (Yinka Ayankoya)

Consent Agenda

Action

1. Minutes of the October 25, 2018 Closed Session of the Board of Directors for the Purpose of Discussing a Personnel Matter (Robert Morgan)

Regular Agenda

Action

2. Resolution Designating OWASA's Primary and Secondary Agents and Authorizing Them to Execute and File Applications for Federal and/or State Assistance and Represent the Organization in All Dealings with Federal Emergency Management Agency and the North Carolina Division of Emergency Management (Stephen Winters)

Discussion

3. Update and Discussion on the November 5, 2018 Water Main Break at the Jones Ferry Road Water Treatment Plant (Ed Kerwin/Staff)
4. Review Board Work Schedule (Yinka Ayankoya/Ed Kerwin)
 - a. Request(s) by Board Committees, Board Members and Staff
 - b. November 15, 2018 Work Session
 - c. December 13, 2018 Work Session
 - d. 12 Month Board Meeting Schedule
 - e. Pending Key Staff Action Items

Summary of Work Session Items

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

Closed Session

6. The Board of Directors will convene in a Closed Session for the Purpose of Discussing a Personnel Matter (Robert Morgan)

Agenda Item 1

Orange Water and Sewer Authority

Closed Session of the Board of Directors

October 25, 2018

The Board of Directors of Orange Water and Sewer Authority met in Closed Session on Thursday, October 25, 2018, following the Board meeting.

Board Members present: Yinka Ayankoya (Chair), Ray DuBose (Secretary), Bruce Boehm, Jody Eimers, Robert Morgan, John Morris, Ruchir Vora and John A. Young.
Board Member absent: Jeff Danner (Vice Chair).

ITEM ONE

The Board of Directors met in Closed Session to evaluate the Executive Director's annual performance review.

No official action was taken at the meeting.

The meeting was adjourned at 9:17 p.m.

Robert Morgan, Chair
Human Resources Committee

Agenda Item 2:

Resolution Designating OWASA’s Primary and Secondary Agents and Authorizing Them to Execute and File Applications for Federal and/or State Assistance and Represent the Organization in All Dealings with Federal Emergency Management Agency and the North Carolina Division of Emergency Management

Purpose:

In order to receive financial assistance from the impact of Hurricane Florence, the Federal Emergency Management Agency (FEMA) and the North Carolina Division of Emergency Management requires that an application process be completed, and that individuals be designated as OWASA’s primary and secondary agents, authorized to act severally, to execute and file applications and represent the organization in all dealings with FEMA and the NC Division of Emergency Management.

Background:

On September 14, 2018, Hurricane Florence passed through Orange County causing damage from wind and rain. The county has been approved to receive individual and public financial assistance; public assistance means government agencies like OWASA may apply for financial reimbursement from FEMA.

Through the end of October 2018, we spent a little over \$100,000 in direct costs preparing for Hurricane Florence and dealing with its aftermath; these costs may or may not reimbursable. This amount does not include the cost of OWASA staff time, some of which may be reimbursable. This amount also does not include costs or cost estimates of potential capital projects that may be necessary (such as repairing the drinking water pipe damaged by a vehicle that washed into a creek). Staff will be working with state and federal representatives to identify, quantify and submit expenditures for reimbursement; we will report this information to the Board as it becomes available.

At an applicant briefing meeting hosted by state and federal disaster relief representatives held on November 1, 2018, staff learned that the Board must pass a resolution authorizing agents to work with federal and state organizations on OWASA’s behalf. The approved resolution along with additional information must be filed with FEMA no later than November 21, 2018.

A resolution designating Ed Kerwin, Executive Director, and Stephen Winters, Director of Finance and Customers Service, as OWASA’s primary and secondary agents, respectively, is provided for Board approval.

Action Requested:

Approve Resolution Designating OWASA’s Primary and Secondary Agents and Authorizing Them to Execute and File Applications for Federal and/or State Assistance and Represent the Organization in All Dealings with Federal Emergency Management Agency and the North Carolina Division of Emergency Management

Resolution Designating OWASA’s Primary and Secondary Agents and Authorizing Them to Execute and File Applications for Federal and/or State Assistance and Represent the Organization in All Dealings with Federal Emergency Management Agency and the North Carolina Division of Emergency Management

Whereas, the Orange Water and Sewer Authority expended funds preparing for Hurricane Florence and repairing damaged facilities in its aftermath; and

Whereas, staff has begun working with federal and state agencies to document damages and expenditures and receive disaster relief; and

Whereas, the Federal Emergency Management Agency requires that OWASA designate a primary and secondary agent to execute and file applications and represent OWASA in all dealings with the State of North Carolina and the Federal Emergency Management Agency.

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

1. That Ed Kerwin, Executive Director, and Stephen Winters, Director of Finance and Customer Service, are hereby authorized to execute and file applications for federal and/or state assistance on behalf of the Orange Water and Sewer Authority for the purpose of obtaining certain state and federal financial assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, (Public Law 93-288 as amended) or as otherwise available.

2. That the above-named agents are authorized to represent and act for Orange Water and Sewer Authority in all dealings with the State of North Carolina and the Federal Emergency Management Agency for all matters pertaining to such disaster assistance required by the grant agreements and the assurances listed in Attachments B-1 and B-2.

3. That the above-named agents are authorized to act severally.

This the 8th day of November, 2018

Yinka Ayankoya, Chair

Raymond E. DuBose, Secretary

ATTACHMENT B-1

OMB Approval No. 0348-0042

ASSURANCES-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington DC 20503

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of the project costs) to ensure proper planning, management and completion of the project described in this application
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title, or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal interest in the title of real property in accordance with awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply by the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progress reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-2763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended relating to nondiscrimination in the sale, rental, or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

ATTACHMENT B-2

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. 276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L.93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of under ground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

| | |
|---|----------------|
| SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL | TITLE |
| APPLICANT ORGANIZATION | DATE SUBMITTED |

Agenda Item 4:

Review Board Work Schedule

Purpose:

- a) Request(s) by Board Committees, Board Members and Staff
 - Natural Resources and Technical Services Committee and staff plans for quarterly PFAS sampling at the Cane Creek Reservoir intake structure and the Jones Ferry Road Water Treatment Plant (John Young/Todd Taylor)
- b) November 15, 2018 Work Session
- c) December 13, 2018 Work Session
- d) Review and update the 12 Month Board Meeting Schedule
- e) Review Pending Key Staff Action Items

Information:

- Draft agenda for the November 15, 2018 meeting
- Draft agenda for the December 13, 2018 meeting
- 12 Month Board Meeting Schedule
- Pending Key Staff Action Items from Board Meetings

November 8, 2018

Agenda
Work Session of the OWASA Board of Directors
Thursday, November 15, 2018, 6:00 P.M.
OWASA Community Room

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- b. Announcements by Board Members
 - Update on the November 15, 2018 Chapel Hill Town Council OWASA Committee and Chapel Hill Appointees to the OWASA Board of Directors Meeting (Ruchir Vora)
 - December 5, 2018 Finance Committee Meeting on Wednesday, December 5, 2018, at 5 PM, OWASA Boardroom to Discuss Analyses of Operating Expenses and Planning Assumptions for the Fiscal Year 2020 Budget (Ray DuBose)
- c. Announcements by Staff
- d. Additional Comments, Suggestions, and Information Items by Board Members (Yinka Ayankoya)

Consent Agenda
Action

1. Minutes of the November 8, 2018 Closed Session of the Board of Directors for the Purpose of Discussing a Personnel Matter (Robert Morgan)

Regular Agenda
Discussion

2. Long Range Water Supply Plan (Ruth Rouse)
 - a. Scope and Schedule
 - b. Projected Demands and Yield
3. Discuss Draft OWASA Action Items Recurring Every 3 to 5+ Years (Ed Kerwin)
4. Discuss Key Focus Areas for OWASA's Executive Director (Ed Kerwin)
5. Review Board Work Schedule (Yinka Ayankoya/Ed Kerwin)
 - a. Request(s) by Board Committees, Board Members and Staff
 - b. December 13, 2018 Work Session
 - c. January 10, 2019 Work Session
 - d. 12 Month Board Meeting Schedule
 - e. Pending Key Staff Action Items

Summary of Work Session Items

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

DRAFT

Agenda
Work Session of the OWASA Board of Directors
Thursday, December 13, 2018, 6:00 P.M.
OWASA Community Room

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Announcements

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- b. Announcements by Board Members
 - Update on December 5, 2018 Finance Committee Meeting (Ray DuBose)
- c. Announcements by Staff
- d. Additional Comments, Suggestions, and Information Items by Board Members (Yinka Ayankoya)

Consent Agenda

Action

1. Key Focus Areas for OWASA's Executive Director (Ed Kerwin)

Regular Agenda

Discussion and Action

2. Resolution Awarding a Construction Contract for the Gravity Sewer Rehabilitation Package #3 (Allison Reinert)

Information and Reports

3. Administration of Strategic Plan
 - A. Annual Review and Update of Strategic Trends and Utility Planning Issues (Ruth Rouse)
 - B. Strategic Plan Progress Report (Ed Kerwin)

Discussion

4. Discuss Water Loss and Non-Revenue Water Key Performance Indicator (Mary Tiger)
5. Discuss Priorities for Natural Resources and Technical Services Committee (John Young)
6. Review Board Work Schedule (Yinka Ayankoya/Ed Kerwin)
 - a. Request(s) by Board Committees, Board Members and Staff

- b. January 10, 2019 Work Session
- c. January 24, 2019 Board Meeting
- d. 12 Month Board Meeting Schedule
- e. Pending Key Staff Action Items

Summary of Work Session Items

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

DRAFT

OWASA Board of Directors – 12 Month Board Meeting Schedule (November 2, 2018)

| Month | Board Meetings | | Committee & Other Meetings |
|---------------|--|--|---|
| | Work Session | Business Meeting | |
| November 2018 | Resolution for FEMA and the NC Division of Emergency Management Assistance Discuss Communications and Community Engagement Discuss Process to Update Strategic Plan CS – ED Review (C) | <i>Rescheduled 10/11/18 Work Session</i> <i>Discuss Demands & Yield, Scope and Schedule of LRWSP</i> Discuss ED Key Focus Areas (C) Discuss Draft OWASA Action Items Recurring Every 3 to 5+ Years | NRTS Committee Meeting to discuss overall approach for managing forested watershed lands (11/8/2018) New Board Members Session with VISIONS, Inc. (11/13/2018) Chapel Hill OWASA Board Members meet with TOCH OWASA Committee (11/15/2018) HR Committee Meeting to discuss retiree health and 457 deferred compensation (11/28/2018) |
| | 11/8/2018 | 11/15/2018 | |
| December 2018 | Award the Gravity Sewer Rehabilitation Package #3 Contract Discuss KPI Deep Dive on Water Loss and Non-Revenue Water Discuss Priorities for NRTS Committee Strategic Trends Report and Strategic Plan Update (C) Approve ED Key Focus Areas | <i>Holiday - no meeting</i> | NRTS Committee Meeting, if needed (12/4/2018) Finance Committee Meeting (12/5/2018) |
| | 12/13/2018 | | |
| January 2019 | Employee Health and Dental Insurance Update (C) Appoint Audit Firm (C) Affordability Outreach Program Plan Update (Tentative) Authorize Applying for SRF Loans (Tentative) Forestry Management Framework | Annual Lakes Recreation Report (C) CIP Semiannual Report (C) Q2 Financial Report (C) FY 20 Budget Calendar and Assumptions (C) Award the WWTP Solids Thickening Improvements and Headworks Rehabilitation Construction Contract Award the University Lake Raw Water Pump Station Improvements Construction Contract | |
| | 1/10/2019 | 1/24/2019 | |
| February 2019 | <i>(Tentative) LRWSP Final Demands and Yield</i> CS – Prepare for General Counsel Interim Review (C) | CS – General Counsel Interim Review (C) | |
| | 2/14/2019 | 2/28/2019 | |
| March 2019 | FY 20 Draft Budget & Rates (C) Review AMI Manual Read <i>(Tentative) LRWSP – Discuss Water Supply and Demand Management Alternatives</i> CS – Prepare for ED Interim Review (C) | Annual Update of the Energy Management Plan (C) FY 20 Draft Budget & Rates and Proposed Staff Rate Adjustment Recommendation (C) Set date for Public Hearings – FY 20 Budget & Rates (C) CS – ED Interim Review (C) | |
| | 3/14/2019 | 3/28/2019 | |

OWASA Board of Directors – 12 Month Board Meeting Schedule (November 2, 2018)

| Month | Board Meetings | | Committee & Other Meetings |
|----------------|---|---|----------------------------|
| | Work Session | Business Meeting | |
| April 2019 | Review Employee Health and Dental Insurance Renewals FY 20 Draft Budget and Rate Adjustment Information Appointment of the Nominating Committee 4/11/2019 | Q3 Financial Report FY 20 Budget and Rates Discussion and Authorize Staff to Publish Proposed Rates 4/25/2019 | |
| May 2019 | Approve Employee Health and Dental Insurance Renewals Discuss Employee Merit Pay for FY 2020 5/10/2019 | Public Hearings – FY 20 Budget and Rates (Tentative) Approve New Banking Services Provider 5/23/2019 | |
| June 2019 | Approve FY 20 Budget and Rates, including merit pay decision (Tentative) LRWSP – Final Water Supply and Demand Management Alternatives Election of Officers 6/13/2019 | TBD 6/27/2019 | |
| July 2019 | TBD 7/11/2019 | TBD 7/25/2019 | |
| August 2019 | TBD 8/8/2019 | Preliminary 12 Month Financial Report CIP Semiannual Report CS – Prepare for General Counsel Review 8/22/2019 | |
| September 2019 | EEO/Affirmative Action Report Annual Report on Disposal of Surplus Personal Property CS – General Counsel Review 9/12/2019 | Annual Report and Financial Audit Approve General Counsel Engagement Strategic Trends Report and Strategic Plan Update CS – Prepare for ED Review 9/26/2019 | |
| October 2019 | CS –ED Review 10/10/2019 | Q1 Financial Report 10/24/2019 | |

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 Forestry Management.
- Improve effectiveness as a learning organization is considered a longer-term priority.

OWASA Board of Directors – 12 Month Board Meeting Schedule (November 2, 2018)

- Water Conservation Plan will be prepared concurrent with update of the Long-Range Water Supply Plan.
- Update of Strategic Plan.
- Development of an annual Communications and Community Engagement Plan that is responsive to people’s information needs, enables inclusive and meaningful dialogue on local water and wastewater priorities, and incorporates community inputs.

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.

Abbreviations Used in Draft Schedule:

| | | | |
|------|--|-------|---|
| ☺ | Recurring agenda item (generally these are “required” items) | KPI | Key Performance Indicator |
| AMI | Advanced Metering Infrastructure | LRWSP | Long-Range Water Supply Plan |
| CE | Community Engagement | MOA | Memorandum of Agreement |
| CEP | Community Engagement Plan | MST | Mountains-to-Sea Trail |
| CIP | Capital Improvements Program | MFMM | Multi-Family Master Meter |
| COLA | Cost of Labor Adjustment | NCDOT | North Carolina Department of Transportation |
| CS | Closed Session of the Board | NRTS | Natural Resources and Technical Services |
| CY | Calendar Year | Q | Quarter |
| D&I | Diversity and Inclusion | RFP | Request for Proposals |
| ED | Executive Director | SRF | State Revolving Fund |
| EEO | Equal Employment Opportunity | SOW | Scope of Work |
| FY | Fiscal Year | TBD | To Be Determined |
| HR | Human Resources | WTP | Water Treatment Plant |
| JLP | Jordan Lake Partnership | 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. | 10-25-2018 | Answer Board questions via email regarding Financial Report ending September 30, 2018 (trend of \$/1,000 gallons drinking water treated and WTP chemical costs). | NA | Winters Loflin | |
| 2. | 10-25-2018 | Incorporate Board feedback on WTP & WWTP Reliability and Risk Assessment Action Plan and provide the Board a yearly progress report via email in October 2019. | NA | Darr Taylor Loflin Dodson | |
| 3. | 9-27-2018 5-10-2018 | Schedule NRTS Committee Meeting in October to discuss source water protection | NA | Rouse/Orbich | Complete; meeting held on 10-30-2018 at 4:30 pm |
| 4. | 9-27-2018 | Schedule Tour of OWASA's Cane Creek watershed lands in October for new and interested Board Members | NA | Rouse/Orbich | Complete; tour occurred on 10-26-2018 at 1:00 pm |
| 5. | 9-27-2018 | Discuss the scope and schedule (in addition to projected demand and raw water yield) for the Long-Range Water Supply Plan | 11-15-2018 | Rouse | Rescheduled for 11-15-2018 |
| 6. | 9-27-2018 | Provide a summary of the After Action Review on Hurricane Florence preparations and response | NA | Taylor | Complete – e-mail sent on 10-24-2018 |
| 7. | 7-12-2018 | Provide the Board by email staff's draft questions on Social Responsibility and Environmental Sustainability to be included in staff's RFP for banking services. Staff will consider feedback from individual Board members and issue RFP. Staff will review and rank banking proposals on all criteria except Social Responsibility and Environmental Sustainability, which will be discussed by the Board. | TBD | Winters | Complete – e-mail sent on 10-25-2018 |
| 8. | 7-12-2018 | Address the Board's feedback on the action plan on communications during OWASA-related emergencies. | NA | Low | |

Pending Key Staff Action Items from Board Meetings

| No. | Date | Action Item | Target Board Meeting Date | Person(s) Responsible | Status |
|-----|------------------------|--|---------------------------|---------------------------------------|---|
| 9. | 7-12-2018 | Address the Board's feedback in preparing the consultant's final report on the WTP and WWTP Reliability and Risk Assessment Evaluation. Provide the Board staff's action plan to address the report's recommendations. | 10-25-2018 | Darr Taylor Loflin M. Dodson | Complete |
| 10. | 5-10-2018 | Provide the Board information for discussion at a future meeting regarding the timing of the next review of the Employee Pay Administration Guidelines. | 11-15-2018 | Glasgow | Complete - e-mail sent on 9-6-2018 and part of the list of key tasks/actions for recurring Board attention over the next five years |
| 11. | 5-10-2018 | Provide the Board a list of key tasks/actions for recurring Board attention over the next five years. | 11-15- 2018 | Kerwin | Rescheduled for 11-15-2018 |
| 12. | 9-27-2018 5-10-2018 | Schedule a NRTS Committee meeting to discuss overall approach for managing OWASA's forested watershed lands. | NA | Rouse | Rescheduled for 11-8-2018 |
| 13. | 5-10-2018 | Schedule a Finance Committee meeting in the fall of 2018 to discuss longer-term approach/strategy for cost management. | NA | Winters | Complete, meeting held on 10-8-2018. Follow-up meeting to be held mid-December 2018. |
| 14. | 4-26-2018 | Discuss out-of-County fees for lake use for the next recreation season. | 10-25-2018 | Taylor Loflin | Complete |
| 15. | 11-9-2017 | Address Board member feedback on Strategic Trends Report for next year. | 12-13-2018 | Rouse | |
| 16. | 10-12-2017 | Schedule future Board discussion about low-flow benchmarks to be used once AMI is implemented. | TBD | Winters Taylor | |