



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, May 9, 2019, 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.
 - OWASA Annual Update to the Carrboro Board of Aldermen on Tuesday, June 4, 2019 at 7:00 p.m. at Carrboro Town Hall
- b. Announcements by Board Members
 - Update on the May 9, 2019 Chatham-Orange Joint Planning Task Force Meeting (John Young)
- c. Announcements by Staff
- d. Additional Comments, Suggestions, and Information Items by Board Members (Yinka Ayankoya)

Consent Agenda

Action

1. Fiscal Year 2019 Budget Amendment (Stephen Winters)
2. Minutes of the March 28, 2019 Meeting of the Board of Directors (Andrea Orbich)
3. Minutes of the April 25, 2019 Closed Session of the Board of Directors for the Purpose of Updating the Board Regarding the Settlement of Existing Litigation (Robert Epting)

Regular Agenda

Discussion and Action

4. Update on the Emergency Repair of the Rogerson Drive Wastewater Force Main and Resolution Finding Emergency Circumstances Requiring Purchase of Materials and Services without Formal Bidding Process (Mary Darr)
5. Resolution Honoring the Service of Willie A. Strowd to the Orange Water and Sewer Authority and the Carrboro-Chapel Hill Community (Yinka Ayankoya)
6. Resolution Authorizing the Executive Director to Execute Contracts with Blue Cross and Blue Shield of North Carolina for Employee Health and Dental Insurance Plans (Stephanie Glasgow/Ellen Tucker, Hill, Chesson & Woody)

Discussion

- * 7. Employee Merit Pay for Fiscal Year 2020 (Stephanie Glasgow)
- 8. Potential Western Intake Partnership to Access Jordan Lake Water Supply (Ruth Rouse)
- 9. Review Board Work Schedule (Yinka Ayankoya/Ed Kerwin)
 - a. Request(s) by Board Committees, Board Members and Staff
 - b. May 23, 2019 Public Hearing and Board Meeting
 - c. June 13, 2019 Work Session
 - d. 12 Month Board Meeting Schedule
 - e. Pending Key Staff Action Items

Summary of Work Session Items

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

Agenda Item 1:

Fiscal Year 2019 Budget Amendment

Background:

As we reported at the April 25, 2019 Board meeting, we are forecasting that we will be under budget in operating revenue (water sales) and over budget in operating expenses for FY 2019. The total net shortfall in the operating budget is projected to be about \$794,000.

	FY 2019 Forecast	FY 2019 Budget	Variance Over (Under) Budget	Percent Variance
	(in thousands)			
Operating revenue	\$36,273	\$36,874	(\$601)	(1.6%)
Operating expense	(22,619)	(22,524)	95	0.4
Non-operating income	1,120	1,218	(98)	(8.1)
Net income	14,774	15,568	(794)	(5.1)

Contributing factors include:

- Lower than budgeted water sales and revenue.
- Increases in unit prices of chemicals used in the water and wastewater treatment processes.
- Unbudgeted expenses preparing for two hurricanes and dealing with resulting damages.
- Evaluating the cause of, and OWASA’s response to, the water main break on Jones Ferry Road in November 2018.
- Communications plan expenses.
- Diversity and Inclusion program expenses.
- Higher than budgeted biosolids recycling (dewatering) expenses.
- Additional personnel costs for performing distribution system valve maintenance.

We project that we will spend about \$6 million less than budgeted on our capital improvements program (CIP).

Budget Amendment:

Staff proposes to amend the FY 2019 budget to reallocate \$1,000,000 from the CIP budget to the operating budget. Any amount reallocated by this budget amendment that is not spent in FY 2019 will flow back into reserves.

Except as otherwise restricted by law, the Board of Directors may amend the budget at any time after adoption in any manner as long as the budget, as amended, remains in balance (G.S. 159-15.).

Action Requested:

Approve the attached resolution to amend the FY 2019 budget.

May 9, 2019

Resolution Amending the Fiscal Year (FY) 2019 Annual Budget

Whereas, the Board of Directors adopted the FY 2019 Annual Budget of Orange Water and Sewer Authority; and

Whereas, North Carolina General Statute 159-15 provides the authority for the Board of Directors to amend the adopted budget; and

Whereas, staff is forecasting that operating revenue will be under budget, and operating expenses will be over budget for a total shortfall in the operating budget of about \$794,000; and

Whereas, staff is projecting that capital improvements program expenditures will be about \$6 million less than budgeted;

Now, Therefore, Be It Resolved:

1. That pursuant to the provisions of North Carolina G.S. 159-15, the Official Budget of Orange Water and Sewer Authority for the FY 2019 is amended as set forth in Attachment A.
2. That \$1,000,000 in the capital improvements program budget be transferred to the operating budget as set forth in Attachment A.
3. That the Executive Director is authorized and instructed to implement the revised budget as herein set forth.

Adopted this 9th day of May 2019.

Yinka Ayankoya, Chair

ATTEST:

Raymond E. DuBose, Secretary

**ORANGE WATER AND SEWER AUTHORITY
FISCAL YEAR 2019 ANNUAL BUDGET
STATEMENT OF INCOME, EXPENSE AND DEBT SERVICE**

	FY 2019 Annual Budget	Amendment	FY 2019 Amended Budget
Operating Revenue			
Water	\$ 18,224,334	(700,000)	\$ 17,524,334
Sewer	17,265,060		17,265,060
Reclaimed Water	454,440		454,440
Service Initiation Fee	154,345		154,345
Other	1,006,078		1,006,078
Refunds and Adjustments	(230,007)		(230,007)
Total Operating Revenue	<u>36,874,250</u>	<u>(700,000)</u>	<u>36,174,250</u>
Operating Expense			
General and Administrative	7,527,991		7,527,991
Operations	14,995,990	300,000	15,295,990
Total Operating Expense	<u>22,523,981</u>	<u>300,000</u>	<u>22,823,981</u>
Net Operating Income	14,350,269	(1,000,000)	13,350,269
Non-operating Revenue			
Customer Fees	1,194,353		1,194,353
Interest	23,678		23,678
Total Net Income	<u>15,568,300</u>	<u>(1,000,000)</u>	<u>14,568,300</u>
Debt Service			
Existing	7,155,554		7,155,554
New	0		0
Total Debt Service	<u>7,155,554</u>		<u>7,155,554</u>
Net Income Less Debt Service	<u>8,412,746</u>	<u>(1,000,000)</u>	<u>7,412,746</u>
General Fund			
Resources			
Transfer From Revenue	8,412,746	(1,000,000)	7,412,746
Transfer from Construction Fund (loan proceeds)	14,900,000		14,900,000
Grants and Contributions	0		0
Annual Income Available for Capital	<u>23,312,746</u>	<u>(1,000,000)</u>	<u>22,312,746</u>
Capital Expenditures			
Project Ordinances			
General Fund Contribution	6,052,000	(1,000,000)	5,052,000
Funded by Bond Proceeds	14,900,000		14,900,000
Total Project Resolutions	<u>20,952,000</u>	<u>(1,000,000)</u>	<u>19,952,000</u>
Capital Equipment	1,001,135		1,001,135
Total Capital Outlay	<u>21,953,135</u>	<u>(1,000,000)</u>	<u>20,953,135</u>
Annual General Fund Balance	1,359,611		1,359,611
General Fund Beginning Balance	<u>17,018,861</u>		<u>17,018,861</u>
General Fund Ending Balance	18,378,472		18,378,472
Project Funding	(119,798)		(119,798)
Reserves	<u>18,498,270</u>		<u>18,498,270</u>
Unallocated General Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>

Agenda Item 2

Orange Water and Sewer Authority

Meeting of the Board of Directors

March 28, 2019

The Board of Directors of the Orange Water and Sewer Authority (OWASA) met in a regular meeting on Thursday, March 28, 2019, at 7:00 p.m. in Chapel Hill Town Hall Council Chamber.

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

OWASA staff present: Mary Darr, Robert Epting, Esq., (Epting and Hackney), Vishnu Gangadharan, Stephanie Glasgow, Robin Jacobs (Epting and Hackney), Ed Kerwin, Simon Lobdell, Andrea Orbich, Kelly Satterfield, 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 Setting the Date of May 23, 2019 for a Public Hearing on OWASA's Fiscal Year 2020 Budget. (Motion by Ray DuBose, second by Bruce Boehm and unanimously approved.)
2. BE IT RESOLVED THAT the Board of Directors of the Orange Water and Sewer Authority adopts the Resolution Setting the Date of May 23, 2019 for a Public Hearing on Proposed Revisions to OWASA's Schedule of Rates, Fees and Charges. (Motion by Ray DuBose, second by Bruce Boehm and unanimously approved.)
3. Ray DuBose made a motion to approve the Minutes of the February 28, 2019 Meeting of the Board of Directors; second by Bruce Boehm and unanimously approved.
4. Ray DuBose made a motion to approve the Minutes of the March 14, 2019 Closed Session of the Board of Directors for the Purpose of Discussing a Personnel Matter; second by Bruce Boehm and unanimously approved.
5. BE IT RESOLVED THAT the Board of Directors of the Orange Water and Sewer Authority adopts the Resolution Awarding a Construction Contract for the Mason Farm Wastewater Treatment Plant Solids Thickening Improvements and Headworks Rehabilitation Project. (Motion by Robert Morgan, second by John Morris and unanimously approved.)
6. Ray DuBose made a motion to approve the proposed 2019 Energy Management Plan Update and to authorize staff to proceed to implement the program in accordance with the approach described in the proposed plan; second by Robert Morgan and unanimously approved.

7. Robert Morgan made a motion to authorize staff to present the changes to OWASA's retiree health benefit (mandatory employee participation; employees contribute 2% each pay period up to \$1,000 per plan year; employer contributes \$35 per pay period (26 periods per year) with a maximum of \$910 per year; and total annual contribution not to exceed \$1,910) to employees for their input and feedback in anticipation of the Board making a final decision no later than June 2019; second by Ray DuBose and unanimously approved.

8. Robert Morgan made a motion that the Board of Directors authorize staff to present the deferred compensation plan described as Option C (an employer contribution of 3% of wages or \$1,300 per year, whichever is greater; employees may make contributions but are not required to; current employees may choose to stay with the current plan or move to the new plan; and the annual minimum contribution of \$1,300 would be adjusted annually by the percentage of the Board-approved cost of labor adjustment) to employees for their input and feedback in anticipation of the Board making a final decision no later than June 2019; second by Ray DuBose and unanimously approved.

* * * * *

Announcements

Yinka Ayankoya 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.

Ms. Ayankoya announced the Intergovernmental Parks Work Group will meet on April 10, 2019 at 5:30 p.m. in the Southern Human Services Center in Chapel Hill. The agenda for this meeting will be posted a week in advance.

Robert Morgan said the Human Resources Committee met on March 18, 2019, to continue discussing information and options for OWASA's deferred compensation plan (457) benefit which will be discussed in more detail under agenda item 10. Review Human Resources Committee Recommendation on Deferred Compensation (457) Plan.

Petitions and Requests

Yinka Ayankoya asked for petitions and requests from the public, Board and staff; there were none.

Item One: 12 Month Board Meeting Schedule

The Board accepted this as an information item.

Item Two: Resolution Setting the Date of May 23, 2019 for a Public Hearing on OWASA's Fiscal Year 2020 Budget

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

Item Three: Resolution Setting the Date of May 23, 2019 for a Public Hearing on Proposed Revisions to OWASA's Schedule of Rates, Fees and Charges

Ray DuBose made a motion to approve the resolution; second by Bruce Boehm and unanimously approved. Please see Motion 2 above.

Item Four: Minutes

Ray DuBose made a motion to approve Minutes of the February 28, 2019 Meeting of the Board of Directors; second by Bruce Boehm and unanimously approved. Please see Motion 3. above.

Item Five: Minutes

Ray DuBose made a motion to approve Minutes of the March 14, 2019 Closed Session of the Board of Directors for the Purpose of Discussing a Personnel Matter; second by Bruce Boehm and unanimously approved. Please see Motion 4. above.

Item Six: Award the Mason Farm Wastewater Treatment Plant Solids Thickening Improvements and Headworks Rehabilitation Construction Contract

Simon Lobdell, Utilities Engineer, provided a presentation on this item which will replace aging equipment with more efficient equipment and repair a critical concrete structure identified by our asset management process to maintain system reliability.

Robert Morgan made a motion to approve the Resolution Awarding a Construction Contract for the Mason Farm Wastewater Treatment Plant Solids Thickening Improvements and Headworks Rehabilitation Project; second by John Morris and unanimously approved. Please see Motion 5 above.

Item Seven: Energy Management Plan Update

Mary Tiger, Sustainability Manager, provided an update on OWASA's Energy Management Plan. Projects highlighted include reduced greenhouse gas emissions from electricity and natural gas use by 40%. This reduction saved over \$400,000 annually in electricity and natural gas expenses. Another project proposes the issuance of a request of proposals for a solar lease agreement, as well as the pursuit and evaluation of other energy savings initiatives, with the goal of reducing purchased electricity by 35% by 2020.

The Board suggested including an energy conservation component for Agua Vista; financial and efficiency metrics for all capital improvement projects; and consider including roofs and other larger scale projects for solar photovoltaic request for proposals.

Ray DuBose made a motion to approve the proposed 2019 Energy Management Plan Update and to authorize staff to proceed to implement the program in accordance with the approach

described in the proposed plan; second by Robert Morgan and unanimously approved. Please see Motion 6 above.

Item Eight: Review Fiscal Year 2020 Draft Budget and Rate Adjustment Information

The Board discussed the draft budget and rate adjustment information for July 2019 through June 2020 (FY 2020). Stephen Winters, Director of Finance and Customer Service, said that staff's preliminary work on the draft 2020 budget indicates a possibility of a six percent rate increase for monthly water and sewer service in the FY 2020 budget.

The Board requested staff evaluate alternative rate adjustment options including the impact those options could have on the organization's infrastructure and service levels.

Item Nine: Review Human Resources (HR) Committee Recommendation on Retiree Health Insurance Benefit

Robert Morgan, Chair of the HR Committee, provided an overview of the Committee's work on OWASA's retiree health insurance benefit. The Committee recommends changes to the benefit and requests that staff present the proposal to employees and obtain their input and feedback prior to a final decision by the Board. The Board is expecting to make a decision no later than June 2019.

Robert Morgan made a motion to authorize staff to present the changes to OWASA's retiree health benefit (mandatory employee participation; employees contribute 2% each pay period up to \$1,000 per plan year; employer contributes \$35 per pay period (26 periods per year) with a maximum of \$910 per year; and total annual contribution not to exceed \$1,910) to employees for their input and feedback in anticipation of the Board making a final decision no later than June 2019; second by Ray DuBose and unanimously approved. Please see motion No. 7 above.

Item Ten: Review Human Resources Committee Recommendation on Deferred Compensation (457) Plan Benefit

Robert Morgan, Chair of the HR Committee, provided an overview of the Committee's work on OWASA's deferred compensation (457) plan benefit. The Committee recommends changes to the benefit and requests that staff present the proposal to employees and obtain their input and feedback prior to a final decision by the Board. The Board expects to make a decision no later than June 2019.

Robert Morgan made a motion that the Board of Directors authorize staff to present the deferred compensation plan described as Option C (an employer contribution of 3% of wages or \$1,300 per year, whichever is greater; employees may make contributions but are not required to; current employees may choose to stay with the current plan or move to the new plan; and the annual minimum contribution of \$1,300 would be adjusted annually by the percentage of the Board-approved cost of labor adjustment) to employees for their input and feedback in anticipation of the Board making a final decision no later than June 2019; second by Ray DuBose and unanimously approved. Please see Motion No. 8 above.

Item Eleven: Executive Director Summarized Key Staff Action Items from the Meeting

Ed Kerwin noted the following items for staff follow-up:

- Address feedback on the Energy Management Plan;
- Provide additional information for discussion at the April 11, 2019 Work Session regarding the Fiscal Year 2020 budgets and proposed rate adjustment;
- The Board's April 11, 2019 agenda item will include:
 - Review draft Fiscal Year 2020 budget and rate adjustment options information
 - Long-Range Water Supply Plan: discuss water supply and demand management alternatives
 - Review employee health and dental insurance renewals
 - Draft community engagement plan for forest management
 - Consider awarding Manning Drive and Country Club water main replacement contract

Item Twelve: Closed Session

Without objection, the Board continued in Closed Session for the purpose of discussing a personnel matter.

The Board meeting was adjourned at 9:03 p.m.

Respectfully submitted by:

Andrea Orbich
Executive Assistant/Clerk to the Board

Attachments

Agenda Item 3

Orange Water and Sewer Authority

Closed Session of the Board of Directors

April 25, 2019

The Board of Directors of Orange Water and Sewer Authority met in Closed Session in on Thursday, April 25, 2019, following the Board meeting.

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

Staff present: Ed Kerwin (Executive Director), Robert Epting (General Counsel), Robin Jacobs (General Counsel) and Todd Taylor (General Manager of Operations).

ITEM ONE

The Board of Directors met in Closed Session with staff and General Counsel for the purpose of updating the Board regarding the settlement of existing litigation involving a class action, in which OWASA is an eligible settlement class member.

No official action was taken at the meeting.

The meeting was adjourned at 9:35 p.m.

Robert Epting, Esquire
General Counsel

Agenda Item 4:

Update on the Emergency Repair of the Rogerson Drive Wastewater Force Main and Resolution Finding Emergency Circumstances Requiring Purchase of Materials and Services without Formal Bidding Process

Purpose:

Provide information about the ongoing emergency repair of the Rogerson Drive Wastewater Force Main.

Background:

The Rogerson Drive Pump Station collects wastewater from a large portion of OWASA's service area, then pumps it through a single pipe (called a force main) to the Mason Farm Wastewater Treatment Plant (WWTP) (Attachment 1). On Friday April 12, 2019, at about 9:00 p.m., during heavy rain and localized flooding, the force main broke on Rogerson Drive near Raleigh Road (Attachment 2). Wastewater overflows at the pipe break and other nearby locations over the next 36 hours totaled an estimated 760,000 gallons. We promptly notified the public, North Carolina Department of Environmental Quality and other stakeholders about the overflows.

The majority of the overflow traveled downhill into a wooded area where there are no residences. As a precaution, we recommended that people and pets avoid surface water in the area near the break. Some of it flowed into a nearby storm drain which empties into a tributary to Morgan Creek, part of the Cape Fear River Basin. Most of the overflow occurred during times of high precipitation, so its impact was diluted. No fish kills were observed. Surface water samples taken in the area shortly after the overflows had no sign of human waste. The area of the overflow was flushed with water and neutralized.

Emergency Pipe Repair

We immediately contacted two contractors and decided Moffat Pipe, Inc. (MPI) was well-positioned to respond and authorized them to proceed with emergency measures to restore full capacity to the broken piping. To assess the damage and complete planning for emergency repairs, a temporary above-ground bypass pipe system was installed and placed in service on Tuesday, April 16, 2019. This interim measure greatly reduced the risk for additional overflows and allowed replacement of the damaged pipe to begin.

The pipe that broke and 520 feet of adjacent piping was badly corroded by hydrogen sulfide gas which is often present in pipes/tanks which contain untreated wastewater. The pipe was installed in 1994 and was expected to have a much longer service life. This will be further evaluated.

On April 30, 2019, 520 feet of replacement pipe was installed and placed in service. As a result, the temporary bypass piping system was taken out of service, but left on site as a precaution should additional leaks develop. The replacement pipe is made of PVC and is expected to have a long service life in this highly corrosive environment.

May 9, 2019

Unfortunately, a leak of wastewater was discovered on May 1, 2019, near where the new pipe joins the old pipe close to Highway 54 (Raleigh Road). The leak was fully contained in an excavation, and when needed, pumped to a nearby sewer system. We don't know where the leak originates, but we are confident it isn't from the newly installed pipe. No overflows have occurred since April 13, 2019.

Given the location of the ongoing leak; evidence the condition of about 700 feet of force main which crosses under Highway 54 is in bad shape; and any failure of the pipe at this critically important location would cause a major impact on the community and environment; it is necessary to develop plans for the emergency replacement of this section with new PVC pipe (Attachment 2).

A very challenging part of the emergency repair is installing and placing in service a bypass piping system under Highway 54. The most desirable way to accomplish this is still under review by MPI, our consultant (McKim & Creed) and staff. Our planning anticipates around the clock work when appropriate and proactive measures to minimize the risk of a wastewater spill while working to keep community disruption to a minimum. We are also evaluating how these emergency activities can support future improvements to include a parallel force main.

Additional updates will be provided on the scope, cost and schedule of the emergency repair plan and work.

Procurement of Emergency Services

In accordance with OWASA's Purchasing and Contracting Policy, where an emergency exists, the Board of Directors should adopt a resolution setting out the facts constituting the emergency (Resolution for Board action - Attachment 3).

Key Previous, Ongoing and Future System Improvements

The Rogerson Drive pump station and force main is the largest and most critical wastewater pumping system outside of our WWTP. Recognizing the importance of this system, our Capital Improvements Program (CIP) has included sustained investment in the pump station and force main to assess and improve the system's reliability. Recent CIP projects have:

- Added a fourth pump for redundancy and installed connections for an emergency bypass around the pump station in 2004;
- Replaced inoperable valves on the force main in 2008;
- Assessed the condition of the force main at key locations in 2013;
- Rehabilitated a section of the force main between Raleigh Road and the southern end of Hamilton Road in 2018;
- Replaced aging and obsolete electrical equipment and installed grinders to keep debris from damaging the pumps in 2018;
- Evaluated potential redundancy options for the force main in 2018; and

- Contracted for the replacement of the pump station's electrical distribution system and installation of a new odor control system. This work is under construction and scheduled for completion in 2019.

We have funds in the Fiscal Year (FY) 2019 CIP to evaluate routes for a parallel force main that would provide additional system capacity and redundancy for the pipe between Cleland Drive and Prestwick Road and in FY 2021 for a feasibility study for a gravity interconnection near the WWTP.

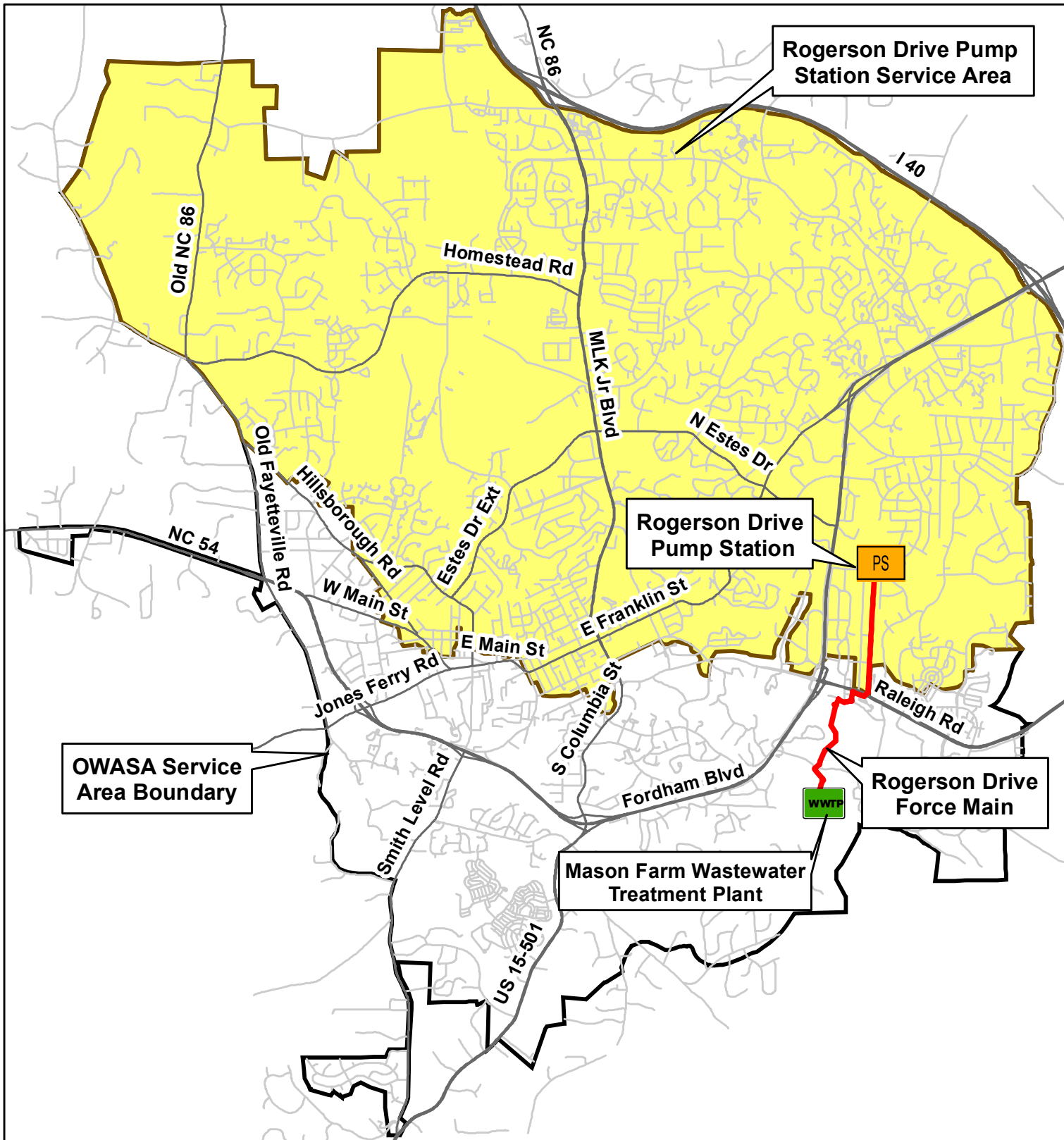
Keeping the Community Informed

As we did on April 23, 2019, for residents on Rogerson Drive, we plan to have a community meeting on site with residents/businesses in the East 54 area. We will continue to keep the community and key stakeholders informed and invite their continued suggestions on our work to minimize risk and impact.

Mary Darr will provide an update and presentation at the Board meeting.

Information:

- Attachment 1 – Map of Rogerson Drive Force Main Sewer Basin
- Attachment 2 – Map of Rogerson Drive Force Main Repair Area
- Attachment 3 – Resolution Finding Emergency Circumstances Requiring Purchase of Materials and Services without Formal Bidding Process



OWASA Service Area Boundary

Rogerson Drive Pump Station Service Area




Rogerson Drive Pump Station

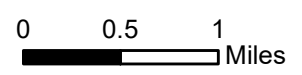
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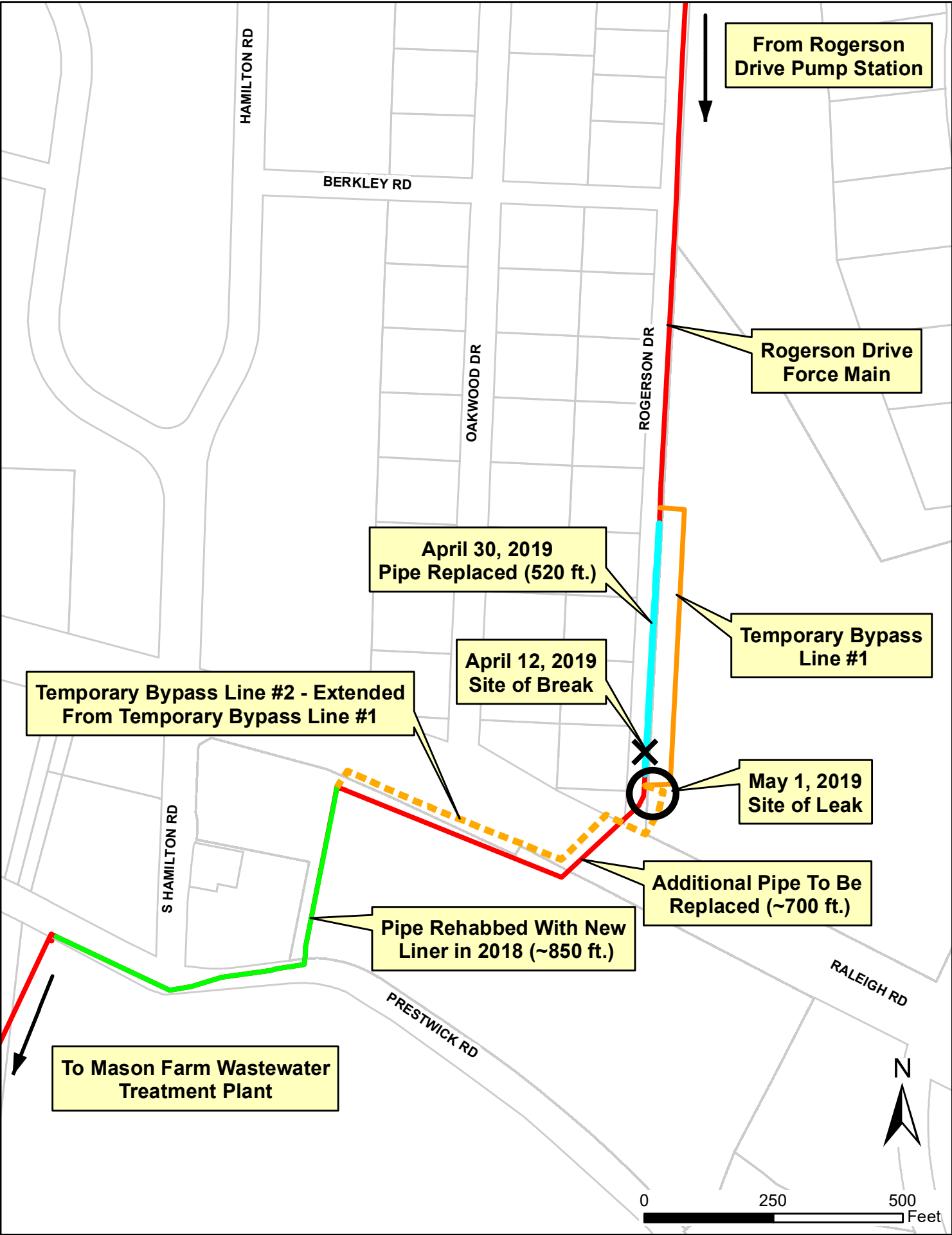
Rogerson Drive Force Main

Mason Farm Wastewater Treatment Plant

Legend

-  Rogerson Drive Wastewater Pump Station
-  Rogerson Drive Force Main
-  Rogerson Drive Pump Station Service Area





Resolution Finding Emergency Circumstances Requiring Purchase of Materials and Services Without Formal Bidding Process

Whereas, in accordance with State law, OWASA's Purchasing Procedures permit the immediate purchase of materials and services necessary to meet unanticipated emergencies, where the public health and welfare are endangered by the emergency circumstances; and

Whereas, the Rogerson Drive sewer main break on April 12, 2019, required the immediate acquisition of materials and contractor services in order to stop the flow from the ruptured line, and to provide a temporary bypass and to permanently repair and replace approximately 520 feet of sewer line, along Rogerson Drive north of Raleigh Road; and

Whereas, staff properly determined to contract for the necessary materials and services immediately, without compliance with formal bidding procedures, and that initial project was concluded on April 23, 2019; and

Whereas, in the course of finalizing the replacement of the initial 520 feet of the Rogerson Drive Force Main, another wastewater leak has been discovered in the area where the newly replaced pipe joins the older, existing pipe; and

Whereas, wastewater from the newly discovered leak is being captured and diverted into a lower manhole, but its cause and source must be determined and remedied immediately to protect the public health and safety, as this part of the force main carries a large percentage of the total wastewater coming to the treatment plant, and during storm events, heavy stormwater infiltration; further, the flow through the pipe where the new leak has been discovered runs through facilities located beneath the heavily traveled Raleigh Road, proximate to a densely developed residential and commercial area, past schools, and to facilities owned and operated by the University of North Carolina, all of which require immediate attention to avoid further hazard to public and private property, to the public health and safety, and to the natural environment; and

Whereas, all necessary actions must be taken immediately to prevent further damage to the system or to the environment downstream; and

Whereas, to this end, the Board of Directors finds that an emergency existed to justify the purchasing of materials and services without use of the formal bidding process in order to remedy the initial line break on April 12, 2019 and that the emergency continues to exist and justifies the immediate purchase of goods and services as necessary to accomplish the work necessary to analyze and remedy the newly discovered line break downstream of the initial 520 foot replacement project, and that staff is authorized to enter into such agreements and purchases on behalf of OWASA without compliance with formal bidding procedures;

Now, Therefore, Be It Resolved:

Resolution Finding Emergency Circumstances Requiring Purchase of Materials and Services

Without Formal Bidding Process

May 9, 2019

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1. That the Board of Directors of OWASA hereby adopts the foregoing finding, affirms the staff's action in purchasing, without formal bidding, materials and services necessary to remedy the April 12, 2019 line break, and authorizes the Executive Director to contract for the acquisition of goods and services as necessary to determine the cause(s), to take necessary remedial actions, and to contract for those materials and services on an emergency basis, without formal bidding procedures, all as necessary to restore and assure the proper and safe operation of the Rogerson Drive Force Main.

Adopted this 9th day of May 2019.

Yinka Ayankoya, Chair

ATTEST:

Raymond E. DuBose, Secretary

Agenda Item 5:

Resolution Honoring the Service of Willie A. Strowd to the Orange Water and Sewer Authority and the Carrboro-Chapel Hill Community

Background:

Mr. Willie A. Strowd, Assistant Lake Warden, was employed with OWASA from May 1989 until June 2019.

Action Needed:

Staff recommends Adoption of a Resolution Honoring the Service of Willie A. Strowd to the Orange Water and Sewer Authority and the Carrboro-Chapel Hill Community.

May 9, 2019

**Resolution Honoring the Service of Willie A. Strowd to the
Orange Water and Sewer Authority and the Carrboro-Chapel Hill Community**

Whereas, Mr. Willie A. Strowd has served the Orange Water and Sewer Authority (OWASA) and the people of the Carrboro-Chapel Hill community for 30 years, from May 1989 until June 2019; and

Whereas, throughout Mr. Strowd's 30-year career, he capably served as Custodian/Courier for the Human Resources and Safety Department; as a Utility Mechanic I for the Distribution and Collection Departments; and as Assistant Lake Warden for the Water Supply and Treatment Department; and

Whereas, through all his work at OWASA, Mr. Strowd has demonstrated his commitment to hard work and quality service to the public, Board of Directors and OWASA staff; and

Whereas, Mr. Strowd is well liked for his good cheer, sense of humor and helping hand; and

Whereas, Mr. Strowd will retire from OWASA on June 1, 2019;

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 Mr. Willie Strowd to OWASA and the people of Chapel Hill, Carrboro and Orange County; and the Board of Directors expresses its appreciation and best wishes to Mr. Strowd for success in all his future endeavors.

Adopted this 9th day of May 2019.

ATTEST:

Yinka Ayankoya, Chair

Raymond E. DuBose, Secretary

Agenda Item 6:

Resolution Authorizing the Executive Director to Execute Contracts with Blue Cross and Blue Shield of North Carolina (BCBSNC) for Employee Health and Dental Insurance Plans

Purpose:

Authorize the Executive Director to execute contracts for insurance plans to replace those scheduled to expire on June 30, 2019.

Background:

OWASA began using the firm of Hill, Chesson and Woody a Gallagher Company (HCW) in April 2014 to manage benefit plans and negotiate premiums for Employee Health, Dental, Life, Dependent Life, Accidental Death and Dismemberment and Long-Term Disability Insurance.

The current Employee Health and Dental contracts expire on June 30, 2019.

The Board began receiving information on renewals from OWASA staff and Ellen Tucker with HCW in January 2019. At the January 11, 2019 work session, the Board received a presentation that included:

- Financial Performance of Health Insurance Plan
- Overview of Utilization and Cost
- Renewal Considerations

On April 12, 2019 the Board was provided a presentation from HCW that included:

- Health Plan Renewal (15.1% decrease in premiums)
 - Financial Performance of Health Insurance Plan
 - Benchmarking with Area Entities
 - Additional Renewal Options and Considerations
- Dental Renewal
- Next Steps

HCW continued negotiations with BCBSNC and they have agreed to further reduce Medical premiums by a total of 18%. This provides a savings of approximately \$347,000 (OWASA \$316,000 and employees \$31,000). Attachment 1 is the presentation to be provided on May 9, 2019 by HCW which includes revised plan design options for the Board's consideration.

The presentation also provides information regarding an increase of 10% for Dental premiums for the upcoming plan year. This represents an increase of approximately \$7,400 to both OWASA (\$5,400) and employees (\$2,000).

May 9, 2019

Attachment 2 is a letter from Ellen Tucker recommending we accept the 18% Medical premium decrease and the 10% increase in Dental premiums.

Information:

- Attachment 1 – Presentation from Ellen Tucker with HCW
- Attachment 2 – Letter from Ellen Tucker with HCW recommending renewals as follows:
 - Health Insurance renewal with BCBSNC with a decrease of 18% in premiums and with no change in benefits (except Vision coverage which BCBSNC has removed from all plans);
 - Dental Insurance renewal with BCBSNC with an increase of 10% in premiums with no change in benefits;
- Resolution for consideration authorizing the Executive Director to Execute Contracts.

OWASA Board Meeting

Ellen Tucker | May 9, 2019



Gallagher

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6.3

Agenda



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- Revised Medical Renewal
- Revised Plan Design Options
- Dental Renewal
- Next Steps

Medical Renewal - BCBSNC



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	Renewal	Total Premium	Cost to OWASA
Current		\$1,932,991	\$1,759,319
Final Renewal	-18%	\$1,585,625	\$1,443,132
Negotiated Savings		-\$235,801	-\$214,366
Change from Current		-\$347,366	-\$316,187

Plan Design Options



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	Current Plan	Option 1	Option 2	Option 3	Option 4
Office Visit Copays	\$15/\$30	\$20/\$40	\$20/\$40	\$25/\$50	\$20/\$40
Urgent Care/Emergency	\$30/\$150	\$40/\$300	\$40/\$150	\$50/\$300	\$40/\$150
Pharmacy Copays	\$10/\$35/\$50/25%	\$10/\$35/\$50/25%	\$10/\$35/\$50/25%	\$10/\$35/\$50/25%	\$10/\$35/\$50/25%
Deductible	\$750/\$1,500	\$750/\$1,500	\$750/\$1,500	\$1,000/\$2,000	\$500/\$1,500
In-Network Coinsurance	100%	100%	80%	90%	80%
Out-of-Pocket Max	\$1,750/\$3,500	\$1,750/\$5,250	\$2,750/\$5,500	\$3,000/\$6,000	\$1,500/\$4,500
Change from Current	-18%	-19.5%	-25.4%	-26.8%	-22.5%

Dental Renewal



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	Increase	Total Premium	Cost to OWASA
Current		\$74,433	\$54,680
Final Renewal	10%	\$81,880	\$60,150
Negotiated Savings		-\$4,173	-\$2,860
Change from Current		\$7,447	\$5,470



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Next Steps

This document is an outline of the coverage proposed by the carrier(s), based on information provided by your company. It does not include all the terms, coverages, exclusions, limitations, and conditions of the actual contract language. The policies themselves must be read for those details. The intent of this document is to provide you with general information about your employee benefit plans. It does not necessarily address all the specific issues which may be applicable to you. It should not be construed as, nor is it intended to provide, legal advice. Questions regarding specific issues should be addressed by legal counsel who specialize in this practice area.



4819 Emperor Blvd | Ste 200
Durham, NC 27703

919-403-1986
www.ajg.com

May 30, 2019

Stephanie Glasgow
Director of Human Resources and Safety
Orange Water and Sewer Authority
400 Jones Ferry Road
Carrboro, North Carolina 27510

Stephanie:

Hill, Chesson & Woody, A Gallagher Company, has analyzed the renewals for all plans and negotiated with carriers as directed by the OWASA Board of Directors. The results of those negotiations and our recommendations are as follows:

Medical Plan

BCBSNC originally released a 5.8% decrease, which was negotiated to an 18% decrease with no plan changes other than the removal of the routine vision exam for adults. BCBSNC has removed this benefit for all fully-insured groups. We recommend accepting the 18% renewal decrease.

Dental Plan

BCBSNC requested a 15.6% increase on dental but agreed to a 10% increase after negotiations. Our recommendation is to accept the 10% increase and renew dental with BCBSNC.

Life/AD&D, Dependent Life, and Long Term Disability

We recommend continuing coverage through The Hartford, which is in a multi-year rate guarantee and includes package pricing savings on medical.

Sincerely,

Ellen M Tucker
Area Vice President
Hill, Chesson & Woody, A Gallagher Company

Resolution Authorizing the Executive Director to Execute Contracts with Blue Cross Blue Shield of North Carolina (BCBSNC) for Employee Health and Dental Insurance

Whereas, OWASA employees are provided health and dental insurance coverage, through OWASA's contract with Blue Cross Blue Shield of North Carolina (BCBSNC), which will expire on June 30, 2019; and

Whereas, OWASA employees have expressed their satisfaction with their present coverage through BCBSNC, and the Board of Directors has determined that continuing the contract for such coverage with BCBSNC is desirable and in OWASA's best interests; and

Whereas, with the capable assistance of its insurance consultant Hill, Chesson & Woody, OWASA has obtained proposals from BCBSNC for continuing the health coverage for a decrease in annual premiums of 18%, and renewal of Dental coverage with a 10% increase in rates for the period of July 1, 2019 through June 30, 2020; and

Whereas, with the capable assistance Hill, Chesson & Woody the Board of Directors has determined that the rates proposed by BCBSNC are reasonable and appropriate, and that it is in best interests of OWASA to accept the proposals;

Now, Therefore, Be It Resolved:

1. That the Board of Directors has determined to accept the BCBSNC proposals for Health and Dental insurance coverage for the term and on the conditions proposed; and,
2. That the Executive Director is hereby authorized and directed to execute the contracts.

Adopted this 9th day of May 2019.

Yinka Ayankoya, Chair

ATTEST:

Raymond E. DuBose, Secretary

Agenda Item 7:

Employee Merit Pay for Fiscal Year (FY) 2020

Purpose:

To provide the Board information on Employee Cost of Labor/Merit Pay Increases for FY2020.

Background:

On December 14, 2017 the Board adopted a resolution updating the Pay Administration Guidelines establishing:

- Four rating categories for employees: Exceptional, Exceeds Expectations, Meets Expectations, and Below Expectations.
- A salary increase will be provided to the top three categories.
- Employees rated as Exceeds Expectations or Exceptional earn a higher salary increase than employees rated as Meets Expectations.
- Merit increase percentages are provided based on the performance rating received. Unless otherwise determined by the Board, Meets Expectations are eligible for one times (1x) the Board approved merit increase, Exceeds Expectations are eligible for 1.5 times (1.5x) the merit increase amount, and Exceptional are eligible for two times (2x) the merit increase amount.
- Up to 40% of the high-performing employees may be rated as Exceptional or Exceeds Expectations with no more than 15% in the Exceptional category.
- It is the Board's desire for employees meeting the expectations of their position to move from the entry point to the mid-point of their pay range in approximately seven to nine years. To accomplish this, annual merit increases for ratings of Meets Expectations and above should be no less than 2.9 percentage points greater than the annual cost of labor adjustment (COLA).
- The Schedule of Classification and Compensation pay ranges shall increase by the same percentage as the COLA.
- The Board will approve implementation of the COLA and merit increases, annually. It may modify the Pay Administration Guidelines for any reason, including if it deems that available resources and labor market conditions do not support implementation as prescribed by the Policy.

May 9, 2019

The merit pay increases are illustrated below.

Rating	COLA Increase	Merit Increase
Exceptional	1x	2x
Exceeds Expectations	1x	1.5x
Meets Expectations	1x	1x
Below Expectations	No Increase	No Increase

Schedule:

Staff has prepared information to assist the Board in its decision on employee compensation adjustments as part of the annual budget development process. The Board is currently scheduled to make a decision about employee pay no later than June 13, 2019 (draft Resolution provided). If approved, pay range adjustments and pay increases normally go into effect the first pay period in November.

Market Analysis:

The table below displays planned employee compensation increases for local entities.

Entity	Merit	Cost of Labor/Living
City of Durham	Non-Exempt = 4% Exempt = 4-6%	N/A
Town of Cary	No information to share at this time	No information to share at this time
Town of Hillsborough	-0-	4% Across the Board Compression and Market adjustments will be given as needed Implement \$15 minimum wage
Cape Fear Public Utility	Up to 2.5%	1.5% Market Adjustment
Town of Chapel Hill	-0-	3% of Market
Town of Carrboro	Information will be available on May 8, 2019 2.8% Across the Board	Information will be available on May 8, 2019 1.2%
Orange County	\$500, \$750 or \$1,000	Proposed 2%

Based on the most recent World at Work survey data projected for 2019, Cost of Labor increases are projected to be from 1.3% to 3.0% and Merit Pay increases are projected to be from 2.4% to 3.1%. See the following World at Work data.

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WORLD AT WORK SALARY SURVEY DATA

	2018				2019 projected			
	COLA	Merit	Other	Total ⁴	COLA	Merit	Other	Total ⁴
	(Percent)				(Percent)			
1-499 Employees, \$30M-\$100M revenue								
All Industries								
National	1.5	3.0	0.9	3.3	1.9	3.1	0.9	3.4
Southern ¹	1.8	2.9	1.3	3.2	3.0	3.1	1.2	3.3
NC	*	2.9	0.3	3.1	-	3.0	-	3.0
Public Administration ²								
National	*	2.1	*	4.1	*	2.4	*	3.4
Southern ¹	*	2.1	*	4.8	*	2.5	*	3.8
NC	-	-	-	-	-	-	-	-
Utilities ³								
National	*	3.6	*	4.0	-	*	-	*
Southern ¹	*	*	*	*	-	-	-	-
NC	*	*	*	*	-	-	-	-
All Size Employees, All Size Revenue								
All Industries								
National	1.5	2.8	0.8	3.1	1.8	2.9	0.9	3.2
Southern ¹	1.4	2.8	0.8	3.1	1.6	2.9	0.8	3.1
NC	1.3	2.8	0.6	3.0	1.3	2.8	0.7	3.1
Public Administration ²								
National	1.6	2.3	1.1	2.7	1.9	2.7	1.1	3.0
Southern ¹	1.6	2.6	1.6	3.1	1.9	2.7	1.4	3.0
NC	*	2.9	-	2.6	*	2.9	-	2.3
Utilities ³								
National	2.1	2.9	0.8	3.2	2.4	2.9	1.0	3.2
Southern ¹	1.1	2.8	0.9	3.1	1.5	2.8	1.2	3.1
NC	1.3	2.7	0.4	3.0	2.0	2.7	0.6	3.1

(-) Fewer than 5 responses

(*) This data may represent a small sample size of less than 30 response

¹ Southern includes these states: AL, AR, FL, GA, LA, MS, NC, OK, SC, TN, TX

² Public Administration includes cities, states, port authorities, retirement systems, airport authorities, etc.

³ Utilities include organizations such as Alliant Energy, Black Hills Corp, City Utilities of Springfield, MO, Entergy, NY Power Authority, TN Valley Authority, Westinghouse Electric

⁴ "General Increase/COLA," "Merit" and "Other" do not add to the "Total Increase" because not every organization provides all three types of increase.

Options for Consideration:

Staff puts forth the following options for consideration and points out, of course, other options may be considered. These calculations are based on current employee wage rates and assume no more than 40% of the workforce will receive a rating of Exceptional or Exceeds Expectations with no more than 15% in the Exceptional category.

Option 1 – In keeping with Board’s compensation strategies and draft FY2020 budget.					
	Components of Employee Pay Adjustments	World at Work	Meets Expectations Rating	Exceeds Expectations Rating	Exceptional Rating
	Cost of Labor	1.3 – 3.0%	1.0%	1.0%	1.0%
+	Merit Pay	2.4 - 3.1%	3.0%	4.5%	6.0%
=	Total Pay Increase		4.0%	5.5%	7.0%
Approximate Budget Impact including payroll taxes			\$376,500		
Amount in draft FY 2020 Budget			\$376,500		
Difference – none (equal to draft Budget)			0		

- In keeping with Board approved compensation strategies for Merit Pay.
- Cost of Labor is slightly below World at Work market data.
- This is the amount of Merit Pay and Cost of Labor provided to employees in Fiscal Year 2019 and in the draft FY2020 budget.

Option 2 – Overall lower pay increases from draft FY2020 budget.					
	Components of Employee Pay Adjustments	World at Work	Meets Expectations Rating	Exceeds Expectations Rating	Exceptional Rating
	Cost of Labor	1.3 – 3.0%	1.3%	1.3%	1.3%
+	Merit Pay	2.4 - 3.1%	2.4%	3.6%	4.8%
=	Total Pay Increase		3.7%	4.9%	6.1%
Approximate Budget Impact including payroll taxes			\$350,000		
Amount in draft FY 2020 Budget			\$376,500		
Amount less than draft Budget			(\$26,500)		

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- Not in keeping with Board approved compensation strategies for Merit Pay (Annual Merit increases for ratings of Meets Expectations and above should be no less than 2.9 percentage points greater than the annual Cost of Labor adjustment).
- Cost of Labor is at the lowest point of the World at Work market data.

Option 3 – Overall higher increases from draft FY2020 budget.					
	Components of Employee Pay Adjustments	World at Work	Meets Expectations Rating	Exceeds Expectations Rating	Exceptional Rating
	Cost of Labor	1.3 – 3.0%	1.3%	1.3%	1.3%
+	Merit Pay	2.4 - 3.1%	3%	4.5%	6%
=	Total Pay Increase		4.3%	5.8%	7.2%
Approximate Budget Impact including payroll taxes			\$405,000		
Amount in draft FY 2020 Budget			\$376,500		
Amount in excess of draft Budget			\$28,500		

- Not in keeping with Board approved compensation strategies for Merit Pay (Annual Merit increases for ratings of Meets Expectations and above should be no less than 2.9 percentage points greater than the annual Cost of Labor adjustment).
- Cost of Labor at the lowest of World at Work market data.

Staff Recommendation:

Staff seeks the Board’s discussion and guidance on employee pay adjustments for FY2020. Board action recommended at the June 13, 2019 meeting.

Information:

- Draft Resolution Updating the Schedule of Employee Classification and Authorized Compensation; Adjusting Affected Employees’ Compensation to the Minimum of the Pay Range; and Authorizing Cost of Labor and Merit Pay Increases for Eligible Employees (currently scheduled for approval on June 13, 2019)

Resolution Updating the Schedule of Employee Classification and Authorized Compensation; Adjusting Affected Employees' Compensation to the Minimum of the Pay Range; and Authorizing Cost of Labor and Merit Pay Increases for Eligible Employees

Whereas, the Orange Water and Sewer Authority 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, the Board of Directors has determined that it is reasonable and prudent in achieving and maintaining competitiveness in the market to increase the pay ranges in the Schedule of Employee Classification and Authorized Compensation; and

Whereas, the Board of Directors has determined that it is reasonable and prudent to provide Merit Increases to provide fair and equitable compensation so that qualified employees may be retained to do the work necessary for the operation of the OWASA service system:

Now Therefore, Be It Resolved:

1. That the Board of Directors hereby approves a _____% Cost of Labor increase for eligible employees who have earned a Meets Expectations, Exceeds Expectations or Exceptional Performance review during the October 2019 annual review process and the Executive Director is directed to adjust and implement the same percentage increase in salary ranges in the Schedule of Employee Classification and Authorized Compensation.
2. That the Board of Directors hereby approves a Merit increase to eligible employees earning a performance review rating of Meets Expectations during the October 2019 annual review process by increasing base pay _____%.
3. That the Board of Directors hereby approves a Merit increase to eligible employees earning a performance review rating of Exceeds Expectations during the October 2019 annual review process by increasing base pay _____%.
4. That the Board of Directors hereby approves a Merit increase to eligible employees earning a performance review rating of Exceptional during the October 2019 annual review process by increasing base pay _____%.
5. That employees whose salaries fall below the minimum amount of the new pay ranges shall be brought up to the minimum of the respective pay range regardless of the performance rating earned.

6. That the pay adjustments will be effective October 28, 2019.

Adopted this ____ day of _____, 2019.

Yinka Ayankoya, Chair

ATTEST:

Raymond E. DuBose, Secretary

DRAFT

Agenda Item 8:

Potential Western Intake Partnership to Access Jordan Lake Water Supply

Purpose:

To receive the Board of Directors' questions, comments, and feedback on a proposed partnership with City of Durham, Town of Pittsboro, and Chatham County to build a new intake and water treatment plant on the western side of Jordan Lake.

Background:

- Jordan Lake diversifies OWASA's water supply portfolio and improves the reliability and resiliency of the community's water supply system.
- OWASA has an allocation of 5 percent of Jordan Lake's water supply pool; this is equivalent to approximately 5 million gallons per day of water.
- The Towns of Apex and Cary jointly own the only water supply intake on Jordan Lake.
- OWASA can currently access its allocation during emergencies through its mutual aid agreements with the Town of Cary and City of Durham (Durham). Cary can transfer treated water to Durham through their interconnections, and Durham can then send the water to OWASA through the interconnections between OWASA and Durham.
- Durham, the Town of Pittsboro, Chatham County and OWASA have been working together to evaluate options to build another intake and water treatment plant (WTP) on the western side of Jordan Lake. These four entities have been called the Western Intake Partners (WIP).
- Two studies have been completed that Durham has funded:
 - Jordan Lake Partnership Western Intake Feasibility Study – This study was completed in 2014 by Hazen and Sawyer and evaluated options to provide permanent access to each Partner's allocation.
 - Jordan Lake Western Intake Partners Economic Feasibility Study – This study was completed by Raftelis in 2018 and evaluated revenue requirements and financing.
- The study completed by Hazen and Sawyer estimated that the capital cost for OWASA to jointly own and operate a new regional WTP on the western side of Jordan Lake was \$15 million for 2 mgd capacity in an initial plant, and an additional \$9.6 million in an expanded plant that would enable us to access 5 mgd of capacity (estimated costs in 2014 dollars).
- During the update of the Long-Range Water Supply Plan, OWASA will evaluate the following three alternatives to access its Jordan Lake allocation:
 - Agreement with Cary that would guarantee a certain amount of water on an annual average basis; on any given day, Cary could opt not to send us water if their own

May 9, 2019

demands were high. An additional agreement would be made with Durham to cover costs for them to wheel that guaranteed water through their interconnections.

- Agreement with the WIP to guarantee water on an annual average basis (similar to the agreement with Cary described above).
- Full Partner in a new regional intake and WTP on the western side of Jordan Lake.
- Any additional studies on behalf of the WIP would need to be funded by all Partners. A Memorandum of Agreement (MOA) has been drafted which summarizes how costs would be shared, the ability of each Partner to opt in or out of any future study, and how each Partner would reimburse the other Partners should they choose to opt out of a study and subsequently decide to participate in the regional intake and WTP.
- Staff recommends that OWASA participate in this MOA to stay involved with the WIP while we complete our LRWSP. Staff believes that it is important for OWASA to participate in any studies regarding governance of a future intake and WTP on the western side of Jordan Lake as governance could impact two of our options to access our Jordan Lake allocation being evaluated.
- Participating in the WIP through the MOA would not obligate OWASA to any actions or funding concerning Jordan Lake.
- The Town of Pittsboro's Board of Commissioners approved the MOA at its April 22, 2019 meeting. The Durham City Council and Chatham County Board of County Commissioners will discuss and vote on the MOA in May or June 2019.

Action Needed:

This agenda item is provided as a discussion to hear Board feedback on the WIP.

If OWASA determines it should proceed with the WIP, the Board will need to vote on the matter as a formal resolution. A draft resolution is provided.

Information:

- Draft Memorandum of Agreement for the Western Intake Partnership
- Draft Resolution Authorizing Staff to Enter into a Memorandum of Agreement for the Western Intake Partnership

**MEMORANDUM OF AGREEMENT FOR
THE WESTERN INTAKE PARTNERSHIP**

WHEREAS, Chatham County, the City of Durham, Town of Pittsboro, and Orange Water and Sewer Authority were all founding members of the Jordan Lake Partnership; and

WHEREAS, Chatham County, the City of Durham, Town of Pittsboro, and Orange Water and Sewer Authority were each granted allocations of water supply storage in B. Everett Jordan Reservoir (“Jordan Lake”) by working cooperatively in the Jordan Lake Partnership; and

WHEREAS, Chatham County, the City of Durham, Town of Pittsboro, and Orange Water and Sewer Authority (“Partner” or “Partners” or “Parties”) have been working cooperatively since 2012 as the Western Intake Partnership (“WIP”) to plan for the construction of facilities on the western side of Jordan Lake to obtain access to their Jordan Lake allocations; and

WHEREAS, the Jordan Lake Partnership Western Intake Feasibility Study (“Hazen Study”) assisted the WIP in determining that the most favorable alternative to meet the water supply needs of the individual members as well as the group as a whole is a Regional Water Treatment Facility (“RWTF”) on the west side of Jordan Lake; and

WHEREAS, the Hazen Study estimated that once the project to design and construct the RWTF is initiated, it will take approximately 3 years for preliminary engineering, field evaluations and permitting, 2 years for property acquisition and facility design, and 3 years for construction – all assuming no major delays.

WHEREAS, environmental review and environmental permitting might take 10 years or more; if this effort were to begin now the Hazen Study schedule projects that the RWTF and the associated system connections could be online around mid-2035; and

WHEREAS, the Jordan Lake Western Intake Partners Economic Feasibility Study (“Raftelis Study”) assessed the collective benefits of the treatment plant and the individual impacts to each Partner; and, suggested an optimal time line for undertaking the RWTF Project; and

WHEREAS, the Raftelis Study recommended that the WIP:

1. Develop a plan to begin construction by 2025 so the RWTF can be online by 2031, and
2. Adopt a collaborative approach to RWTF Project governance, including its financing, ownership, and management; and

Western Intake Partnership Agreement

WHEREAS, this Agreement for the Western Intake Partnership (“Agreement”) is authorized by North Carolina General Statute (NCGS) 160A-20.1 and 160A-460 *et seq.*

THEREFORE, BE IT RESOLVED, that the Parties pledge to work together as the Western Intake Partnership (“WIP”) to achieve the foregoing goals; and,

BE IT FURTHER RESOLVED, that the Parties will collaborate through the WIP to begin the preliminary field evaluations and permitting work while simultaneously working on governance, all prior to any design and construction work; and,

BE IT FURTHER RESOLVED, that the WIP will be guided by the principles of stewardship of the public interest in this common water supply, collaboration, sustainability, mutual and collective benefit, shared responsibility, equal representation, and financial stability, in support of the performance of this Agreement.

NOW, THEREFORE, for and in consideration of the recitals and the mutual promises and covenants contained in this Agreement, the Parties agree as follows:

- 1) Management Team. The activities and management of the WIP will be guided by the Management Team. The Management Team shall consist of the Manager or Executive Director, or his/her designee, from each Partner. The Management Team will seek to act by consensus, and after their approval, will advise the Lead Agency on the Projects to be undertaken by the WIP, including selecting consultants.
- 2) Lead Agency. The City of Durham will be empowered to act as the Lead Agency to accomplish the purposes approved by the Management Team; as such, the Lead Agency will be the fiscal and contracting agent for the WIP, and will enter into necessary contracts in support of the WIP. The Lead Agency will only enter into contracts on behalf of the WIP after approval of the contract by the Management Team.

If the City of Durham is a Declining Partner (defined in 4.a, below), the remaining Participating Partners shall retain the right to enter into such contracts as they may deem necessary and appropriate. In such case, the City of Durham will not act as the Lead Agency and the Participating Partners must select an Alternate Lead Agency for those particular contracts.

- 3) Projects. The Partners agree that the following projects will be among those undertaken by the WIP. The anticipated projects and their budgets are based on the Hazen Study. The Management Team may advise variations of these anticipated projects or may advise additional projects.

Western Intake Partnership Agreement

The Lead Agency shall proceed with a Project, including consultant selection, requests for qualifications, project scoping, and other pre-construction actions, only after the Management Team has reached consensus and approved those steps necessary for Project execution. In the event consensus is not reached on the steps of a Project, steps toward Project execution may still be undertaken by those in favor, provided the Parties in favor represent more than fifty percent of the cost share percentages set out in 4.c, below.

Anticipated Projects	Anticipated Budget (\$ Millions)
Policy and Governance - Initial Planning - Organizational Development - Construction, Ownership, Management and Operation	\$0.7
Preliminary Engineering - Source Water Treatability Study/Preliminary Design - Pipeline Routing Study - Hydraulic Evaluations - Preliminary Engineering Report	\$1.4
Field Evaluations (Survey, SUE*, Environmental Resources) - Intake/Raw Water Pump Station - Water Treatment Facilities/Booster Pump Stations - Pipelines	\$1.4
Permitting - USACE Land Use Request - NEPA/SEPA Environmental Assessment - DWR Site Evaluation	\$0.7
Escalation from 2014 (20%)	\$0.8
Total	\$5.0

* Subsurface Utility Exploration

- 4) **Cost Sharing.** Each Partner will contribute by payment of their share of the actual costs of each project in which they elect to participate by payment to the City of Durham in accordance with the cost sharing formula provided in this Paragraph.
 - a) It is not required that every Partner participate in every Project. When a Partner declines to participate in a Project (“Declining Partner”), the remaining Partners (“Participating Partners”) may reassign the Declining Partner’s cost share as the Participating Partners agree. In such cases, the Partners will memorialize who is and who is not participating in any given project, and what the revised cost share is for the Participating Partners, by a letter of agreement signed by the members of the Management Team.
 - b) Should a Declining Partner later choose to participate in a project(s), the Declining Partner must first reimburse the Participating Partners any costs

Western Intake Partnership Agreement

a Declining Partner avoided by declining to participate initially, plus interest calculated to accrue at the rate of 5% per year.

- c) The following cost sharing formula is based on each Partner’s Jordan Lake water supply storage allocation.

Party	Jordan Lake Allocation	Cost Share
City of Durham	16.5%	40.74%
Chatham County	13%	32.10%
Town of Pittsboro	6%	14.81%
Orange Water & Sewer Authority	5%	12.35%
Total	40.5%	100.00%

- 5) Invoicing. The Lead Agency (or Alternate Lead Agency, if applicable) will invoice each Participating Partner for its share of the costs as the Lead Agency incurs project costs, and each Participating Partner will pay the invoice within 30 days.
- 6) Duration, Amendment and Termination. The term of this Agreement shall begin upon the approval of the second Party and shall last until June 30, 2023. However, the Agreement shall only become binding on each Party after approval and execution of the Agreement by that Party. The Agreement may be terminated, or extended, upon mutual written agreement of at least two of the original Parties. This Agreement may be amended with written approval of all Parties.
- 7) Withdrawal from Agreement. Any Party may withdraw from this Agreement with 30 days written notice to the other parties, provided that any outstanding financial obligations shall survive such withdrawal until satisfied. A financial obligation will become outstanding when a Partner agrees to be a Participating Partner in a project. The City of Durham will confirm receipt of such withdrawal and will immediately notify the other Parties within 30 days of receipt of such withdrawal.
- 8) Miscellaneous Provisions.
 - a) The singular of terms used in the Agreement shall include the plural, and the masculine shall include the feminine, and vice versa.
 - b) A signed copy of this Agreement shall be considered as an original.
 - c) The Parties, and all subcontractors, shall comply with the E-Verify requirements of Article 2, Chapter 64, of the North Carolina General Statutes.
 - d) Service or all notices under this Agreement shall be sufficient, if given personally, by registered or certified mail, return receipt requested, and mailed to the party involved at the address and to the attention of the

Western Intake Partnership Agreement

person set forth below, or to such other person or address as said party may provide in writing from time to time. Any such notice mailed to such address shall be effective upon the date received as shown by the return receipt or otherwise.

CHATHAM COUNTY
Public Utilities Director
PO Box 910
Pittsboro, NC 27312

CITY OF DURHAM
Director
Department of Water Management
101 City Hall Plaza
Durham, NC 27701

ORANGE WATER AND SEWER AUTHORITY
Executive Director
400 Jones Ferry Road
Carrboro, NC 27510-0366

TOWN OF PITTSBORO
Town Engineer
PO Box 759
Pittsboro, NC 27312

Western Intake Partnership Agreement

Dan LaMontagne, Interim County Manager
Chatham County

ATTEST: _____

DRAFT

Western Intake Partnership Agreement

Thomas J. Bonfield, City Manager
City of Durham

ATTEST: _____

DRAFT

Western Intake Partnership Agreement

Ed Kerwin, Executive Director
Orange Water and Sewer Authority

ATTEST: _____

DRAFT

Western Intake Partnership Agreement

Bryan Gruesbeck, Town Manager
Town of Pittsboro

ATTEST: _____

DRAFT

Resolution Authorizing Staff to Enter into a Memorandum of Agreement for the Western Intake Partnership

Whereas, Orange Water and Sewer Authority (OWASA) originally received an allocation of water from Jordan Lake's Water Supply Pool in 1988; and

Whereas, OWASA's current allocation of water from Jordan Lake is 5 percent of the water supply pool, which is approximately 5 million gallons per day; and

Whereas, Jordan Lake is an important part of OWASA's water supply pool, particularly during droughts and operational emergencies; and

Whereas, the Towns of Cary and Apex currently own and operate the only water supply intake on Jordan Lake; and

Whereas, OWASA can currently access its water supply allocation from Jordan Lake by purchasing drinking water from the Town of Cary and wheeling that water through the City of Durham through its mutual aid agreements with both entities; and

Whereas, these mutual aid agreements do not guarantee OWASA's access to its Jordan Lake allocation; and

Whereas, OWASA has been working with the City of Durham, Chatham County, and Town of Pittsboro to explore a western intake and treatment plant on Jordan Lake and these entities are collectively known as the Western Intake Partners; and

Whereas, the City of Durham has funded all costs of studies to date; and

Whereas, the Western Intake Partners desire to enter into a Memorandum of Agreement which outlines cost shares for each Partner on future studies; and

Whereas, OWASA is currently updating its Long-Range Water Supply Plan and will be evaluating various supply and demand management alternatives which include a potential partnership in a new intake and water treatment plant on the west side of Jordan Lake; and

Whereas, the Memorandum of Agreement does not obligate OWASA to participate in any future study but keeps options open while it completes the update to its Long-Range Water Supply Plan;

Now, Therefore, Be It Resolved By the OWASA Board of Directors That:

1. OWASA's Executive Director is authorized to enter into a Memorandum of Agreement for the Western Intake Partnership.
2. OWASA staff will seek authorization from the Board of Directors prior to obligating OWASA to participate and share the cost of studies undertaken by the Western Intake Partnership.

Resolution Authorizing Staff to Enter into a Memorandum of Agreement for the Western
Intake Partnership
May 9, 2019
Page 2 of 2

Adopted this ___th day of ____ 2019.

Yinka Ayankoya, Chair

ATTEST:

Raymond E. DuBose, Secretary

Agenda Item 9:

Review Board Work Schedule

Purpose:

- a) Request(s) by Board Committees, Board Members and Staff
- b) May 23, 2019 Board Meeting
- c) June 13, 2019 Work Session
- d) Review and update the 12 Month Board Meeting Schedule
- e) Review Pending Key Staff Action Items

Information:

- Draft agenda for the May 23, 2019 meeting
- Draft agenda for the June 13, 2019 meeting
- 12 Month Board Meeting Schedule
- Pending Key Staff Action Items from Board Meetings

May 9, 2019

Agenda
Public Hearings and Meeting of the OWASA Board of Directors
Thursday, May 23, 2019, 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 a four-minute time frame allowed each speaker, unless otherwise determined by the Board of Directors.

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.
 - B. OWASA Annual Update to the Carrboro Board of Aldermen on Tuesday, June 4, 2019 at 7:00 p.m. at Carrboro Town Hall
2. Announcements by Board Members
3. Announcements by Staff
4. Additional Comments, Suggestions, and Information Items by Board Members (Yinka Ayankoya)

Petitions and Requests

1.
 - A. Public
 - B. Board
 - C. Staff

Public Hearings

2. Concurrent Public Hearings on the Preliminary Fiscal Year 2020 Annual Budget and Proposed Rates, Fees and Charges (Ed Kerwin/Stephen Winters)
 - A. Staff Presentation
 - B. Public Comments
 - C. Motion to Close Public Hearings
 - D. Board Discussion

Consent Agenda

Information and Reports

3. 12 Month Board Meeting Schedule (Yinka Ayankoya/Ed Kerwin)

Action

4. Award the Mason Farm Wastewater Treatment Plant Secondary Clarifier Rehabilitation Construction Contract (Simon Lobdell)
5. Minutes of the April 11, 2019 Meeting of Board of Directors (Andrea Orbich)

Regular Agenda

Discussion

6. (If needed) Approve Employee Health and Dental Insurance Renewals (Stephanie Glasgow/Ellen Tucker, Hill, Chesson & Woody)

Summary of Board Meeting Action Items

7. 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

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Agenda
Work Session of the OWASA Board of Directors
Thursday, June 13, 2019, 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.
 - Update on the June 4, 2019 OWASA Annual Update to the Carrboro Board of Aldermen
- b. Announcements by Board Members
- c. Announcements by Staff
- d. Additional Comments, Suggestions, and Information Items by Board Members (Yinka Ayankoya)

Consent Agenda

Action

1. Award the Dobbins Drive Water and Sewer Replacement Construction Contract (Simon Lobdell)

Regular Agenda

Discussion and Action

2. Approval of the Schedule of Rates, Fees and Charges; Annual Budget; and Five-Year Capital Improvements Program (CIP) (Stephen Winters)
 - A. Resolution Adopting the Schedule of Rates, Fees and Charges Applicable to All Customers On and After October 1, 2019
 - B. Resolution Adopting the Budget for Orange Water and Sewer Authority for Fiscal Year (FY) 2020
 - C. Resolution Approving the CIP for FY 2020-2024 and the Accompanying FY 2020 Capital Project Resolution
 - D. Resolution Updating the Schedule of Employee Classification and Authorized Compensation; Adjusting Affected Employees' Compensation to the Minimum of the Pay Range; and Authorizing Cost of Labor and Merit Pay Increases for Eligible Employees
3. Approve Changes to Retiree Health Insurance and 457 Deferred Compensation (Stephanie Glasgow/Stephen Winters)

Discussion

4. (Tentative) Long-Range Water Supply Plan: Final Water Supply and Demand Management Alternatives (Ruth Rouse)
5. Update on Unregulated Compounds in Water Resources, Including Per-fluorinated Substances (Katie Harrold)
6. Review Board Work Schedule (Yinka Ayankoya/Ed Kerwin)
 - a. Request(s) by Board Committees, Board Members and Staff
 - b. June 27, 2019 Board Meeting
 - c. July 11, 2019 Work Session
 - d. 12 Month Board Meeting Schedule
 - e. Pending Key Staff Action Items
 - f. Action Items Reoccurring Every 3 to 5+ Years

Election of Officers (Effective July 1, 2019)

7. Report of the Nominating Committee for Election of Officers (Yinka Ayankoya)
 - A. Chair of the Board
 - B. Vice Chair of the Board
 - C. Secretary of the Board

Summary of Work Session Items

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

OWASA Board of Directors – 12 Month Board Meeting Schedule (May 3, 2019)

Month	Board Meetings		Committee & Other Meetings
	Work Session	Business Meeting	
May 2019	Approve Employee Health and Dental Insurance Renewals (C) Discuss Employee Merit Pay for FY 20 FY 19 O&M Budget Amendment (C) Update on Potential Western Intake Partnership to access Jordan Lake Resolution Honoring Willie Strowd Update on Rogerson Drive Wastewater Force Main Repair and Resolution Declaring an Emergency 5/9/2019	Public Hearings – FY 20 Budget and Rates (C) Approve Employee Health and Dental Insurance Renewals (if needed) Award the Mason Farm Wastewater Treatment Plant Secondary Clarifier Rehabilitation Construction Contract 5/23/2019	<i>Chatham-Orange Joint Planning Task Force Meeting (5/9/2019)</i>
June 2019	Approve FY 20 Budget and Rates, including merit pay decision (C) (Tentative) LRWSP – Final Water Supply and Demand Management Alternatives Award the Dobbins Drive Water and Sewer Replacement Construction Contract Approve Changes to Retiree Health Insurance & 457 Deferred Compensation PFAS Update Election of Officers (C) 6/13/2019	TBD 6/27/2019	<i>OWASA’s Annual Update to the Carrboro BOA (6/4/2019)</i> <i>Cane Creek Community Engagement Meeting for Forest Management (TBD)</i> <i>(Tentative) Chapel Hill OWASA Board Members meet with TOCH OWASA Committee (TBD)</i>
July 2019	Diversity and Inclusion Update Award Kensington Drive Water Main Replacement Construction Contract (Tentative) Forest Management – Feedback on Community Meeting 7/11/2019	<i>Possible Summer Recess</i> 7/25/2019	<i>(Tentative) OC Appointees to the OWASA Board meet with Members of Orange County BOCC (TBD)</i>
August 2019	<i>Possible Summer Recess</i> 8/8/2019	Preliminary 12 Month Financial Report (C) CIP Semiannual Report (C) (Tentative) Forest Management – discuss draft priority sites CS – Prepare for General Counsel Review (C) 8/22/2019	
September 2019	EEO/Affirmative Action Report & Diversity and Inclusion Update (C) Annual Report on Disposal of Surplus Personal Property (C) AMI Low-Flow Leak Alerts CS – General Counsel Review (C) 9/12/2019	Annual Report and Financial Audit (C) Approve General Counsel Engagement (C) (Tentative) Forest Management – select priority sites CS – Prepare for ED Review (C) 9/26/2019	
October 2019	(Tentative) Approve New Banking Services Provider (C) CS – ED Review (C) 10/10/2019	Q1 Financial Report (C) Strategic Trends Report and Strategic Plan Update (C) Water Main Break and WTP/WWTP Reliability and Risk Assessment Action Plans Progress Report 10/24/2019	<i>(Tentative) OC Appointees to the OWASA Board meet with Members of Orange County BOCC (TBD)</i>
November 2019	(Tentative) LRWSP – Draft Evaluation of Water Supply and Demand Management Alternatives (Tentative) Forest Management – draft plans and community engagement for priority sites 11/14/2019	<i>Holiday – no meeting</i>	

OWASA Board of Directors – 12 Month Board Meeting Schedule (May 3, 2019)

Month	Board Meetings		Committee & Other Meetings
	Work Session	Business Meeting	
December 2019	TBD 12/12/2019	<i>Holiday – no meeting</i>	
January 2020	Appoint Audit Firm (C) Employee Health and Dental Insurance (C) Update for FY 21 Affordability Outreach Program Update (Tentative) LRWSP – Final Evaluation of Water Supply and Demand Management Alternatives 1/9/2020	Annual Lakes Recreation Report (C) CIP Semiannual Report (C) Q2 Financial Report (C) FY 21 Budget Calendar and Assumptions (C) 1/23/2020	
February 2020	CS – Prepare for General Counsel Interim Review (C) 2/13/2020	CS – General Counsel Interim Review (C) 2/27/2020	<i>(Tentative) OC Appointees to the OWASA Board meet with Members of Orange County BOCC (TBD)</i>
March 2020	FY 21 Draft Budget & Rates (C) CS – Prepare for ED Interim Review (C) 3/12/2020	Set date for Public Hearings – FY 21 Budget & Rates (C) Annual Update of the Energy Management Plan (C) FY 21 Draft Budget & Rates and Proposed Staff Rate Adjustment Recommendation (C) CS – ED Interim Review (C) 3/26/2020	
April 2020	Review Employee Health and Dental Insurance Renewals (C) FY 21 Draft Budget and Rate Adjustment Information (C) 4/9/2020	Q3 Financial Report (C) 4/23/2020	

Note: Additional Board Meetings will include matters related to improving reliability and resiliency on OWASA’s services.

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.

OWASA Board of Directors – 12 Month Board Meeting Schedule (May 3, 2019)

- Update of Strategic Plan. On November 15, 2018, the Board and staff agreed to defer update of the Strategic Plan to a date to be determined.

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:

<p>(R) Recurring agenda item (generally these are “required” items)</p> <p>AV/AMI Agua Vista/Advanced Metering Infrastructure</p> <p>BOCC Board of County Commissioners</p> <p>CBOA Carrboro Board of Aldermen</p> <p>CE Community Engagement</p> <p>CEP Community Engagement Plan</p> <p>CHTC Chapel Hill Town Council</p> <p>CIP Capital Improvements Program</p> <p>COLA Cost of Labor Adjustment</p> <p>CS Closed Session of the Board</p> <p>CY Calendar Year</p> <p>D&I Diversity and Inclusion</p> <p>ED Executive Director</p> <p>EEO Equal Employment Opportunity</p> <p>FY Fiscal Year</p> <p>HR Human Resources</p>	<p>JLP Jordan Lake Partnership</p> <p>KPI Key Performance Indicator</p> <p>LRWSP Long-Range Water Supply Plan</p> <p>MOA Memorandum of Agreement</p> <p>MST Mountains-to-Sea Trail</p> <p>MFMM Multi-Family Master Meter</p> <p>NCDOT North Carolina Department of Transportation</p> <p>NRTS Natural Resources and Technical Services</p> <p>OC Orange County</p> <p>Q Quarter</p> <p>RFP Request for Proposals</p> <p>SRF State Revolving Fund</p> <p>SOW Scope of Work</p> <p>TBD To Be Determined</p> <p>WTP Water Treatment Plant</p> <p>WWTP Wastewater Treatment Plant</p>
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Pending Key Staff Action Items from Board Meetings

No.	Date	Action Item	Target Board Meeting Date	Person(s) Responsible	Status
1.	4-25-2019	Staff will reevaluate ability to execute FY 2020 CIP given staff vacancies and emerging priorities.	5-23-2019	Gangadharan	Underway
2.	4-25-2019	Cancel the placeholder April 30, 2019 Finance Committee Meeting.	NA	Orbich	Complete
3.	4-25-2019	Prepare a letter for local governments and legislative delegation regarding the OWASA Board's position on SB 536/HB570 titled Water/Wastewater Public Enterprise Reform.	NA	Epting Kerwin	Complete – letter sent on 4-30-2019.
4.	4-11-2019	Email Board amended community engagement plan for forest management and invite feedback. Proceed to implement.	NA	Low Rouse	Complete – emailed the Board on 4-23-2019
5.	4-11-2019	Schedule Finance Committee meeting(s) to discuss draft budgets and rates for FY 2020.	NA	Winters	Complete – meeting held on 4-23-2019
6.	4-11-2019	Email Board detail on what OWASA pays and the employee pays currently for health insurance and under the expected 15.1% decrease next FY.	NA	Glasgow	Complete – emailed the Board on 4-23-2019
7.	3-14-2019	Add to the 12-Month Board Meeting calendar when the banking proposal will be scheduled.	10-10-2019	Winters	Completed
8.	2-14-2019	Proceed with water distribution system prioritization model project. Consider condition assessment of raw water mains and update the Board on same via email.	NA	Gangadharan	Complete – emailed the Board on 5-2-2019