



Orange Water and Sewer Authority

OWASA is Carrboro-Chapel Hill's not-for-profit public service agency delivering high quality water, wastewater, and reclaimed water services.

Agenda

Virtual Meeting of the OWASA Board of Directors

Thursday, March 25, 2021, 6:00 P.M.

Due to COVID-19 public health concerns, the Orange Water and Sewer Authority (OWASA) Board of Directors is conducting this meeting virtually utilizing [Microsoft Teams](#) software. Board Members, General Counsel and staff will be participating in the meeting remotely.

In compliance with the "Americans with Disabilities Act," interpreter services for non-English speakers and for individuals who are deaf or hard of hearing 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 virtual meetings online. Public comment is invited via written materials, ideally submitted at least two days in advance of the meeting to the Board of Directors by sending an email to board_and_leadership@owasa.org or via US Postal Service (Clerk to the Board, 400 Jones Ferry Road, Carrboro, NC 27510). Public comments are also invited during the Board Meeting via telephone, and members of the public will need to be available to call-in during the meeting. Please contact the Clerk to the Board at aorbich@owasa.org or 919-537-4217 to make arrangements by 3:00 p.m. the day of the meeting.

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

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. Update on the March 18, 2021 Orange County Climate Council Meeting
2. Announcements by Board Members
 - A. Update on the March 1, 2021 ad hoc Committee Meeting (Kevin Leibel)
3. Announcements by Staff
4. Additional Comments, Suggestions, and Information Items by Board Members (Ray DuBose)

Petitions and Requests

1. Public
 - Mr. Tom Wedsworth
 - Mr. Mike Hammersley
2. Board
3. Staff

Consent Agenda

Information and Reports

1. 12 Month Board Meeting Schedule (Todd Taylor)

Action

2. Resolution Setting the Date of May 27, 2021 for a Public Hearing on OWASA's Fiscal Year 2022 Budget (Stephen Winters)
3. Resolution Setting the Date of May 27, 2021 for a Public Hearing on Proposed Revisions to OWASA's Schedule of Rates, Fees and Charges (Stephen Winters)
4. Minutes of the February 25, 2021 Minutes of the Board of Directors Meeting (Andrea Orbich)

Regular Agenda

Discussion and Action

5. Review Comments and Approve the Updated Sewer Use Ordinance and Sewer Policy to Align with NC Session Law 2020-61 (House Bill 873) (Jessica Godreau)

Information and Reports

6. Update on OWASA's COVID-19 Information and Discussion by the Board (Todd Taylor/ Mary Tiger)

Discussion

7. Fiscal Year 2022 Budgets and Rate Adjustment (Stephen Winters)
8. Discuss OWASA Board Member Recruitment (Bruce Boehm)

Summary of Board Meeting Action Items

9. Executive Director will summarize the key staff action items from the Board Meeting and note significant items for discussion and/or action expected at the next meeting

Petitions for the March 25, 2021 OWASA Board of Directors Meeting

Tom Wedsworth: March 1, 2021

To: Board and Leadership

Subject: University Lake, cartop boats launching site improvements

[EXTERNAL]

To the OWASA board of directors,

My son and I love University Lake, and we have fished there in rental boats since he was a small boy in the mid 1980s. Over the last two years, we have brought my son's canoe.

I have multiple sclerosis and rely on a motorized scooter to get around. The slope of the grassy hill down to the cartop boat launching site presents challenges for me. If the grass is wet from dew or rain, is too slippery for my scooter. A concrete sidewalk laid around the side of the property down to the site would make a world of difference for me.

Another improvement could be made on the shore area of the launch site itself by widening the area and clearing out a few rocks that are usually under shallow water.

I understand that the Covid-19 pandemic is challenging all businesses today. I just ask that you consider my requests and do the best you can whenever you can.

Thank you, with kind regards,

Tom Wedsworth

Mike Hammersley: March 14, 2021

To: University Lake <ulake@owasanc.onmicrosoft.com>

Subject: covid restrictions for Lake use

[EXTERNAL]

My name is Mike Hammersley and I wanted to request that you suspend the covid restrictions for University Lake. Recreation is so important as we recover from the last year. The lake use is such that no interaction between users is necessary. It's a large Lake with plenty of room. In all my years of using it, I haven't been within 6' of anyone after check in. I bring my own equipment and kayaks and so no safety protocols would be in jeopardy. Please pass this on to your Board of directors as it very important to your customers and this community. Thanks.

Mike

OWASA Board of Directors – 12 Month Board Meeting Schedule (March 19, 2021)

Month	Board Meetings		Committee Meetings & Other Board Items
	Work Session	Business Meeting	
March 2021	FY 22 Draft Operating and Capital Equipment Budgets LRWSP – Summary of Community Engagement Discuss Staff & GC Feedback Received on Board Self-Assessment Survey 3/11/2021	Petition from Tom Wedsworth Petition from Mike Hammersley Update on COVID-19 Set date for Public Hearings – FY 22 Budget & Rates Approve Sewer Use Ordinance and Sewer Policy Updates to Align with House Bill 873 FY 22 Budgets and Rate Adjustment Discuss OWASA Board Member Recruitment Efforts 3/25/2021	<i>Ad hoc Committee meeting regarding Care to Share (3-1-2021)</i>
April 2021	Review Employee Health and Dental Insurance Renewals Modifications to the One-Time Additional Employee Personal Leave Merit Bonuses FY 22 Draft Budget and Rate Adjustment BOD Eligible for Nominations to Election as Board Officers (include Officer descriptions) Planning for BOD Self-Assessment CS – Prepare for ED Interim Review 4/8/2021	Q3 Financial Report FY 22 Draft Budget and Rates Adjustment Information and Authorize Staff to Publish Proposed Rates Discuss Draft Process for Developing Strategic Plan CS – ED Interim Review 4/22/2021	<i>Carrboro Appointees Update to CTC (4-20-2021)</i> <i>Meeting between the BOCC Members & Orange County Appointees to the BOD (4-21-2021)</i>
May 2021	LRWSP – Guiding Principles as Applied to Jordan Lake Alternatives Approve Employee Health and Dental Insurance Renewals Employee Merit Pay for FY22 Finalize Process for Developing Strategic Plan 5/13/2021	Public Hearings – FY 22 Budget and Rates Approve Employee Health and Dental Insurance Renewals (if needed) 5/27/2021	<i>(Tentative) BOD Self-Assessment in Special Meeting</i>
June 2021	LRWSP – Guiding Principles as Applied to Jordan Lake Alternatives Approve FY 22 Budget and Rates (including Employee Merit Pay decision) Election of Officers 6/10/2021	TBD 6/24/2021	<i>(Tentative) BOD Self-Assessment in Special Meeting</i>
July 2021	D&I Update Award of West Cameron Avenue Water Main Replacement Phase 2 Construction Contract 7/8/2021	TBD 7/22/2021	<i>Possible welcome of new Board member(s)</i>
August 2021	CS – Prepare for GC Annual Review 8/12/2021	Preliminary 12 Month Financial Report CIP Semiannual Report CS – GC Annual Review 8/26/2021	
September 2021	Annual Report on Disposal of Surplus Personal Property EEO/Affirmative Action Report and D&I Update 9/9/2021	Annual Report and Financial Audit Approve GC Engagement Forest Management Program Update (Annual Meeting of the BOD) 9/23/2021	
October 2021	CS – Prepare for ED Annual Review 10/14/2021	Strategic Trends Report Annual Update of the Energy Management Plan Reliability and Resiliency Improvements Update Q1 Financial Report CS – ED Annual Performance Review 10/28/2021	

OWASA Board of Directors – 12 Month Board Meeting Schedule (March 19, 2021)

Month	Board Meetings		Committee Meetings & Other Board Items
	Work Session	Business Meeting	
November 2021	TBD 11/11/2021	<i>Holiday – no meeting</i>	
December 2021	TBD 12/9/2021	<i>Holiday – no meeting</i>	
January 2022	Appoint Audit Firm (C) Employee Health and Dental Insurance Update for FY 23 (C) D&I Update (C) 1/13/2022	2021 Annual Lakes Recreation Report (C) CIP Semiannual Report (C) Q2 Financial Report (C) Discuss FY 23 Budget Calendar, Planning Assumptions, and New Budget Format (C) 1/27/2022	
February 2022	Department Managers FY 23 Budget Presentations (C) Affordability Program Update (C) CS – Prepare for GC Interim Review (C) 2/10/2022	CS – GC Interim Review (C) 2/24/2022	

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.

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:

(C)	Recurring agenda item (generally these are "required" items)	BOD	Board of Directors
AV/AMI	Agua Vista/Advanced Metering Infrastructure	CE	Community Engagement
BOCC	Orange County Board of County Commissioners	CEP	Community Engagement Plan
		CHTC	Chapel Hill Town Council

OWASA Board of Directors – 12 Month Board Meeting Schedule

(March 2021 to February 2022)

CIP	Capital Improvements Program	MOA	Memorandum of Agreement
COLA	Cost of Labor Adjustment	MWBE	Minority/Women-owned Business Enterprises
CS	Closed Session of the Board	MST	Mountains-to-Sea Trail
CTC	Carrboro Town Council	MFMM	Multi-Family Master Meter
CY	Calendar Year	NCDOT	North Carolina Department of Transportation
D&I	Diversity and Inclusion	NRTS	Natural Resources and Technical Services
ED	Executive Director	OC	Orange County
EEO	Equal Employment Opportunity	Q	Quarter
EPA	Environmental Protection Agency	RFP	Request for Proposals
FY	Fiscal Year	SRF	State Revolving Fund
GC	General Counsel	SOW	Scope of Work
HR	Human Resources	TBD	To Be Determined
KPI	Key Performance Indicator	WTP	Water Treatment Plant
LRWSP	Long-Range Water Supply Plan	WWTP	Wastewater Treatment Plant

Agenda Item

- Resolution Setting the Date of May 27, 2021 for a Public Hearing on OWASA's Fiscal Year (FY) 2022 Budget

Background

- General Statutes (G.S.) of North Carolina require that before adopting the annual budget, the Board shall hold a public hearing at which time any persons who wish to be heard on the budget may comment.
- Notice of the time and place of the public hearing shall be advertised prior to the date of the public hearing, and a copy of the budget is to be provided to news media in the county.
- Notice is to be mailed to the University, the Towns of Chapel Hill and Carrboro and to Orange County.
- In order to satisfy public notice requirements and to allow for budget adoption tentatively scheduled for June 10, 2021, the attached resolution sets May 27, 2021 as the date of the public hearing on OWASA's budget.

Action Needed

- Adopt the Resolution Setting the Date of May 27, 2021 for a Public Hearing on OWASA's FY 2022 budget

March 25, 2021



Orange Water and Sewer Authority

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MEMORANDUM

TO: Board of Directors

THROUGH: Todd Taylor, P.C.

FROM: Stephen Winters, CPA

DATE: March 19, 2021

SUBJECT: Resolution Setting the Date of May 27, 2021 for a Public Hearing on OWASA's Fiscal Year (FY) 2022 Budget

Purpose and background

Section 159-12 of the General Statutes (G.S.) of North Carolina requires that before adopting the annual budget, the Board shall hold a public hearing at which time any persons who wish to be heard on the budget may comment. Historically, the OWASA Board of Directors has conducted the public hearing during the second meeting in May. Statutes also require that the proposed budget be filed with the Clerk to the Board where it shall remain available for public inspection until the budget ordinance is adopted.

Notice of the time and place of the public hearing shall be advertised prior to the date of the public hearing, and a copy of the budget is to be provided to news media in the county. Additionally, the notice is to be mailed to the University of North Carolina at Chapel Hill, the Towns of Chapel Hill and Carrboro, and to Orange County.

The attached resolution sets May 27, 2021 as the date of the public hearing on OWASA's FY 2022 budget. Adoption of the budget is tentatively scheduled for June 10, 2021.

Stephen Winters, CPA
Director of Finance and Customer Service

**RESOLUTION SETTING THE DATE OF MAY 27, 2021 FOR A PUBLIC HEARING ON
OWASA’S FISCAL YEAR 2022 BUDGET**

WHEREAS, Section 159-12 of the General Statutes of North Carolina requires a Public Hearing on the budget for the ensuing fiscal year; and

WHEREAS, in accordance with Section 7.05 of the Bond Order, and Section 159-13 of the General Statutes of North Carolina, the Board of Directors of Orange Water and Sewer Authority shall adopt an Annual Budget for the Fiscal Year 2022 on or before the first day of July 2021; and

WHEREAS, said proposed Budget will be placed with the Clerk to the Board and will be available for public inspection;

NOW, THEREFORE, BE IT RESOLVED:

1. That a virtual Public Hearing is hereby set for Thursday, May 27, 2021 at 6:00 P.M., using Microsoft Teams, for the purpose of receiving public comment on the proposed Fiscal Year 2022 budget.
2. That any interested persons may appear in-person, or by agent or attorney, and present any comments they may have regarding the proposed budget.
3. That notice of the time and place of the Public Hearing shall be advertised and provided at least ten days prior to the date fixed above for the Public Hearing to The University of North Carolina at Chapel Hill, and to the Towns of Chapel Hill and Carrboro and to Orange County.

Adopted this 25th day of March 2021.

Raymond E. DuBose, P.E., Chair

ATTEST:

Jo Leslie Eimers, Secretary

Agenda Item

- **Resolution Setting the Date of May 27, 2021 for a Public Hearing on Proposed Revisions to OWASA's Schedule of Rates, Fees and Charges**

Background

- Although there is no statutory requirement for a water and sewer authority to hold a public hearing on proposed revisions to rates, OWASA historically holds such a public hearing in conjunction with the public hearing on the annual budget during its second meeting in May.
- The Agreement of Sale and Purchase with The University of North Carolina at Chapel Hill requires that The University be provided a 90-day notice prior to implementing changes in rates, fees and charges.
- The attached resolution sets May 27, 2021, as the date for a virtual public hearing on revisions to rates, fees and charges that, if approved, would go into effect in Fiscal Year 2022.

Action Needed

- Adopt the Resolution Setting the Date of May 27, 2021 for a Public Hearing on Proposed Revisions to OWASA's Schedule of Rates, Fees and Charges.

March 25, 2021



Orange Water and Sewer Authority

OWASA is Carrboro-Chapel Hill's not-for-profit public service agency delivering high quality water, wastewater, and reclaimed water services.

MEMORANDUM

TO: Board of Directors

THROUGH: Todd Taylor, P.E.

FROM: Stephen Winters, CPA

DATE: March 19, 2021

SUBJECT: Resolution Setting the Date of May 27, 2021 for a Public Hearing on Proposed Revisions to OWASA's Schedule of Rates, Fees and Charges

Purpose and background

Although there is no statutory requirement for a water and sewer authority to hold a public hearing on proposed revisions to rates, OWASA historically holds such a public hearing in conjunction with the public hearing on the annual budget during the Board's second meeting in May. Information on the annual budget and revisions to rates provided by staff during the public hearings is typically combined into a single presentation.

Any proposed adjustment to rates, fees and other charges will be recommended to become effective during the new fiscal year. The Agreement of Sale and Purchase with the University of North Carolina at Chapel Hill requires that the University be provided a 90-day notice prior to implementing changes in rates, fees and charges.

The attached resolution sets May 27, 2021, as the date for a public hearing on revisions to rates, fees and charges. Receiving public comment at the hearing will provide sufficient time to consider public input; adopt a revised schedule of rates, fees and other charges before June 30, 2021.

Stephen Winters, CPA
Director of Finance and Customer Service

**RESOLUTION SETTING THE DATE OF MAY 27, 2021 FOR A PUBLIC HEARING ON
PROPOSED REVISIONS TO OWASA’S SCHEDULE OF RATES, FEES AND
CHARGES**

WHEREAS, the Orange Water and Sewer Authority must charge fees sufficient to provide financial resources to recover the cost of ongoing operations, pay for capital improvements, and provide sufficient financial resources to ensure sustainable fiscal strength and stability; and

WHEREAS, due to COVID-19 public health concerns and in compliance with local governments “stay-at-home” orders, the OWASA Board of Directors is conducting this meeting virtually utilizing Microsoft Teams; and

WHEREAS, Section 162A-6 of the General Statutes of North Carolina and Section 7.04 of the Amended and Restated Bond Order adopted September 13, 2001, provide for the revision of such rates, fees and charges;

NOW, THEREFORE, BE IT RESOLVED:

1. That a virtual Public Hearing is hereby set for Thursday, May 27, 2021 at 6:00 P.M., using Microsoft Teams, for the purpose of receiving public comment on any proposed adjustments to Orange Water and Sewer Authority’s rates, fees and charges.
2. That any interested persons may appear in person, or by agent or attorney, to present comments on the proposed modifications to the current schedule of rates, fees and charges.
3. That notice of the time and place of the Public Hearing shall be advertised and shall be provided at least ten days prior to the date fixed above for the Public Hearing to the University of North Carolina at Chapel Hill, Town of Carrboro, Town of Chapel Hill, and Orange County.

Adopted this 25th day of March 2021.

Raymond E. DuBose, P.E., Chair

ATTEST:

Jo Leslie Eimers, Secretary

Orange Water and Sewer Authority
Virtual Meeting of the Board of Directors
February 25, 2021

The Board of Directors of the Orange Water and Sewer Authority (OWASA) held its duly noticed regular meeting by virtual means in accordance with law, on Thursday, February 25, 2021, at 6:00 p.m. utilizing Microsoft Teams software.

Board Members present: Raymond (Ray) DuBose (Chair), Bruce Boehm (Vice Chair), Jody Eimers (Secretary), Kevin Leibel and John N. Morris. Board Member absent: Yinka Ayankoya, Robert Morgan and Bruce Runberg.

OWASA staff present: Mary Darr, Vishnu Gangadharan, Robert Epting, Esq. (Epting and Hackney), Stephanie Glasgow, Robin Jacobs, Esq. (Epting and Hackney), Andrea Orbich, Ruth Rouse, Todd Taylor, Mary Tiger, Stephen Winters and Richard Wyatt.

Others present: Todd BenDor (UNC Distinguished Professor of Sustainable Community Design), Will Gray and Meg Holton (UNC Water Resources Manager).

Motions

1. BE IT RESOLVED THAT the Board of Directors of the Orange Water and Sewer Authority adopts the Series Resolution of the Orange Water and Sewer Authority Relating to the Issuance of Not Exceeding \$21,000,000 Water and Sewer System Revenue Bonds, Series 2021 of Said Authority Pursuant to the Provisions of Section 2.08 of an Amended and Restated Bon Order Adopted by Said Authority on September 13, 2001, as Amended, and Requesting the Local Government Commission of North Carolina to Award Said Bonds at Public Sale. (Motion by Bruce Runberg, second by Robert Morgan and the Motion unanimously approved.)
2. Bruce Runberg made a Motion to approve the Minutes of the January 28, 2021 Meeting of the Board of Directors, second by Robert Morgan and the motion was unanimously approved.
3. Bruce Runberg made a Motion to approve the Minutes of the February 4, 2021 Special Meeting of the Board of Directors, second by Robert Morgan and the motion was unanimously approved.
4. Bruce Runberg made a Motion to approve the Minutes of the February 11, 2021 Closed Session of the Board of Directors for the Purpose of Discussing a Personnel Matter, second by Robert Morgan and the motion was unanimously approved.
5. BE IT RESOLVED THAT the Board of Directors of the Orange Water and Sewer Authority adopts the Resolution to Accept Conservation Easements in Cane Creek Reservoir Watershed and Grant Limited Access License Across OWASA Land. (Motion by Jody Eimers, second by Bruce Boehm and the Motion unanimously approved.)

* * * * *

Announcements

Ray DuBose announced that due to COVID-19 public health concerns, the OWASA Board of Directors held this meeting virtually utilizing Microsoft Teams software. Mr. DuBose stated that Board Members, General Counsel, and staff participated in the meeting remotely.

Mr. DuBose asked if any Board Member knows of a conflict of interest or potential conflict of interest with respect to any item on the agenda tonight to disclose the same at this time; none were disclosed.

Mr. DuBose announced that on February 16, 2021, Todd Taylor and he provided OWASA's annual update to the Orange County Board of County Commissioners. The updated included: OWASA Board Member Appointments/Reappointments; OWASA's Diversity & Inclusion program; resuming OWASA's standard collection practices & affordability; wastewater COVID testing; energy management & solar PV; and scheduling a quarterly meeting between members of the Orange County Board of County Commissioners and Orange County Appointees to the OWASA Board. The first quarterly meeting will be Wednesday, April 21, 2021 at 8:30 a.m.

Robert Epting, OWASA General Counsel, provided an update on recent conversations with Orange County staff and Orange County Board of County Commissioner Chair Renee Price and NC Representative Verla Insko regarding Representative Insko's proposed legislation which would authorize Water and Sewer Authorities to suspend service cutoffs and forgive account balances for low- and moderate-income customers. Mr. Epting reported that following consultation with Orange County's Attorney, UNC School of Government faculty, and others interested in this proposed legislation, he provided a revised draft bill that is limited to periods during the existence of health emergencies, does not require the classification of customers by income status, and does not require the expenditure of water and sewer provider revenues to fund balance forgiveness for low-income customers. Representative Insko said she would solicit input from other North Carolina water and sewer providers and decide if and when to file the revised proposed legislation.

Mr. DuBose announced that he and Mary Tiger attended the February 18, 2021, virtual Orange County Climate Council meeting. The group received a report from the Communications Committee on an intern-led research project regarding communicating climate information to the Orange County community. The next meeting will be held virtually on March 18, 2021.

John Morris announced the Chapel Hill's OWASA Committee and Chapel Hill Appointees to the OWASA Board met on the February 23, 2021 and provided updates: Agua Vista; engaging residents of multifamily housing properties regarding water conservation; ensuring sufficient capacity for meeting the water and sewer needs of new development; OWASA's response to COVID19/standard collection practices; diversity and inclusion update; and appointments to the OWASA Board. The group will work to schedule a meeting in May or June 2021.

Kevin Leibel announced a virtual March 1, 2021, ad hoc Committee meeting at 4:00 p.m. regarding opportunities to raise awareness of OWASA's Care to Share customer assistance program.

Ruth Rouse, Planning and Development Manager, provided an overview of the February 16, 2021 Long-Range Water Supply Update to the Orange County Board of County Commissioners. She noted a full report on feedback and questions from elected boards and the public will be provided at the March 11, 2021 Work Session.

Mary Darr, General Manager of Operations, announced that OWASA's lakes will open for the recreation season on Saturday, March 27, 2021, with safety protocols including an online reservation system, reduced number of visitors, no OWASA equipment rentals, and credit card payment system. She noted the public is welcome to use their own equipment in accordance with OWASA's lake use policies.

Ms. Darr announced that the annual chlorine disinfection of drinking water will begin on March 1, 2021 and will continue through the end of March. Chlorine disinfection ensures a high level of disinfection in the community's network of water mains.

Petitions and Requests

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

Bruce Boehm requested if the Board would like to schedule a discussion at a future meeting to determine whether OWASA should be formally involved in recruiting OWASA Board Members and if the Board decides it should, then decide what research is needed and who will be involved. The Board agreed and the discussion will be scheduled for the March 25, 2021 Board meeting.

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

Item One: 12 Month Board Meeting Schedule

The Board received this as an information item.

Item Two: Adopt Series Resolution for Series 2021 Revenue Bonds

Bruce Runberg made a motion to approve the Series Resolution of the Orange Water and Sewer Authority Relating to the Issuance of Not Exceeding \$21,000,000 Water and Sewer System Revenue Bonds, Series 2021 of Said Authority Pursuant to the Provisions of Section 2.08 of an Amended and Restated Bon Order Adopted by Said Authority on September 13, 2001, as Amended, and Requesting the Local Government Commission of North Carolina to Award Said Bonds at Public Sale; second by Robert Morgan and the motion unanimously approved. Please see Motion 1.

Item Three: Approval of the Guiding Principles for the Development of OWASA's New Strategic Plan

Bruce Boehm suggested the Guiding Principles be updated as follows and the Board agreed.

1. An updated strategic plan is needed to ensure that we are anticipating and preparing for the future that we want and setting a course for aligning scarce resources with our strategic goals and objectives.
2. The strategic planning process will consider and/or reinforce OWASA's mission, vision, and values.
3. This process is a time to think comprehensively and identify broad-reaching strategic goals and initiatives.
4. The horizon for the strategic plan will be five to six years, during which updates can be proposed by the Board and/or staff leadership, as necessary.
5. The strategic planning process will involve and engage the Board, staff, the community, and other stakeholders. We will actively seek feedback to include and consider diverse perspectives. An active communications strategy will be integral to the process.
6. The strategic planning process will be managed by OWASA staff.
7. Staff leadership will work together with the Board of Directors to develop the strategic plan. The final Strategic Plan will be approved by the Board of Directors.
8. We The Strategic Plan will set strategic goals that align with our mission, vision, and values.
9. The plan will be operationalized throughout its implementation.
10. Staff will define a process for reporting on progress, including performance measures.
11. The strategic plan will be used to align resources and guide budgets in the coming decade.

Item Four: Minutes

Bruce Boehm made a motion to approve the Minutes of the January 28, 2021 Minutes of the Board of Directors, second by Jody Eimers and the motion was unanimously approved. Please see Motion 2.

Item Five: Minutes

Bruce Boehm made a motion to approve the Minutes of the February 4, 2021 Special Meeting of the Board of Directors, second by Jody Eimers and the motion was unanimously approved. Please see Motion 3.

Item Six: Minutes

Bruce Boehm made a motion to approve the Minutes of the February 11, 2021 Closed Session of the Board of Directors for the Purpose of Discussing a Personnel Matter, second by Jody Eimers and the motion was unanimously approved. Please see Motion 4.

Item Seven: Approve Conservation Easements on Private Land in Cane Creek Reservoir Watershed

Ruth Rouse, Planning and Development Manager, provided a brief overview on two conservation easements located on Matt and Suzanne Case's private land in exchange for a non-perpetual license of an access trail on OWASA land adjoining their separate farm tracts in Cane Creek Reservoir watershed.

Jody Eimers made a Motion that the Board of Directors Approve the Resolution to Accept Conservation Easements in Cane Creek Reservoir Watershed and Grant Limited Access License Across OWASA Land; second by Bruce Boehm and unanimously approved. Please see Motion 5.

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

Todd Taylor, Executive Director, provided an update on OWASA's response to COVID-19, noting staff continues to take proactive measures to ensure we are providing the community with high-quality and reliable water, wastewater, and reclaimed water services during the pandemic including monitoring the vaccination effort for OWASA employees.

Mary Tiger, Strategic Initiatives Manager, noted a moratorium on service disconnection for non-payment remains in-place. She provided a brief update on the extent and severity of past due accounts, including staff's work to contact those customers who are in arrears to provide information on where customers may apply for financial assistance and noted OWASA's commitment to give 30-day notice before resuming standard collection practices.

Kevin Leibel suggested updating OWASA's voicemail direct customers regarding financial assistance related to COVID19 arrears.

Item Nine: Opportunity for Stream and Wetland Mitigation Banking Project

Mary Tiger, Strategic Initiative Manager, provided a presentation and requested Board feedback on an opportunity for OWASA to participate in a public-private partnership for the benefit water quality that would involve stream and wetland restoration of Collins Creek and the creation and sale of mitigation credits.

Jody Eimers commented how would restoration be established if there are no prior establishment of conditions or monitoring of the streamflow and water quality conditions. As a Hydrologist, she declined to move forward with this project until a baseline of streamflow and water quality conditions could be established, against which to measure and assess the potential benefits of such a project. Ms. Eimers expressed interest in visiting the site.

Bruce Boehm commented he would like to know about other competitors, view financials, assess the possibility of OWASA's undertaking and managing the project; and he would like to have some guarantee of the prospective project credits before proceeding.

Mr. Todd BenDor, UNC Distinguished Professor of Sustainable Community Design, was invited to attend the Board's discussion and provided insight regarding this project's extensive

permitting process, how mitigation bankers find land that needs ecological uplift, the difficulty of managing such a project, and selling credits.

Todd Taylor, Executive Director, said action is not needed tonight, and that he understood the Board's interest in further assessment of the potential impacts especially on water quality in the affected streams. However, he said this project is interesting but can be delayed.

Following discussion, it was agreed when the Board is ready to move forward with this project, a learning session on the whole process will need to be undertaken, including a field trip to the property.

Item Ten: Summary of Board Meeting Action Items

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

- Schedule a Board discussion at a future meeting to determine whether OWASA should be formally involved in recruiting OWASA Board Members and if the Board decides it should, then decide what research is needed and who will be involved.
- Agenda items for the March 11, 2020 virtual Work Session:
 - o (Tentative) Resolution Approving a Construction Contract for the Fermenter Mixing Improvements
 - o Community Engagement Summary on the Update of OWASA's Long-Range Water Supply Plan
 - o Draft Fiscal Year 2022 Budget and Proposed Rates
 - o Discuss Staff and General Counsel Feedback Received on Board Self-Assessment

Item Eleven: Closed Session

Without objection, the Board convened in Closed Session for the Purpose of Discussing a Personnel Matter, as provided in N.C. General Statutes 143.318.11(6).

Following the Closed Session, the Board reconvened in open session, reported no action was taken in the closed session, and the meeting was adjourned at 7:32 p.m.

Respectfully submitted by:

Andrea Orbich
Executive Assistant/Clerk to the Board

Attachments

Agenda Item

- Review Comments and Approve the Updated Sewer Use Ordinance (SUO) and Sewer Policy to Align with NC Session Law 2020-61 (HB873)

Purpose

- The purpose of this item is to review comments received and to adopt the attached Resolution Approving Amendments to OWASA's SUO and the Resolution Approving Policy on Extension of Sewer Mains and Sewer Laterals to Replace Certain Existing Policies on Sewer Mains and Sewer Laterals.

Background

- On [December 10, 2020](#), the Board reviewed the draft SUO and authorized staff to distribute proposed changes to the OWASA Sewer Use Ordinance by the towns, county, and UNC for review and comment.
- The comment period has closed and no comments on the proposed SUO changes were received. A few verbiage changes were received by UNC staff and are included on the Policy on Extension of Sewer Mains and Sewer Laterals.
- The OWASA Board may adopt sewer ordinance amendment(s) no earlier than 60 days following submittal of the declaration of intent to the above three governing bodies.
- Staff requests that the Board review and discuss the Final Draft of the SUO and the Resolution Adopting Amendments to the Sewer Use Ordinance and the new Policy on Extension of Sewer Mains and Sewer Laterals to Replace Certain Existing Policies on Sewer Mains and Sewer Laterals.

Action Needed

- Following questions and discussion of the draft documents, staff recommends Board adoption of two resolutions with the proposed Motions as follows:
 - *Adopt the Resolution Approving Amendments to OWASA's Sewer Use Ordinance*
 - *Adopt the Resolution Approving Policy on Extension of Sewer Mains And Sewer Laterals To Replace Certain Existing Policies on Sewer Mains and Sewer Laterals*



Orange Water and Sewer Authority

OWASA is Carrboro-Chapel Hill's not-for-profit public service agency delivering high quality water, wastewater, and reclaimed water services.

MEMORANDUM

TO: Board of Directors

THROUGH: Todd Taylor

FROM: Jessica Godreau

DATE: March 19, 2021

SUBJECT: Review Comments and Approve the Updated Sewer Use Ordinance and Sewer Policy to Align with NC Session Law 2020-61 (HB873)

The purpose of this item is review the comments received and to adopt the attached Resolution Approving Amendments to OWASA's Sewer Use Ordinance, dated March 25, 2021 and the Resolution Approving Policy on Extension of Sewer Mains and Sewer Laterals To Replace Certain Existing Policies on Sewer Mains and Sewer Laterals, dated March 25, 2021.

Background:

Responding to interest in simplifying the permitting processes for accessory buildings in the state, North Carolina ratified [Session Law 2020-61 \(HB873\)](#). This bill allows, under certain circumstances, one accessory building to connect to the same sewer lateral as a one- or two-family home on the same lot if both buildings are "deemed permitted" under the NC Division of Water Resources' 15A NCAC 02T Rules. The threshold for "deemed permitted" for OWASA's residential customers is determined by flow rates and limits the flow to a maximum of 600 gallons per day (equal to 5 bedrooms) between the two buildings. OWASA policy, since our inception, has required that each building have its own sewer lateral. Updates to OWASA's Sewer Use Ordinance and several policies prohibiting combined building sewer laterals were necessary to conform to the new law. In the interim, a variance process has been implemented to ensure State law is being followed.

Policy Change Recommendations

Existing sewer extension and sewer lateral policies and regulations, as well as the OWASA Sewer Use Ordinance, were reviewed to determine which needed revision due to the new law. Five existing policies and one set of regulations were amended for conformance with the new law and consolidated for clarity into one proposed "Policy on Extension of Sewer Mains and Sewer Laterals," which was reviewed by the Board at its December 10, 2020 meeting. A few additional verbiage changes recommended by staff or by UNC before final adoption are included in revision mode and annotated by comment. UNC's did not register any objection to the policy document, but had several suggestions to clarify language, in part where they thought it unclear that sewer laterals may connect to public sewer mains located on the same lot as the building(s), and not only adjacent to the lot. Comments are included below.



Sewer Use Ordinance Recommendations

While the OWASA Sewer Use Ordinance (SUO) was last adopted in January 2020, it also contained text incompatible with the new law. State law requires that before amending the Sewer Use Ordinance, the OWASA Board:

1. pass a declaration of intent to adopt the amendment(s);
2. submit the declaration of intent to governing boards of Orange County and the Towns of Carrboro and Chapel Hill for review and comment; and
3. consider comments or suggestions offered by the governing bodies.

The OWASA Board may adopt sewer ordinance amendment(s) no earlier than 60 days following submittal of the declaration of intent to the above three governing bodies.

On [December 10, 2020](#), the Board reviewed the draft SUO and authorized staff to distribute proposed changes to the OWASA Sewer Use Ordinance by the towns, county, and UNC for review and comment. The comment period has closed and no comments on the proposed changes were received. The version presented herein is unchanged from the December 10, 2020 submittal, excepting the acceptance of changes tracked in revision mode and deletion of explanatory comments.

Action Needed:

Following any discussion of the draft documents, staff recommends Board adoption of two resolutions with the proposed Motions as follows:

1. *Motion to adopt the Resolution Approving Amendments to OWASA’s Sewer Use Ordinance, dated March 25, 2021.*
2. *Motion to adopt the Resolution Approving Policy on Extension of Sewer Mains And Sewer Laterals To Replace Certain Existing Policies on Sewer Mains and Sewer Laterals, dated March 25, 2021.*

Please feel free to contact me with any questions concerning this report or the lake operation.



Jessica C. Godreau, P.E., BCEE
Engineering Manager – System Development

Attachments:

1. UNC Comments on the draft Policy for Extension of Sewer Mains and Sewer Laterals:
2. “Policy on Extension of Sewer Mains and Sewer Laterals” dated March 25, 2021 (in revision mode)
3. OWASA Sewer Use Ordinance, dated March 25, 2021.
4. Draft Resolution Approving Amendments to OWASA’s Sewer Use Ordinance, dated March 25, 2021.
5. Draft Resolution Approving Policy on Extension of Sewer Mains and Sewer Laterals to Replace Certain Existing Policies on Sewer Mains and Sewer Laterals, dated March 25, 2021.

UNC Comments on the draft Policy For Extension of Sewer Mains and Sewer Laterals:

1. Section II. Definitions - Cleanout: Add “This is in addition to plumbing code requirements.”
2. Section II. Definitions - Combined Building Sewer Lateral: “This could be interpreted as only having combined building sewer laterals on lots, not mains. Recommend adding a sentence or two to address larger lots or parcels which serve multiple buildings, and the presence of OWASA mains. For the University, for municipal building complexes, for apartment complexes there will most likely be public mains extended into the larger lot or parcels.”
3. Section II. Definitions - Public Sewer Main: Edit: “A new public sewer main or public main extension [add text] is typically installed by a property owner...”
4. Section IV. General Principles for Individual Lots and Sewer Laterals. A. Public Sewer Mains Adjacent to Lot: “Consider differentiating between single family home lots and municipal, institutional, and multifamily homes on a large lot or parcel.”
5. Section IV. General Principles for Individual Lots and Sewer Laterals. D. Installation of Sewer Laterals: “This might be clearer, if the wording was changed to the following: “The installation of the sewer lateral from the public sewer main to the building, residence or structure being served, including furnishing and setting cleanouts shall be the responsibility of the property owner. This includes any work needed within a public road right of way.”
6. Section IV. General Principles for Individual Lots and Sewer Laterals. D(4). Installation of Sewer Laterals: “Is this the right location? Is this specification under the standards?”
7. Section IV. General Principles for Individual Lots and Sewer Laterals. E. Maintenance and Repair of Sewer Laterals: “Just a note on this: Where the lateral is required to be stubbed into the main, and not terminated at a manhole, maintenance such as pipe lining or pipe bursting is not a simple option, and identification of pipe issues become more difficult.”
8. Section VI. Extension of Public Sewer Mains and Sewer Laterals Across Creeks and Streams: “All work in the vicinity of creeks and streams shall also comply with all applicable local, state and federal requirements. Army Corps of Engineers, NCDENR, etc.”
9. Section VII. Public Sewer Main Extension Projects Constructed by OWASA and Repaid Through Property Assessment. D. Exclude Served and Undevelopable Lots: “This is not clear. Is this trying to say that if there is a developable lot beside a lot already served, it cannot have the main extended to serve the developable lot?”

ORANGE WATER AND SEWER AUTHORITY

POLICY ON EXTENSION OF SEWER MAINS AND SEWER LATERALS

I. PURPOSE

An integral part of OWASA’s operation is extension of public sewer service from existing mains or construction of new facilities, including acceptance of facilities conveyed to OWASA from developers. This extension of public service may consist of 1) construction of new public sewer mains, sewer laterals, and appurtenances as necessary to bring a public sewer main adjacent to a lot, or 2) connection of a private sewer lateral to OWASA’s public sewer main.

The purpose of this policy is to establish the conditions and requirements for extension of public sewer mains and private sewer lateral connections to the Orange Water and Sewer Authority (OWASA) public sewer system within the developed and undeveloped portions of the service area, to assure that extensions and connections are made in a uniform manner, to encourage extensions to serve all of the lots without public sewer in the service area, and to minimize to the extent practicable the environmental impact and total costs of such projects.

II. DEFINITIONS

Cleanout - A structure or device which is designed to provide access to the sewer lateral for the purpose of removing deposits or accumulated material, following the North Carolina Plumbing Code. Residential and commercial cleanouts are typically located at the edge of the public road right-of-way or public sewer easement.

Commented [JG1]: UNC Comment: Add “This is in addition to plumbing code requirement.”

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Combined Building Sewer Lateral - A sewer lateral that receives sanitary waste from more than one structure or building on the same lot before connecting to the public sewer main. The public sewer main may be located on or external to the lot served. Combined building sewer laterals are only permitted in the OWASA public sewer system by specific exception to this policy or upon approval of a variance.

Commented [JG2]: UNC Comment: This could be interpreted as only having combined building sewer laterals on lots, not mains. Recommend adding a sentence or two to address larger lots or parcels which serve multiple buildings, and the presence of OWASA mains. For the University, for municipal building complexes, for apartment complexes there will most likely be public mains extended into the larger lot or parcels. Address comment by UNC. Clarification for large lots, to include public mains within the lot.

Common Sewer Lateral - A sewer lateral that receives sanitary waste from more than one lot. Common sewer laterals have not been permitted in OWASA’s public sewer system since it began operation on February 16, 1977.

Infiltration – Water that seeps into sewer pipes through holes, cracks, joint failures, and faulty connections.

Inflow - Water that flows into sewers via illegal connections (such as roof drain downspouts, foundation drains, broken cleanout caps, and cross connections) as well as overland flow that can enter into holes and voids in manholes.

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Lot – Land bounded by lines legally established for the purpose of property division.
OWASA - Orange Water and Sewer Authority. OWASA began operation February 16, 1977.

Property Owner – A person or entity owning a lot within the OWASA service area. As used in the context of this policy, references to “property owner” may also include a person or entity acting as the developer of a subdivision, commercial, or industrial lot as the context of the policy provision requires. The property owner may currently be served by OWASA, desire OWASA sewer service, or be otherwise impacted by an extension project of a public sewer main or a private lateral.

Public Sewer Main - The public sewer main as used herein refers to any OWASA-owned and maintained sewer pipe and includes a sewer pipe that receives sanitary waste from one or more sewer laterals. A new public sewer main or public main extension is typically installed by a property owner and dedicated and conveyed to OWASA upon completion.

Commented [JG3]: UNC Comment: Add “or public main extension”

Public Sewer System – The network of OWASA’s public sewer mains used to convey sanitary waste from OWASA customers to the wastewater treatment facility.

Pump Station - The pump station (also called lift station) is the sewer appurtenance which pumps sanitary waste from a sewer main of lower elevation to a sewer main of higher elevation.

Sewer Easement - A strip of land dedicated to OWASA for the installation, maintenance, repair and/or replacement of a public sewer main.

Sewer Lateral - A sewer lateral is the horizontal pipe that extends from a building or structure and conveys sanitary waste from the building or structure to the public sewer main and includes a sewer cleanout. It is called “building sewer” in the North Carolina Plumbing Code. A sewer lateral typically serves a single building unit. In the OWASA system, the sewer lateral is installed, owned, maintained, and repaired by the property owner.

III. GENERAL PRINCIPLES FOR PUBLIC SEWER MAINS AND SEWER LATERALS

A. OWASA Standards

OWASA shall set standards for design, location, materials, and construction for sewer system components to be served by or be a part of the sewer system. The specifications shall include the size of all lines, their location, grade, materials used, manner of installation, type of support and such other specifications deemed necessary by

OWASA. Design, construction, installation, and maintenance of new or replacement public sewer mains and sewer laterals shall be in accordance with the policies, standards, specifications, and fees established by OWASA.

B. Approval by Local Government & Agencies

Prior to installation of any facilities the property owner shall provide to OWASA certification and/or documentation that the proposed property to be served has been approved by the appropriate political subdivision and/or regulatory agencies having review authority.

C. Discharges to OWASA Public Sewer System

Sanitary waste discharged to the public sewer system by any means shall be in accordance with the OWASA Sewer Use Ordinance.

D. Property Owner Responsible for Costs of Construction

Property owners shall be solely responsible for:

1. costs for the design and construction of all improvements to sewer system components within, by, or through their lot of a size and in accordance with OWASA's requirements for the orderly development of its sewer system;
2. costs and expenses incidental to the installation of the sewer lateral;
3. costs of extending and connecting public sewer mains between their lot and the existing public sewer system;
4. costs to improve existing public sewer mains, pump stations, and appurtenances necessary to serve the property;
5. costs for such work in accordance with the OWASA Schedule of Rates, Fees, and Charges when a connection is to be made to the public sewer main by OWASA; and
6. the initial financing of service extensions both inside and outside the lot of the property owner, with reimbursement to the property owner for costs in excess of their proportionate share as provided by OWASA's excess capacity credit policy.

E. OWASA Construction Observation

OWASA shall periodically inspect all expansions or additions to the public sewer system during construction. The property owner is responsible for ensuring construction occurs in

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accordance with the OWASA – *Manual of Specifications, Standards and Design* and may be required to modify, rearrange or do over any work to bring it into conformity. OWASA may require work buried before inspection to be exposed for inspection to occur. Construction observation by OWASA does not imply supervision and/or acceptance of the work.

F. Fees and Charges

Fees and charges shall be made in accordance with the current Schedule of Rates, Fees, and Charges adopted by the OWASA Board of Directors.

IV. GENERAL PRINCIPLES FOR INDIVIDUAL LOTS AND SEWER LATERALS

A. Public Sewer Mains Adjacent to or Within Lot

Each lot to be served by OWASA shall have a public sewer main extended immediately adjacent to or within such lot at a location secured by a sewer easement, license (for Town of Chapel Hill or Town of Carrboro property), or franchise (for University of North Carolina property) in behalf of OWASA in such a manner that the sewer lateral serving the lot may be connected directly to the public sewer main without crossing another lot.

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Commented [JG4]: Address comment by UNC: "Consider differentiating between single family home lots and municipal, institutional, and multifamily homes on a large lot or parcel."

1. Public sewer service is deemed "available" to a lot that is located adjacent to an OWASA public sewer main; a new sewer lateral for such lot may be connected to that main upon payment of appropriate fees.
2. Public sewer service is deemed "not available" to a lot that is not located adjacent to an OWASA public sewer main. Sewer service will be provided by OWASA only if the property owner extends the OWASA public sewer main to a point adjacent to the lot and dedicates to OWASA an easement across the lot as required for the future orderly development and maintenance of the system.

3. A variance to this policy may be granted for emergency circumstances, such as those arising from failure of an existing septic treatment system where the system is documented to be failing by the Orange County Health Department, and no on-site repair is approvable or recommended by the Health Department, or when there is a remaining unserved lot with no community benefit or orderly expansion to be gained with a sewer main extension. A lot may be connected by a sewer lateral extended to an existing public sewer main through private easement on an adjoining lot(s) at the expense of the property owner. The property owner shall contractually agree that in the event a public sewer main is later extended to a point adjacent to their lot, the connection for the emergency sewer lateral shall be disconnected and the lot shall be connected to the sewer main adjacent to the lot, both at the expense of the property owner. If it becomes necessary for OWASA to

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Commented [JG5]: Clarification added to reflect why variances have historically been granted, with the definition for septic system failure pulled from the Board's "Policy for the Extension of Water and Sewer Lines or Connections Thereto in Areas Within the Town of Chapel Hill's Planning Jurisdiction But Outside of Its Urban Services Area."

disconnect an emergency sewer lateral connection and connect to the sewer main, the property owner shall be responsible for reimbursing OWASA for the cost of performing the work.

4. Non-conforming lots predating OWASA's creation which have sewer laterals that cross adjacent lots to access the public sewer main, whether within or without of a private easement, and where sewer service remains "not available," shall be permitted to maintain, repair, or replace the sewer lateral.

B. Individual Building Sewer Laterals

Sewer laterals connect to the public sewer main in the public road right-of-way or within a sewer easement that has been dedicated and conveyed to OWASA. Each building or structure shall have a separate and independent connection to the public sewer system of OWASA, with the following exceptions:

1. Where state law explicitly allows a combined building sewer lateral: the owner of a single main one- or two-family dwelling with a sewer lateral that OWASA has determined it to be deemed permitted under the North Carolina Division of Water Resources' 15A NCAC 02T Regulations, may create a combined building sewer lateral for the main building and a single accessory building on the same lot, if the accessory building is also deemed permitted. Documentation that both buildings are deemed permitted shall be submitted to OWASA. Subsequent subdivision of the lot resulting in the main building and accessory building being located on separate lots no longer meets this exception and a new building sewer lateral shall be constructed such that each lot has its own sewer lateral; or
2. In case-by-case instances where the Executive Director determines that an exception is necessary.

OWASA does not and will not assume any obligation or responsibility for damage caused by or resulting from any such single connection or combined building sewer lateral aforementioned.

C. Ownership of Sewer Laterals

The property owner shall retain ownership and responsibility for the sewer lateral connecting the building or structure plumbing to the public sewer main. The property owner shall provide OWASA access to the sewer lateral as a condition of service.

D. Installation of Sewer Laterals

The installation of the sewer lateral from the public sewer main to the building, residence, or structure being served shall be the responsibility of the property owner, including furnishing and setting cleanouts and any work needed within a public road right-of-way.

1. Any required or applicable regulatory permits must be obtained by the property owner or plumbing contractor prior to the installation of any sewer lateral.
2. All sewer laterals located within the public road rights-of-way or sewer easements dedicated to OWASA shall be inspected by OWASA or OWASA's designee prior to backfilling the trench or repaving the roadway.
3. Existing sewer laterals may be kept in service or used in connection with new construction only if, in the sole opinion of OWASA, they meet all the requirements of this policy, are in acceptable structural condition, and operate satisfactorily. The property owner shall provide video of the interior condition of the full length of the sewer lateral, including cleanouts and manholes, upon request to assist OWASA in making that determination.
4. OWASA shall make all sewer connections (taps) to the public sewer main. The property owner's contractor is responsible to prepare the site and pay fees as outlined in OWASA's current "Manual of Specifications, Standards, and Design" and "Schedule of Rates, Fees, and Charges."
5. The property owner(s) shall indemnify OWASA from any loss or damage that may directly or indirectly be caused by the installation of the sewer lateral provided, however, that such indemnification shall not extend to loss or damage due solely to willful misconduct or negligence on the part of OWASA.
6. To avoid future cutting of street surface where sewer service is not immediately desired, the sewer lateral may be stubbed out to the lot at the expense of the property owner.

E. Maintenance and Repair of Sewer Laterals

It shall be the responsibility of the property owner to maintain and repair the entire sewer lateral from the building or structure served to the public sewer main in a manner and form that provides for the proper transmission or conveyance of sanitary waste between the building served and the public sewer main and prevents inflow and infiltration into the public sewer system.

1. The property owner is responsible for maintenance and repair of their sewer lateral, including the removal of all blockages from the sewer lateral caused by roots,

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"The installation of the sewer lateral from the public sewer main to the building, residence or structure being served, including furnishing and setting cleanouts shall be the responsibility of the property owner. This includes any work needed within a public road right of way."

Commented [JG7]: "New buildings" is interpreted to include new building additions attached to existing buildings, however, this text update is clearer.

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grease or other debris; repairing a failed or failing lateral; and replacing a sewer lateral that no longer provides proper transmission or conveyance of sanitary waste, has reached the end of its useful life, or is damaged by a third party.

2. If it is determined that the portion of a sewer lateral serving a single customer and located in the public road right-of-way or crossing a creek or stream is not properly conveying sanitary waste from the building or structure to the public sewer main and the problem resulted from faulty installation of the lateral versus failure of the property owner to provide proper maintenance and/or repair, OWASA may agree to repair or replace the failing portion of the sewer lateral to bring it into conformance with OWASA's standards, with the Executive Director or their designee to determine the apportionment of cost. If the deficient sewer lateral is wholly within the property owner's lot, the property owner will be solely responsible for the cost of the reconstruction.

In order for OWASA to make an assessment for repair of the portion of the sewer lateral within the public road right-of-way, a cleanout must be accessible at the edge of the right-of-way line. If no cleanout is available, the property owner shall be responsible for having a cleanout installed at their cost.

3. In cases where OWASA is replacing or upgrading a public sewer main as part of its Capital Improvements Program, the existing sewer lateral between the public sewer main and the edge of the public road right-of-way may be replaced in whole or in part by OWASA to meet standards prescribed by OWASA and state or local standards and codes. When sewer laterals located within the public road right-of-way are replaced as part of a Capital Improvements Project there will be no charge to the property owner.
4. The property owner shall be responsible for keeping the cleanout accessible and protecting the cleanout from damage at all times. Any cleanout repair and the cost for such repairs shall be the property owner's responsibility.
5. Failure by the property owner to operate and maintain the sewer lateral in accordance with the standards, specifications, ordinances, policies, and regulations of the OWASA may result in fines, injunctions, civil penalties and/or the termination of water and/or sewer service.
6. The property owner shall be responsible for making necessary repairs, at their own expense, to the sewer lateral when notified in writing by OWASA that repairs are necessary. Should the property owner fail to repair the sewer lateral within 60 days after receiving written notification that such repairs are necessary, OWASA may make the necessary repairs to the sewer lateral and the property owner shall be responsible for paying for the cost of the repairs.

F. Replacement of Common Four-Inch Sewer Laterals

The OWASA service area contains some historical private, common four-inch sewer laterals that cross more than one lot. These nonconforming common sewer laterals pre-date OWASA’s prohibition of such installation and many have no recorded easement. Property owners shall be permitted to continue use of such common sewer laterals and to repair or replace them at their own expense without OWASA requiring the installation of separate sewer laterals for each lot unless all lots on the common sewer lateral now have available sewer service.

Recognizing the challenges that come with multiple property owners being involved with the operation and maintenance of a common sewer lateral and the cost associated with replacing these lines as they deteriorate, OWASA may assume responsibility for maintenance and eventual replacement of these nonconforming common sewer laterals under the following conditions and requirements:

1. Prior to OWASA assuming maintenance responsibilities, all property owners of lots that the common sewer lateral crosses will provide to OWASA a signed statement indicating a willingness to provide to OWASA, without remuneration, the easements necessary to allow OWASA’s assumption of maintenance responsibilities for the designated portion of the common sewer lateral.
2. Unless otherwise approved by OWASA, the sewer easement to be granted to OWASA shall meet OWASA standards. and be no less than 30 feet in width.
3. OWASA will prepare the necessary survey and easement documents and will have the documents officially recorded at no cost to the property owners.
4. OWASA will install a manhole on the common service lateral at no cost to the property owners that will delineate the point where OWASA maintenance responsibility begins.
5. OWASA will notify all property owners with lots containing the common sewer lateral of its intention to accept maintenance responsibility and the responsibility for replacement of the designated portion of the nonconforming common sewer laterals after the necessary documents have been recorded and the manhole has been installed.
6. Replacement of the portion of the common sewer lateral where OWASA has assumed maintenance responsibility will be performed at OWASA’s discretion as part of its Capital Improvements Program. OWASA staff will prioritize the work according to public health needs, lateral condition, maintenance history, neighborhood petitions, crew availability, and finances. All costs associated with this replacement will be borne by OWASA. Each property owner shall be required

to separately connect to the newly installed main within 90 days. All required actions and costs associated with connecting the sewer lateral for the lot to this new main shall be at the sole expense of the property owner.

7. OWASA will assume no operation, maintenance, or replacement responsibilities for common sewer laterals when a public sewer main is already adjacent to or abutting a lot or lots being served by a common service lateral, or for common sewer laterals created without approval after February 16, 1977, when OWASA began operations and the Sewer Extension Policy requiring separate building sewer laterals was in effect. In these cases, all required actions and costs associated with connecting to the public sewer main will be at the sole expense of the property owner.

V. GENERAL PRINCIPLES FOR EXTENSION OF PUBLIC SEWER MAINS

A. Local Land Use Plans

The extension of public sewer mains to provide sewer service shall reflect the principles and policies of the land use plans of the respective local governmental unit.

B. Consistency with OWASA Policies

Extensions of public sewer mains shall be made in accordance with other policies of OWASA’s Board of Directors, such as policies on extending water and sewer lines or service into University Lake and Cane Creek Reservoir watersheds.

C. Future Expansion and Orderly Development

Extensions to public sewer mains shall be made in a manner to appropriately serve the property owner’s lot, other dischargers, and unserved lots in accordance with OWASA policies. Any addition to the public sewer system to serve a lot, including assessment projects, must include adequate provisions for such easements, rights-of-way, etc. for sewer laterals or public sewer main extensions as required to support future expansion and orderly development of the public sewer system. OWASA shall have the right to make, or allow to be made, additional extensions to the public sewer system beyond or laterally from the extension.

D. Approval by State and Federal Regulatory Agencies

Prior to approval by OWASA, the construction drawings and specifications for the extension of sewer service must be submitted to and reviewed by the appropriate regulatory agencies. These agencies may include but are not limited to the Department of Transportation; the North Carolina Division of Water Resources; the North Carolina Division of Energy, Minerals and Land Resources; and the U.S. Army Corps of Engineers.

E. Approval by OWASA

Construction shall not commence until a permit has been issued by OWASA for specifications shown on detailed construction drawings prepared for the property owner by a professional engineer licensed in the State of North Carolina. A permit will be granted after OWASA has determined the construction drawings meet OWASA requirements and received notification of approval by the required regulatory agencies. Where conflicts exist between the requirements and standards of the various regulatory agencies, the more stringent standard or requirement shall apply.

F. Sewer Taps

OWASA shall make all sewer connections (taps) to the public sewer main, either with OWASA or contract personnel. See Section IV.D.4.

G. Utility Contractor

Extension of sewer mains shall be performed by an independent, North Carolina-licensed utility contractor complying with the *OWASA – Manual of Specifications, Standards and Design* with all work subject to inspection and approval by OWASA.

H. Dedicated Easements or Rights-of-Way

Public sewer mains shall be installed only in dedicated streets, roadways, or rights-of-way secured by encroachment agreements or recorded easements, or by license or franchise. The property owner is responsible for providing or securing the necessary encroachment agreements, easements, and rights-of-way required for the project and sufficient for the construction, operation, repair, and expansion of the sewer system, including sufficient isolation from adjoining facilities within or without of such easement or right-of-way. Easements shall be granted or dedicated to OWASA.

I. Stop Work Order

If in OWASA’s judgment there is demonstrated lack of competent supervision of a contractor, upon approval of the Executive Director or their designee, OWASA may (1) halt work until OWASA-approved supervision is obtained and the work is performed in

accordance with approved specifications, or (2) provide constant construction observation by OWASA personnel or personnel contracted by OWASA at the expense of the property owner.

J. Dedication of Assets

As a condition of service, properties connected to OWASA sewer mains shall be deemed subject to easements for the construction, operation, maintenance and replacement of facilities necessary to serve that connection and the orderly development of the system; properties without necessary sewer easement documentation shall not be connected until appropriate document is obtained and recorded with the Register of Deeds.

K. OWASA Exclusive Control

OWASA shall have exclusive control and be responsible for maintenance and operation of all public sewer system facilities dedicated and accepted by OWASA. OWASA may from time to time contract to provide maintenance or operation of wastewater facilities owned by others.

L. Warranty

The property owner shall be responsible for guaranteeing the entire project against defective material and workmanship and consequential damages resulting therefrom for a period of twelve months from the date of acceptance of the project, including such incidental damages as may arise from such claims. At the completion of the construction and prior to acceptance of any fees for connection of service, OWASA may require the property owner to supply a letter of credit for the benefit of OWASA in an amount equal to 5% of the total extension construction cost or such other amount as OWASA may require for the duration of the warranty period. The letter of credit does not relieve the property owner of the responsibility to repair defective materials or workmanship and consequential damages resulting therefrom arising within the warranty period.

VI. EXTENSION OF PUBLIC SEWER MAINS AND SEWER LATERALS ACROSS CREEKS AND STREAMS

Due to the topographical characteristics of certain areas, sewer mains and/or laterals may need to cross a creek or stream in order to connect with the facilities of OWASA. The crossing of creeks and streams with a public sewer main and/or sewer lateral could result in environmental problems if the line is damaged or fails. If there is a reasonable and feasible alternative for the provision of sewer service, approval for the crossing of creeks and streams with sewer laterals will not be granted.

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Where approval for a stream crossing is granted, the public sewer main and/or sewer lateral design shall place the pipe below the level of the stream bed. Where it is not possible to install the pipe below the stream bed, an aerial crossing of the creek or stream will be considered. All aerial crossings of a creek or stream, whether public or private shall be designed and constructed so that their placement does not adversely affect the quality or capacity of the stream flow or the carrying capacity of the water course.

Construction in the vicinity of creeks and streams shall comply with all applicable local, state, and federal requirements, including the North Carolina Department of Environmental Quality and the United States Army Corps of Engineers.

Commented [JG9]: UNC Comment: "All work in the vicinity of creeks and streams shall also comply with all applicable local, state and federal requirements. Army Corps of Engineers, NCDENR, etc."

VII. PUBLIC SEWER MAIN EXTENSION PROJECTS CONSTRUCTED BY OWASA AND REPAID THROUGH PROPERTY ASSESSMENT

A. Petition for Assessment Project

A neighborhood or area may petition OWASA to extend the public sewer system to provide sewer service where the cost of the extension is initially paid by OWASA and recovered from the benefitting property owners through assessment.

B. Need for Assessment Project

OWASA staff shall review each sewer main connection or extension request in light of the need for extending the public sewer system to serve the rest of the affected area and the local support for the project determined by the percentage of the impacted property owners signing the petition. Where deemed appropriate, OWASA staff shall recommend to the Board of Directors its opinion regarding the need for an assessment project to serve either the petitioning area or entire drainage subarea.

C. Service to All Lots

In general, and to the extent determined practicable, sewer extension projects constructed by OWASA should be planned, designed, and constructed to provide public sewer mains adjacent to every unserved lot within the affected area, in accordance with current policy.

D. Exclude Served and Undevelopable Lots

OWASA may elect not to extend public sewer mains adjacent to lots already connected to an OWASA public sewer main in a manner satisfactory to OWASA or to a lot made undevelopable by recorded instrument suitable to OWASA.

Commented [JG10]: UNC Comment: "This is not clear. Is this trying to say that if there is a developable lot beside a lot already served, it cannot have the main extended to serve the developable lot?"

Lots having existing, direct, available, serviceable sewer connections to an OWASA main, and which have paid applicable system development fees, but which are not connected in accordance with current OWASA policy may exist in the assessment area. Such lots will be released from the assessment obligation and treated as rehabilitation projects if they connect at their expense to the OWASA main in accordance with current OWASA policy within ninety days of notice of confirmation of the final assessment roll for that project.

E. Deletion of Lots from Extension Projects

The Executive Director shall determine whether an existing sewer service connection is satisfactory, and under what conditions particular lots in an area service may be omitted from an extension project. No lot within the area affected shall be deleted from an extension project unless its deletion shall be determined to serve the public interest when considering the following factors, and any other factor, material to such a determination:

1. Whether the lot is presently served by an adequate, serviceable connection, including the manner in which the connection is made: whether the physical connection was lawfully made originally, and any other information relating to the useful life and integrity of the sewer lateral or connection;
2. The topographic and geologic conditions of the area: whether the lot is serviceable by a gravity public sewer main;
3. The status of easements in the area: whether the sewer lateral is located within easements established by written, recorded legal documents, and whether it is maintained pursuant to an enforceable maintenance agreement;
4. The proximity of the lot to the public sewer main to be constructed. Once the Final Assessment Resolution is adopted, OWASA intends not to allow property owners to avoid the present assessment in anticipation that their costs of construction of any future extension may be lower or passed to a subsequent property owner;
5. Whether the extension necessary to serve the affected lot requires clearing, grading, or other undesirable impacts upon the natural environment;
6. Whether deletion of the lot requested would impair the ability of OWASA to provide for the future orderly development of the system;
7. Whether all fees and charges, including system development fees, and monthly service and commodity charges, have been paid for the existing connection;
8. Whether the property owner of the lot to be deleted agrees in a written, recorded agreement not to permit any other connections to the lot's existing sewer lateral: that there will be no further subdivision of the lot, no other dwelling units on the

premises during the period the sewer lateral continues in use, and that the lot will be properly connected to the new sewer main at the property owner's expense if and when one is constructed adjacent to the lot; and

9. For undeveloped lots, whether the lot is or may be developed with improvements requiring sanitary sewer service.
10. If a property owner received a variance from this policy to resolve an emergency situation and a public sewer main is later extended adjacent to their lot through an assessment extension project, in addition to the cost of reconnection, they shall pay the applicable assessment amount less credit for the system development fees required for the emergency connection.

F. Additional Fees for Future Lot Subdivision

Subdivided lots which were created from the division of a larger lot which was part of the benefitted area of a previous sewer assessment project may be required to pay, in addition to system development fees, a fee in lieu of assessment for each new connection made to OWASA-built public sewer mains which were constructed under a subsidized assessment project. The fee in lieu of assessment shall be calculated such that the total of that fee plus the original assessment on the original lot are the equivalent of the assessments which would have been made had the lots existed at the time of the original assessment project, less credit for the assessment originally made and paid.

G. Program to Encourage Connection

The Executive Director shall develop and upon approval by the Board of Directors, implement a program to encourage property owners to connect to new sewer lines extended adjacent to their properties. This program may include financial incentives or assistance with initial charges for installing sewer laterals and connecting to sewer mains.

H. Alternatives to Gravity Sewer

OWASA shall investigate public sewer service alternatives to gravity service during the conceptual design phase of extending sewer service to existing neighborhoods, where appropriate. Typical alternatives include but are not limited to pressure, vacuum systems, and septic tank effluent pump (STEP) systems.

VIII. INTERPRETATION AND AUTHORIZATION

Interpretation and implementation of the *Policy on Extension of Public Sewer Mains and Sewer Laterals* is the responsibility of the Executive Director and the administrative staff. The Executive Director is authorized to establish and implement regulations for the

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implementation of this policy. Such regulations are to be uniformly and equitably implemented but deviations may be approved by the Executive Director for unusual technical situations.

The Executive Director is authorized to withhold or terminate sewer service for noncompliance with the policies and regulations of OWASA.

IX. APPEALS

Decisions or interpretations of the Executive Director and/or the administrative staff regarding the implementation of the *Policy on Extension of Public Sewer Mains and Sewer Laterals* may be appealed in writing to the OWASA Board of Directors. The appeal should state clearly and specifically the matters in dispute, the relief sought, and reasons therefore.

X. REFERENCES

- A. OWASA Sewer Use Ordinance
- B. OWASA "Policy on Excess Capacity Credit for Water and Sewer Facility Extensions"
- C. OWASA "Policy on Water and Sewer Lines or Connections Thereto in the University Lake Watershed"
- D. OWASA – "Manual of Specifications, Standards and Design"
- E. North Carolina State Building Code - Vol. II –Plumbing
- F. OWASA "Schedule of Rates, Fees, and Charges"
- G. Procedure for Approval of Water and/or Sewer Extension Projects

Reviewed by General Counsel: _____
Date Robert Epting, Esq.
General Counsel

Adopted by the Board: _____
Date Andrea Orbich
Clerk to the Board

ORANGE WATER AND SEWER AUTHORITY
SEWER USE ORDINANCE



Approved TBD
Revised December 10, 2020

ORANGE WATER AND SEWER AUTHORITY – SEWER USE ORDINANCE

Adopted TBD

Revised March 25, 2021

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OWASA SEWER USE ORDINANCE

SECTION 1 - GENERAL PROVISIONS

1.1 Purpose and Policy

This ordinance sets forth uniform requirements for users of the Publicly Owned Treatment Works for the Orange Water and Sewer Authority, hereinafter referred to as OWASA, to comply with all applicable State and Federal laws, including the Clean Water Act (33 United States Code § 1251 et seq.) and the General Pretreatment Regulations (40 Code of Federal Regulations Part 403). The objectives of this ordinance are:

- A. To prevent the introduction of pollutants and wastewater discharges into the publicly Owned Treatment Works that will interfere with its operation or contaminate the resulting biosolids;
- B. To prevent the introduction of pollutants and wastewater discharges into the Publicly Owned Treatment Works that will pass through the Publicly Owned Treatment Works, inadequately treated, into receiving waters, or otherwise be incompatible with the Publicly Owned Treatment Works;
- C. To promote reuse and recycling of reclaimed water and biosolids from the Publicly Owned Treatment Works;
- D. To protect both Publicly Owned Treatment Works personnel who may be affected by wastewater and sludge in the course of their employment and the general public;
- E. To provide for fees for the equitable distribution of the cost of operation, maintenance, and improvement of the Publicly Owned Treatment Works; and
- F. To enable OWASA to comply with its National Pollutant Discharge Elimination System permit conditions, biosolids and sludge use and disposal requirements, reclaimed water use and requirements, and any other Federal or State laws to which the Publicly Owned Treatment Works is subject.

This ordinance shall apply to all users of the Publicly Owned Treatment Works. The ordinance authorizes the issuance of wastewater discharge permits; provides for monitoring, compliance, and enforcement activities; establishes administrative review procedures; requires user reporting; and provides for the setting of fees for the equitable distribution of costs resulting from the program established herein.

1.2 Administration

Except as otherwise provided herein, the Executive Director shall administer, implement, and enforce the provisions of this ordinance. Any powers granted to or duties imposed upon the Executive Director may be delegated by the Executive Director to other OWASA personnel.

1.3 Abbreviations and Definitions

A. The following abbreviations, when used in this ordinance, shall have the designated meanings:

- BOD - Biochemical Oxygen Demand
- cBOD - Carbonaceous Biochemical Oxygen Demand
- CFR - Code of Federal Regulations
- COD - Chemical Oxygen Demand
- CWA - Clean Water Act
- NC DEQ – North Carolina Department of Environmental Quality
- DWR - Division of Water Resources, North Carolina Department of Environmental Quality
- EPA - U.S. Environmental Protection Agency
- gpd - gallons per day
- mg/l - milligrams per liter
- NCAC – North Carolina Administrative Code
- NCGS - North Carolina General Statutes
- NPDES -National Pollutant Discharge Elimination System
- O&M - Operation and Maintenance
- POTW - Publicly Owned Treatment Works
- RCRA - Resource Conservation and Recovery Act
- SIC - Standard Industrial Classification
- SIU – Significant Industrial User
- SU – Standard Unit
- TKN - Total Kjeldahl Nitrogen
- TRC – Technical Review Criteria
- TSS - Total Suspended Solids
- U.S.C. - United States Code

B. Unless a provision explicitly states otherwise, the following terms and phrases, as used in this ordinance, shall have the meanings hereinafter designated:

1. Act or "the Act." The Federal Water Pollution Control Act, also known as the Clean Water Act, as amended, 33 U.S.C. § 1251 *et seq.*
2. Administrator. The deputy, agent, or representative authorized by the Board of Directors of OWASA to act in behalf of OWASA in regard to implementation and enforcement of this Ordinance.
3. Approval Authority. The Director of the Division of Water Resources of the North Carolina Department of Environmental Quality or a duly authorized representative.
4. Authorized Representative of the User.

(a) If the user is a corporation:

- (1) The president, secretary, treasurer, or a vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation; or
- (2) The manager of one or more manufacturing, production, or operation facilities, provided, the manager is authorized to make management decisions which govern the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations, and initiate and direct comprehensive measures to assure long-term environmental compliance with environmental laws and regulation; can ensure that the necessary systems are established or actions taken to gather complete and accurate information for control mechanism requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate proceedings.

(b) If the user is a partnership or sole proprietorship a general partner or proprietor, respectively.

(c) If the user is a Federal, State, or local governmental facility: a director or highest official appointed or designated to oversee the operation and performance of the activities of the government facility, or a duly authorized representative.

(d) The individuals described in paragraphs a through c, above, may designate another authorized representative if the authorization is in writing, the authorization specifies the individual or position responsible for the overall

operation of the facility from which the discharge originates or having overall responsibility for environmental matters for the company, and the written authorization is submitted to OWASA.

- (e) If the designation of an authorized representative is no longer accurate because a different individual or position has responsibility for the overall operation of the facility, or overall responsibility for environmental matters for the company, a new authorization satisfying the requirements of this section must be submitted to OWASA prior to or together with any reports to be signed by an authorized representative.
- 5. Biochemical Oxygen Demand or BOD. The quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedures for five (5) days at 20° centigrade, usually expressed as a concentration (e.g., mg/l). The term carbonaceous BOD, or cBOD, is the quantity of oxygen utilized in the biochemical oxidation of carbonaceous organic matter under standard laboratory procedures for five days at 20° centigrade.
- 6. Building Sewer. A sewer conveying wastewater from the premises of a user to the POTW.
- 7. Categorical Pretreatment Standard or Categorical Standard. Any regulation containing pollutant discharge limits promulgated by EPA in accordance with Sections 307(b) and (c) of the Act (33 U.S.C. § 1317) which apply to a specific category of users and which appear in 40 CFR Chapter I, Subchapter N, Parts 405-471.
- 8. Environmental Protection Agency or EPA. The U.S. Environmental Protection Agency or, where appropriate, the Regional Water Management Division Director, or other duly authorized official of said agency.
- 9. Existing Source. Any source of discharge, the construction or operation of which commenced prior to the publication by EPA of proposed categorical pretreatment standards, which will be applicable to such source if the standard is thereafter promulgated in accordance with Section 307 of the Act.
- 10. Grab Sample. A sample which is taken from a waste stream without regard to the flow in the waste stream and over a period of time not to exceed fifteen (15) minutes.
- 11. Indirect Discharge or Discharge. The introduction of pollutants into the POTW from any nondomestic source regulated under Section 307(b), (c), or (d) of the Act, into the POTW.
- 12. Interference. The inhibition, or disruption of the POTW collection system, treatment processes, operations, its sludge or biosolids processes, reclaimed

water system, use or disposal which causes or contributes to collection system treatment processes or operations or its sludge and biosolids processes, use or disposal; and therefore, is a cause of a violation of OWASA's collection system and/or NPDES permits or of the prevention of sewage sludge or biosolids use or reclaimed water system requirements or disposal in compliance with any of the following statutory/regulatory provisions or permits issued thereunder, or any more stringent State or local ordinances: Section 405 of the Act; the Solid Waste Disposal Act, including Title II commonly referred to as the Resource Conservation and Recovery Act (RCRA); any State regulations contained in any State sludge or biosolids management plan prepared pursuant to Subtitle D of the Solid Waste Disposal Act; the Clean Air Act; the Toxic Substances Control Act; and the Marine Protection, Research, and Sanctuaries Act.

13. Medical Waste. Isolation wastes, infectious agents, human blood and blood products, pathological wastes, sharps, body parts, contaminated bedding, surgical wastes, and potentially contaminated laboratory wastes.

14. New Source.

(a) Any building, structure, facility, or installation from which there is (or may be) a discharge of pollutants, the construction of which commenced after the publication of proposed pretreatment standards under Section 307(c) of the Act which will be applicable to such source if such standards are thereafter promulgated in accordance with that section, provided that:

(1) The building, structure, facility, or installation is constructed at a site at which no other source is located; or

(2) The building, structure, facility, or installation totally replaces the process or production equipment that causes the discharge of pollutants at an existing source; or

(3) The production or wastewater generating processes of the building, structure, facility, or installation are substantially independent of an existing source at the same site. In determining whether these are substantially independent, factors such as the extent to which the new facility is integrated with the existing plant, and the extent to which the new facility is engaged in the same general type of activity as the existing source, shall be considered.

(b) Construction on a site at which an existing source is located results in a modification rather than a new source if the construction does not create a new building, structure, facility, or installation meeting the criteria of Section (1) (2) or (3) above but otherwise alters, replaces, or adds to existing process or production equipment.

(c) Construction of a new source as defined under this paragraph has commenced if the owner or operator has:

(1) Begun, or caused to begin, as part of a continuous onsite construction program;

(i) any placement, assembly, or installation of facilities or equipment;
or

(ii) significant site preparation work including clearing, excavation, or removal of existing buildings, structures, or facilities which is necessary for the placement, assembly, or installation of new source facilities or equipment; or

(2) Entered into a binding contractual obligation for the purchase of facilities or equipment which are intended to be used in its operation within a reasonable time. Options to purchase or contracts which can be terminated or modified without substantial loss, and contracts for feasibility, engineering, and design studies do not constitute a contractual obligation under this paragraph.

15. Noncontact Cooling Water. Water used for cooling which does not come into direct contact with any raw material, intermediate product, waste product, or finished product.

16. OWASA. The Orange Water and Sewer Authority, Carrboro, North Carolina acting through its Board of Directors.

17. Pass Through. A discharge which exits the POTW into waters of the States in quantities or concentrations which, alone or in conjunction with a discharge or discharges from other sources, causes a violation, including an increase in the magnitude or duration of a violation, of any requirement of OWASA's NPDES, collection system permit, or a downstream water quality standard even if not included in the permit.

18. Person. Any individual, partnership, co-partnership, firm, company, corporation, association, joint stock company, trust, estate, governmental entity, or any other legal entity; or their legal representatives, agents, or assigns. This definition includes all Federal, State, and local governmental entities.

19. pH. A measure of the intensity of the acid or base condition of a solution, expressed in standard units. A value of 7 is neutral, below 7 is acidic, and above 7 is basic.

20. Pollutant. Dredged spoil, solid waste, incinerator residue, filter backwash, sewage, garbage, sewage sludge, munitions, medical wastes, chemical wastes, biological materials, radioactive materials, heat, wrecked or discarded equipment, rock, sand, cellar dirt, municipal, agricultural and industrial wastes, and certain characteristics of wastewater (e.g., pH, temperature, TSS, turbidity, color, metals, BOD, COD, toxicity, and/or odor).
21. Pretreatment. The reduction of the amount of pollutants, the elimination of pollutants, or the alteration of the nature of pollutant properties in wastewater prior to, or in lieu of, introducing such pollutants into the POTW collection system and/or treatment plant. This reduction or alteration can be obtained by physical, chemical, or biological processes; by process changes; or by other means, except by diluting the concentration of the pollutants unless allowed by an applicable pretreatment standard.
22. Pretreatment Requirements. Any substantive or procedural requirement related to pretreatment imposed on a user, other than a pretreatment standard.
23. Pretreatment Standards or Standards. Pretreatment standards shall mean prohibited discharge standards, categorical pretreatment standards, or local limit.
24. Prohibited Discharge Standards or Prohibited Discharges. Absolute prohibitions against the discharge of certain substances; these prohibitions appear in Section 2.2 of this ordinance and are developed under the authority of 307(b) of the Act and 40 CFR, Section 403.5.
25. Publicly Owned Treatment Works or POTW. A "treatment works," as defined by Section 212 of the Act (33 U.S.C. §1292) which is owned by OWASA. This definition includes any devices or systems used in the collection, storage, treatment, recycling, and reclamation of sewage or industrial wastes of a liquid nature and any conveyances which convey wastewater to a treatment plant.
26. Septic Tank Waste. Any sewage from holding tanks such as vessels, chemical toilets, campers, trailers, and septic tanks.
27. Sewage. Human excrement and gray water (household showers, dishwashing operations, etc.).
28. Shall is mandatory, and requires compliance: May is permissive and compliance is subject to the discretion of OWASA.
29. Significant Industrial User or SIU.
 - (a) A user subject to categorical pretreatment standards; or
 - (b) A user that:

- (1) discharges an average of twenty-five thousand (25,000) gpd or more of process wastewater to the POTW (excluding sanitary, noncontact cooling, and boiler blowdown wastewater); or
 - (2) contributes a process waste stream which makes up five (5) percent or more of the average dry weather hydraulic or organic capacity of the POTW treatment plant; or
 - (3) is designated as such by OWASA on the basis that it has a reasonable potential for adversely affecting the POTW's operation or for violating any pretreatment standard or requirement; or
 - (4) is found by OWASA, the Division of Water Resources or the U.S. Environmental Protection Agency (EPA) to have the potential for impact, either singly or in combination with other contributing industrial users, on the wastewater treatment system, the quality of sludge or biosolids, the system's effluent quality, or compliance with any pretreatment standards or requirements.
- (c) Upon a finding that a user meeting the criteria in Subsection (b) has no reasonable potential for adversely affecting the POTW's operation or for violating any pretreatment standard or requirement, OWASA may at any time, on its own initiative or in response to a petition received from a user, and in accordance with procedures in 40 CFR 403.8(f)(6), determine that such user should not be considered a significant industrial user.
30. Slug Load or Discharge. Any discharge which in concentration of any given constituent or in quantity of flow has a reasonable potential to cause interference or pass-through, or in any other way violates the POTW's regulations, local limits, or User Permit conditions. This can include but is not limited to spills and other accidental discharges; discharges of a non-routine, episodic nature; a non-customary batch discharge; or any other discharge that can cause a violation of the prohibited discharge standards in Section 2.2 of this ordinance.
31. Standard Industrial Classification (SIC) Code. A classification pursuant to the Standard Industrial Classification Manual issued by the United States Office of Management and Budget.
32. State. State of North Carolina.
33. Storm Water. Any flow occurring during or following any form of natural precipitation, and resulting from such precipitation, including snowmelt.

34. Total Suspended Solids. The total suspended matter that floats on the surface of, or is suspended in, water, wastewater, or other liquid, and which is removable by laboratory filtering.
35. User or Industrial User. A source of indirect discharge.
36. Wastewater. Liquid and water-carried industrial wastes and sewage from residential dwellings, commercial buildings, industrial and manufacturing facilities, and institutions, whether treated or untreated, which are contributed to the POTW.
37. Wastewater Treatment Plant or Treatment Plant. That portion of the POTW which is designed to provide treatment of municipal sewage and other compatible wastewater.
38. Waters of the State. All streams, rivers, brooks, swamps, sounds, tidal estuaries, bays, creeks, lakes, waterways, reservoirs and all other bodies or accumulations of water, surface or underground, natural or artificial, public or private.

SECTION 2 - GENERAL SEWER USE REQUIREMENTS

2.1 Building Sewers and Connections

No unauthorized person(s) shall uncover, make any connections with or opening into, use, alter, or disturb any public sewer or appurtenance thereof without first obtaining written approval from the Administrator. No person(s) shall make connection of roof downspouts, foundation drains, areaway drains, or other sources of infiltration/inflow to a public sanitary sewer or to a building sewer or building drain which in turn is connected directly or indirectly to a public sanitary sewer. Connection of building sewers to OWASA public sewer mains and continued provision of sewer service are conditioned on adherence to the OWASA "Policy on Extension of Sewer Mains and Sewer Laterals."

Grease, oil, and sand interceptor sewers shall be provided when, in the opinion of the Administrator, they are necessary for the proper handling of liquid wastes containing floatable oil, sand, or other harmful ingredients; except that such interceptors shall not be required for private living quarters or dwelling units. All grease, oil, and sand interceptors shall be of a type and capacity approved by the Administrator and shall be located as to be readily and easily accessible for cleaning and inspection. Where installed, all grease, oil and sand interceptors shall be maintained by the Owner(s) at the Owner(s) expense in continuously efficient operation at all times. In the maintaining of these interceptors, the Owner(s) shall be responsible for the proper removal and disposal by appropriate means of the captured material and shall maintain records of the dates and means of disposal which are subject to review by the Administrator. Any removal and hauling of the collected materials not performed by Owner(s) personnel must be performed by a currently licensed waste disposal firm.

2.2 Prohibited Discharge Standards

- A. General Prohibitions. No user shall contribute or cause to be contributed, directly or indirectly, into the POTW any pollutant or wastewater which causes pass through or interference. These general prohibitions apply to all users of the POTW whether or not they are subject to categorical pretreatment standards or any other National, State, or local pretreatment standards or requirements.
- B. Specific Prohibitions. No user shall contribute or cause to be contributed into the POTW the following pollutants, substances, or wastewater:
 - 1. Pollutants which create a fire or explosive hazard in the POTW, including, but not limited to, waste streams with a closed-cup flashpoint of less than 140°F (60°C) using the test methods specified in 40 CFR 261.21;
 - 2. Wastewater having a pH less than 6.0 or greater 10.0, or otherwise, having any corrosive characteristics capable of causing damage or hazard to treatment processes, structures, equipment and/or personnel of the POTW;
 - 3. Trucked or hauled pollutants, except at discharge points designated by the Administrator in accordance with Section 3.4 of this ordinance;

4. Solid or viscous substances which may cause obstruction to the flow in a sewer or other interference with the operation of the POTW such as, but not limited to: floatable oil, garbage with particles greater than one-half inch (1/2") in any dimension, animal guts or tissues, paunch manure, bones, hair, hides or fleshings, entrails, whole blood, feathers, ashes, cinders, sand, spent lime, stone or marble dust, pottery, casting clays, metal, glass, straw, shavings, grass clippings, rags, flushable wipes, spent grains, spent hops, waste paper, wood, plastics, gas, tar, asphalt residues, residues from refining or processing of fuel or lubricating oil, mud or glass grinding or polishing wastes;
5. Pollutants, including oxygen-demanding pollutants (BOD, etc.), released in a discharge at a flow rate and/or pollutant concentration which, either singly or by interaction with other pollutants, will cause interference with the POTW;
6. Wastewater having a temperature greater than 150°F (66°C), or which will inhibit biological activity in the treatment plant resulting in interference, but in no case wastewater which causes the temperature at the introduction into the treatment plant to exceed 104°F (40°C);
7. Petroleum oil, nonbiodegradable cutting oil, or products of mineral oil origin, in amounts that will cause interference or pass through;
8. Pollutants which result in the presence of toxic gases, vapors, or fumes within the POTW in a quantity that may cause acute worker health and safety problems;
9. Hazardous waste as defined under 40 CFR Part 261;
10. Wastewater causing the treatment plant effluent to violate State Water Quality Standards for toxic substances as described in 15A NCAC 2B .0200;
11. Noxious or malodorous liquids, gases, solids, or other wastewater which, either singly or by interaction with other wastes, are sufficient to create a public nuisance or a hazard to life, or to prevent entry into the sewers for maintenance or repair;
12. Wastewater which imparts color which cannot be removed by the treatment process, such as, but not limited to, dye wastes and vegetable tanning solutions, which consequently imparts color to the treatment plant's effluent, thereby violating OWASA's NPDES permit;
13. Wastewater containing any radioactive wastes or isotopes except as specifically approved by the Administrator in compliance with applicable State or Federal regulations;
14. Storm water, surface water, ground water, artesian well water, roof runoff, subsurface drainage, swimming pool drainage, condensate, deionized water, noncontact cooling water, and unpolluted wastewater, unless specifically authorized by the Administrator;

15. No elevator sump, dumpster pad; heating, ventilating, and air conditioning (HVAC) condensate; or swimming pool filter backwash connection shall be installed or used by a user connected to the OWASA wastewater system unless first reviewed and approved by the Administrator (see section 2.9 for Guidelines);
16. Sludges, screenings, or other residues from the pretreatment of industrial wastes;
17. Medical wastes, except as specifically authorized by the Administrator in a wastewater discharge permit;
18. Materials containing ammonia, ammonia salts or other chelating agents which will produce metallic complexes that interfere with the POTW;
19. Wastewater causing, alone or in conjunction with other sources, the treatment plant's effluent to fail a toxicity test or violate any applicable Water Quality Standards;
20. Recognizable portions of the human or animal anatomy;
21. Wastes containing detergents, surface-active agents, or other substances which may cause excessive foaming in the POTW;
22. Fats, oils, or greases of animal or vegetable origin in concentrations greater than 325 mg/l, as identified by EPA Method 1664 or 275 mg/l as identified by EPA Method 413 unless authorized by the Administrator;
23. Wastewater causing two readings on an explosion hazard meter at the point of discharge into the POTW, or at any point in the POTW, of more than five percent (5%) or any single reading over ten percent (10%) of the Lower Explosive Limit of the meter. Materials specifically prohibited from discharge into the POTW include gasoline, kerosene, naphtha, fuel oil, paints, solvents, or any other substance which may cause a fire or explosives hazards to the POTW;
24. Any substance which may cause the POTW's effluent or any other product of the POTW such as residues, sludges, biosolids, or scums, to be unsuitable for reclamation and reuse or to interfere with the reclamation process. In no case, shall a substance discharged to the POTW cause the POTW to be in noncompliance with sludge or biosolids use or disposal regulations or permits issued under Section 405 of the Act; the Solid Waste Disposal Act, the Clean Air Act, the Toxic Substances Control Act, or State criteria applicable to the biosolids management method being used.

Pollutants, substances, or wastewater prohibited by this section shall not be processed or stored in such a manner that they could be discharged to the POTW.

2.3 National Categorical Pretreatment Standards

Users subject to categorical pretreatment standards are required to comply with applicable standards as set out in 40 CFR Chapter I, Subchapter N, Parts 405-471, which are hereby incorporated by reference.

- A. Where a categorical pretreatment standard is expressed only in terms of either the mass or the concentration of a pollutant in wastewater, the Administrator may impose equivalent concentration or mass limits in accordance with 40 CFR 403.6(c).
- B. When wastewater subject to a categorical pretreatment standard is mixed with wastewater not regulated by the same standard, the Administrator shall impose an alternate limit using the combined wastestream formula in 40 CFR 403.6(e).
- C. A user may obtain a variance from a categorical pretreatment standard if the user can prove, pursuant to the procedural and substantive provisions in 40 CFR 403.13, that factors relating to its discharge are fundamentally different from the factors considered by EPA when developing the categorical pretreatment standard.
- D. A user may obtain a net gross adjustment to a categorical standard in accordance with 40 CFR 403.15.

2.4 State Requirements

State requirements and limitations on discharges shall apply in any case where they are more stringent than Federal requirements and limitations or those in this ordinance.

2.5 Local Limits

Specific pollutant limitations may be established by OWASA through an industrial user permit to prevent discharge of any wastewater which may interfere with the proper operation of the POTW. The following pollutant limits are established to protect against pass through and interference. No person shall discharge wastewater containing in excess of the following average discharge limits unless authorized by OWASA through an individual permit:

- 25.0 mg/l ammonia nitrogen
- 1.5 mg/l antimony
- 0.003 mg/l arsenic
- 205 mg/l cBOD5
- 0.003 mg/l cadmium
- 0.05 mg/l chromium
- 0.061 mg/l copper
- 0.015 mg/l cyanide
- 0.049 mg/l lead
- 0.0003 mg/l mercury

- 0.003 mg/l molybdenum
- 0.021 mg/l nickel
- 0.011 mg/l selenium
- 0.005 mg/l silver
- 40.0 mg/l total kjeldahl nitrogen
- 5.0 mg/l total phenols
- 6.5 mg/l total phosphorus
- 235 mg/l total suspended solids
- 0.175 mg/l zinc

The above limits apply at the point where the wastewater is discharged to the POTW. All concentrations for metallic substances are for "total" metal unless indicated otherwise. The Administrator may impose mass limitations in addition to, or in place of, the concentration-based limitations above.

2.6 Pharmaceutical Waste

Unused pharmaceuticals (both over the counter and prescription only medications) should be disposed of following State and Federal Regulations and using best management practices and should not be disposed of in the sanitary sewer system. The North Carolina Division of Waste Management's Safe Management of Household Waste Guidance Document states "*To avoid the potential risks associated with household hazardous wastes [HHW] it is important that people always monitor the use, storage, and disposal of products with potentially hazardous substances in their homes. Improper disposal of HHW can include pouring them down the drain, on the ground, into storm sewers, or in some cases putting them out with the regular trash.*"

The dangers of such disposal methods might not be immediately obvious, but improper disposal of these wastes can pollute the environment and pose a threat to human health. Certain types of HHW have the potential to cause physical injury to sanitation workers, contaminate septic tanks or wastewater treatment systems if poured down drains or toilets. They can also present hazards to children and pets if left around the house."

2.7 OWASA's Right of Revision

OWASA reserves the right to establish, by ordinance or in wastewater discharge permits, more stringent standards or requirements on discharges to the POTW.

2.8 Dilution

No user shall ever increase the use of process water, or in any way attempt to dilute a discharge, as a partial or complete substitute for adequate treatment to achieve compliance with a discharge limitation unless expressly authorized by an applicable pretreatment standard or requirement. The Administrator may impose mass limitations on users who are using dilution to meet applicable pretreatment standards or requirements, or in other cases when the imposition of mass limitations is appropriate.

2.9 Guidelines for Elevator Sumps, Dumpster Pads, HVAC Condensate and Swimming Pool Backwash

No elevator sump, dumpster pad, heating, ventilating, and air conditioning (HVAC) condensate, or swimming pool filter backwash connection shall be installed and used by a customer connected to the OWASA wastewater system unless first reviewed and approved by OWASA.

Generally, it is recognized that these discharges are of a minor volume and will not be charged the monthly sewer commodity charge. If any of these discharges are of a significant volume, fees will be charged in accordance with the OWASA Schedule of Rates, Fees, and Charges.

- A. Elevator Sumps. In a situation where an elevator pit requires a drain or sump that must be connected to the wastewater system, either an oil/water separator or Oil-Minder Control System, or equivalent system, must be installed on the private service line. A plumbing plan showing the connections to the sewer must be submitted to OWASA's Engineering department for review and approval.
- B. Dumpster Pads. In a situation where a solid waste dumpster pad requires a drain to the sewer, the area around the dumpster pad must be graded so that all stormwater drains away from the pad and only the concrete pad itself drains to the sewer. The area of the dumpster pad should be limited to the minimum dimensions necessary to hold the dumpster. An oil/water separator must be installed on the private service line. A plan showing grading, the oil/water separator, and service line must be submitted to OWASA's Engineering department for review and approval.
- C. HVAC Condensate. In a situation where HVAC condensate treated with a biocide or other form of chemical treatment is proposed to be discharged to the wastewater system, the NCDEQ Division of Water Resources' "Biocide/Chemical Treatment Worksheet – Form 101" or other approved OWASA form must be completed by the applicant and submitted to OWASA. Chemicals used in the treatment on HVAC condensate can be harmful to the biological processes at the WWTP and substances can pass-through the WWTP causing violations of the NPDES permits. Plumbing and site plans showing the connection to the sewer system must also be submitted to OWASA's Engineering department for review and approval.
- D. Swimming Pool Filter Backwash. In a situation where a swimming pool filter backwash system is proposed to discharge to the wastewater collection system, plumbing and site plans showing the connection to the sewer system must be submitted to OWASA's Engineering department for review and approval. Outdoor swimming pool perimeter drains are not allowed to be connected to the wastewater collection system. Swimming pools may not be drained to the sanitary sewer system without prior approval by the Administrator.

SECTION 3 - PRETREATMENT OF WASTEWATER

3.1 Pretreatment Facilities

Users shall provide wastewater treatment as necessary to comply with this ordinance and shall achieve compliance with all categorical pretreatment standards, local limits, and the prohibitions set out in Section 2.2 of this ordinance within the time limitations specified by EPA, the State, or the Administrator, whichever is more stringent. Any facilities necessary for compliance shall be provided, operated, and maintained at the user's expense. Detailed plans describing such facilities and operating procedures shall be submitted to the Administrator for review, and shall be acceptable to the Administrator before such facilities are constructed. The review of such plans and operating procedures shall in no way relieve the user from the responsibility of modifying such facilities as necessary to produce a discharge acceptable to OWASA under the provisions of this ordinance. Any subsequent changes to the pretreatment facilities or method of operations shall be reported to and be acceptable by the Administrator prior to the user's initiation of the changes.

3.2 Additional Pretreatment Measures

- A. Whenever deemed necessary, the Administrator may require users to restrict their discharge during peak flow periods, designate that certain wastewater be discharged only into specific sewers, relocate and/or consolidate points of discharge, separate sewage wastestreams from industrial wastestreams, and such other conditions as may be necessary to protect the POTW and determine the user's compliance with the requirements of this ordinance.
- B. The Administrator may require any person discharging into the POTW to install and maintain, on their property and at their expense, a suitable storage and flow-control facility to ensure equalization of flow. A wastewater discharge permit may be issued solely for flow equalization.
- C. Grease, oil, and sand interceptors shall be provided when, in the opinion of the Administrator, they are necessary for the proper handling of wastewater containing excessive amounts of grease and oil, or sand; except that such interceptors shall not be required for residential users. All interception units shall be of type and capacity approved by the Administrator and shall be so located to be easily accessible for cleaning and inspection. Such interceptors shall be inspected, cleaned, and repaired regularly, as needed, by the user at their expense.
- D. Users with the potential to discharge flammable substances may be required to install and maintain an approved combustible gas detection meter.

3.3 Accidental Discharge/Slug Control Plans

- A. The Administrator shall evaluate whether each significant industrial user needs a plan or other action to control and prevent slug discharges and accidental discharges as defined in Section 1.3(B)(30). All SIUs must be evaluated within one year of being designated an SIU. The Administrator may require any user to develop, submit for

approval, and implement such a plan or other specific action. Alternatively, the Administrator may develop such a plan for any user.

- B. All significant industrial users are required to notify the Administrator immediately of any changes at its facility affecting the potential for spills and other accidental discharge, discharge of non-routine, episodic nature, a non- customary batch discharge, or a slug load. Also, see Sections 6.5 and 6.6.
- C. An accidental discharge/slug control plan shall address, at a minimum, the following:
 - 1. Description of discharge practices, including nonroutine batch discharges;
 - 2. Description of stored chemicals;
 - 3. Procedures for immediately notifying the Administrator of any accidental or slug discharge, as required by Section 6.6 of this ordinance; and
 - 4. Procedures to prevent adverse impact from any accidental or slug discharge. Such procedures include, but are not limited to, inspection and maintenance of storage areas, handling and transfer of materials, loading and unloading operations, control of plant site runoff, worker training, building of containment structures or equipment, measures for containing toxic organic pollutants, including solvents, and/or measures and equipment for emergency response.

3.4 Hauled Wastewater

- A. Septic tank waste may be introduced into the POTW only at locations designated by the Administrator, and at such times as are established by the Administrator. Such waste shall not violate Section 2 of this ordinance or any other requirements established by OWASA. The Administrator may require septic tank waste haulers to obtain wastewater discharge permits for use of OWASA's facility.
- B. The Administrator shall require haulers of industrial waste to obtain wastewater discharge permits. The Administrator may require generators of hauled industrial waste to obtain wastewater discharge permits. The Administrator also may prohibit the disposal of hauled industrial waste. The discharge of hauled industrial waste is subject to all other requirements of this ordinance.
- C. Industrial waste haulers may discharge loads only at locations designated by the Administrator. No load may be discharged without prior consent of the Administrator. The Administrator may collect samples of each hauled load to ensure compliance with applicable standards. The Administrator may require the industrial waste hauler to provide a waste analysis of any load prior to discharge.
- D. Industrial waste haulers must provide a waste-tracking form for every load. This form shall include, at a minimum, the name and address of the industrial waste hauler, permit number, truck identification, names and addresses of sources of waste, and volume and characteristics of waste. The form shall identify the type of industry,

known or suspected waste constituents, and whether any wastes are RCRA hazardous waste.

SECTION 4 - WASTEWATER DISCHARGE PERMIT APPLICATION

4.1 Wastewater Analysis

It shall be unlawful for any person to connect or discharge to the POTW without first obtaining the permission of OWASA. When requested by the Administrator, a user must submit information on the nature and characteristics of its wastewater within thirty (30) days of the request. The Administrator is authorized to prepare a form for this purpose and may periodically require users to update this information.

4.2 Wastewater Discharge Permit Requirement

- A. No significant industrial user shall discharge wastewater into the POTW without first obtaining a wastewater discharge permit from the Administrator, except that a significant industrial user that has filed a timely application pursuant to Section 4.3 of this ordinance may continue to discharge for the time period specified therein.
- B. The Administrator may require other users to obtain wastewater discharge permits as necessary to carry out the purposes of this ordinance.
- C. Any violation of the terms and conditions of a wastewater discharge permit shall be deemed a violation of this ordinance and subjects the wastewater discharge permittee to the sanctions set out in Sections 10 through 12 of this ordinance. Obtaining a wastewater discharge permit does not relieve a permittee of its obligation to comply with all Federal and State pretreatment standards or requirements or with any other requirements of Federal, State, and local law.

4.3 Wastewater Discharge Permitting: Existing Connections

Any user required to obtain a wastewater discharge permit who was discharging wastewater into the POTW prior to the effective date of this ordinance and who wishes to continue such discharges in the future, shall, within thirty (30) days after said date, apply to the Administrator for a wastewater discharge permit in accordance with Section 4.5 of this ordinance, and shall not cause or allow discharges to the POTW to continue after sixty (60) days of the effective date of this ordinance except in accordance with a wastewater discharge permit issued by the Administrator.

4.4 Wastewater Discharge Permitting: New Connections

Any user required to obtain a wastewater discharge permit who proposes to begin or recommence discharging into the POTW must obtain such permit prior to the beginning or recommencing of such discharge. An application for this wastewater discharge permit, in accordance with Section 4.5 of this ordinance, must be filed at least sixty (60) days prior to the date upon which any discharge will begin or recommence.

4.5 Wastewater Discharge Permit Application Contents

All users required to obtain a wastewater discharge permit must submit a permit application. The Administrator may require all users to submit as part of an application the following information:

- A. All information required by Section 6.1(B) of this ordinance;
- B. Description of activities, facilities, and plant processes on the premises, including a list of all raw materials and chemicals used or stored at the facility which are, or could accidentally or intentionally be, discharged to the POTW;
- C. Number and type of employees, hours of operation, and proposed or actual hours of operation;
- D. Each product produced by type, amount, process or processes, and rate of production;
- E. Type and amount of raw materials processed (average and maximum per day);
- F. Site plans, floor plans, mechanical and plumbing plans, and details to show all sewers, floor drains, and appurtenances by size, location, and elevation, and all points of discharge;
- G. Time and duration of discharges;
- H. Description of current and projected waste reduction activities in accordance with G.S. 143-215.1(g); and
- I. Any other information as may be deemed necessary by the Administrator to evaluate the wastewater discharge permit application. Incomplete or inaccurate applications will not be processed and will be returned to the applicant for revision.

4.6 Application Signatories and Certification

All wastewater discharge permit applications and user reports must be signed by the current authorized representative of the user on file with the Administrator as defined in Section 1.3(B)(4) and contain the following certification statement:

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

4.7 Wastewater Discharge Permit Decisions

The Administrator will evaluate the data furnished by the user and may require additional information. Within sixty (60) days of receipt of a complete wastewater discharge permit application, the Administrator will determine whether or not to issue a wastewater discharge permit. The Administrator may deny any application for a wastewater discharge permit.

SECTION 5 - WASTEWATER DISCHARGE PERMIT ISSUANCE PROCESS

5.1 Wastewater Discharge Permit Duration

A wastewater discharge permit shall be issued for a specified time period, not to exceed five (5) years from the effective date of the permit. A wastewater discharge permit may be issued for a period less than five (5) years, at the discretion of the Administrator. Each wastewater discharge permit will indicate a specific date upon which it will expire.

5.2 Wastewater Discharge Permit Contents

A wastewater discharge permit shall include such conditions as are deemed reasonably necessary by the Administrator to prevent pass through or interference, protect the quality of the water body receiving the treatment plant's effluent, protect worker health and safety, facilitate biosolids or sludge management and disposal, and protect against damage to the POTW.

A. Wastewater discharge permits will contain:

1. A statement that indicates wastewater discharge permit duration, which in no event shall exceed five (5) years;
2. A statement that the wastewater discharge permit is nontransferable without prior notification to OWASA in accordance with Section 5.5 of this ordinance, and provisions for furnishing the new owner or operator with a copy of the existing wastewater discharge permit;
3. Effluent limits based on applicable pretreatment standards;
4. Self-monitoring sampling, reporting, notification, and record-keeping requirements. These requirements shall include an identification of pollutants to be monitored, sampling location, sampling frequency, and sample type based on Federal, State, and local law and made available to OWASA upon request;
5. Requirements for notifying the Administrator in the event of an accidental discharge or slug load as defined in Section 1.3(B)(29);
6. Requirements to implement a Plan or other controls for prevention of accidental discharges and/or slug loads as defined in Section 1.3(B)(29), if determined by the Administrator to be necessary for the User; and
7. Requirements for immediately notifying the Administrator of any changes at its facility affecting the potential for spills and other accidental discharges, or slug load as defined in 1.3(B)(29). Also see Section 6.5 and 6.6.
8. A statement of applicable civil and/or criminal penalties for violation of pretreatment standards and requirements, and any applicable compliance schedule. Such schedule may not extend the time for compliance beyond that required by applicable Federal, State, or local law.

- B. Wastewater discharge permits may contain, but are not be limited to, the following conditions:
1. Limits on the average and/or maximum rate of discharge, time of discharge, and/or requirements for flow ordinance and equalization;
 2. Limits on the instantaneous, daily and/or monthly average and/or maximum concentration, mass, or other measure of identified wastewater pollutants or properties;
 3. Requirements for the installation of pretreatment technology, pollution control, or construction of appropriate containment devices, designed to reduce, eliminate, or prevent the introduction of pollutants into the treatment works;
 4. Development and implementation of waste minimization plans to reduce the amount of pollutants discharged to the POTW;
 5. The unit charge or schedule of user charges and fees for the management of the wastewater discharged to the POTW;
 6. Specifications for monitoring programs which may include sampling locations, frequency of sampling, number, types, and standards for tests, and reporting schedules;
 7. Requirements for immediate reporting of any instance of noncompliance and for automatic resampling and reporting within (30) days where self-monitoring indicates a violation(s);
 8. Compliance schedules for meeting pretreatment standards and requirements;
 9. Requirements for submission of periodic self-monitoring or special notification reports;
 10. Requirements from maintaining and retaining plans and records relating to wastewater discharges as specified in Section 6.12 and affording the Administrator, or his/her representatives, access thereto;
 11. Requirements for the prior notification and approval by the Administrator of any change in the manufacturing and/or pretreatment process that affects the user's wastewater discharge, as described in Section 6.5.
 12. Requirements for installation and maintenance of inspection and sampling facilities and equipment;
 13. A statement that compliance with the wastewater discharge permit does not relieve the permittee of responsibility for compliance with all applicable Federal

and State pretreatment standards, including those which become effective during the term of the wastewater discharge permit; and

14. Other conditions as deemed appropriate by the Administrator to ensure compliance with this ordinance, and State and Federal laws, rules, and ordinances.

5.3 Wastewater Discharge Permit Appeals

Any person, including the user, may petition the Administrator to reconsider the terms of a wastewater discharge permit within fifteen (15) days of notice of its issuance.

- A. Failure to submit a timely petition for review shall be deemed to be a waiver of the administrative appeal.
- B. In its petition, the appealing party must indicate the wastewater discharge permit provisions objected to, the reasons for this objection, and the alternative condition, if any, it seeks to place in the wastewater discharge permit.
- C. The effectiveness of the wastewater discharge permit shall not be stayed pending the appeal.
- D. If the Administrator fails to act within thirty (30) days, a request for reconsideration shall be deemed to be denied. Decisions not to reconsider a wastewater discharge permit, not to issue a wastewater discharge permit, or not to modify a wastewater discharge permit shall be considered final administrative actions for purposes of judicial review.
- E. Aggrieved parties seeking judicial review of the final administrative wastewater discharge permit decision must do so by filing a complaint with the North Carolina Office of Administrative Hearings within thirty (30) days following the Administrator's decision.

5.4 Wastewater Discharge Permit Modification

The Administrator may modify a wastewater discharge permit for good cause, including, but not limited to, the following reasons:

- A. To incorporate any new or revised Federal, State, or local pretreatment standards or requirements;
- B. To address significant alterations or additions to the user's operation, processes, or wastewater volume or character since the time of wastewater discharge permit issuance;
- C. A change in the POTW that requires either a temporary or permanent reduction or elimination of the authorized discharge;

- D. Information indicating that the permitted discharge poses a threat to OWASA's POTW, OWASA's personnel, or the receiving waters;
- E. Violation of any terms or conditions of the wastewater discharge permit;
- F. Misrepresentations or failure to fully disclose all relevant facts in the wastewater discharge permit application or in any required reporting;
- G. Revision of or a grant of variance from categorical pretreatment standards pursuant to 40 CFR 403.13;
- H. To correct typographical or other errors in the wastewater discharge permit; or
- I. To reflect a transfer of the facility ownership or operation to a new owner or operator.

5.5 Wastewater Discharge Permit Transfer

Wastewater discharge permits may be transferred to a new owner or operator only if the permittee gives at least sixty (60) days advance notice to the Administrator and the Administrator approves the wastewater discharge permit transfer. The notice to the Administrator must include a written certification by the new owner or operator which:

- A. States that the new owner and/or operator has no immediate intent to change the facility's operations and processes;
- B. Identifies the specific date on which the transfer is to occur; and
- C. Acknowledges full responsibility for complying with the existing wastewater discharge permit.

Failure to provide advance notice of a transfer renders the wastewater discharge permit void as of the date of facility transfer.

5.6 Wastewater Discharge Permit Revocation

The Administrator may revoke a wastewater discharge permit for good cause, including, but not limited to, the following reasons:

- A. Failure to notify the Administrator of significant changes to the wastewater prior to the changed discharge;
- B. Failure to provide prior notification to the Administrator of changed conditions pursuant to Section 6.5 of this ordinance;
- C. Misrepresentation or failure to fully disclose all relevant facts in the wastewater discharge permit application;
- D. Falsifying self-monitoring reports;

- E. Tampering with monitoring equipment;
- F. Refusing to allow the Administrator timely access to the facility premises and records;
- G. Failure to meet effluent limitations;
- H. Failure to pay fines;
- I. Failure to pay sewer charges;
- J. Failure to meet compliance schedules;
- K. Failure to complete a wastewater survey or the wastewater discharge permit application;
- L. Failure to provide advance notice of the transfer of business ownership of a permitted facility; or
- M. Violation of any pretreatment standard or requirement, or any terms of the wastewater discharge permit or this ordinance.

Wastewater discharge permits shall be voidable upon cessation of operations or transfer of business ownership. All wastewater discharge permits issued to a particular user are void upon the issuance of a new wastewater discharge permit to that user.

5.7 Wastewater Discharge Permit Reissuance

A user with an expiring wastewater discharge permit shall apply for wastewater discharge permit reissuance by submitting a complete permit application, in accordance with Section 4.5 of this ordinance, a minimum of ninety (90) days prior to the expiration of the user's existing wastewater discharge permit.

5.8 Regulation of Waste Received from Other Jurisdictions

- A. If another local government, or user located within another local government, contributes wastewater to the POTW, the Administrator shall enter into an interlocal agreement with the contributing local government.
- B. Prior to entering into an agreement required by paragraph A, above, the Administrator shall request the following information from the contributing local government:
 - 1. A description of the quality and volume of wastewater discharged to the POTW by the contributing local government;
 - 2. An inventory of all users located within the contributing local government that are discharging to the POTW; and

3. Such other information as the Administrator may deem necessary.
- C. An interlocal agreement, as required by paragraph A, above, shall contain the following conditions:
1. A requirement for the contributing local government to adopt a sewer use ordinance which is at least as stringent as this ordinance and local limits which are at least as stringent as those set out in Section 2.5 of this ordinance. The requirement shall specify that such ordinance and limits must be revised as necessary to reflect changes made to OWASA's ordinance or local limits;
 2. A requirement for the contributing local government to submit a revised user inventory on at least an annual basis;
 3. A provision specifying which pretreatment implementation activities, including wastewater discharge permit issuance inspection and sampling, and enforcement, will be conducted by the contributing local government; which of these activities will be conducted by the Administrator; and which of these activities will be conducted jointly by the contributing local government and the Administrator;
 4. A requirement for the contributing local government to provide the Administrator with access to all information that the contributing local government obtains as part of its pretreatment activities;
 5. Limits on the nature, quality, and volume of the contributing local government's wastewater at the point where it discharges to the POTW;
 6. Requirements for monitoring the contributing local government's discharge;
 7. A provision ensuring the Administrator access to the facilities of users located within the contributing local government's jurisdictional boundaries for the purpose of inspection, sampling, and any other duties deemed necessary by the Administrator; and
 8. A provision specifying remedies available for breach of the terms of the interlocal agreement.

SECTION 6 - REPORTING REQUIREMENTS

6.1 Baseline Monitoring Reports

- A. Within either one hundred eighty (180) days after the effective date of a categorical pretreatment standard, or the final administrative decision on a category determination under 40 CFR 403.6(a)(4), whichever is later, existing categorical users currently discharging to or scheduled to discharge to the POTW shall submit to the Administrator a report which contains the information listed in paragraph B, below. At least ninety (90) days prior to commencement of their discharge, new sources, and sources that become categorical users subsequent to the promulgation of an applicable categorical standard, shall submit to the Administrator a report which contains the information listed in paragraph B, below. A new source shall report the method of pretreatment it intends to use to meet applicable categorical standards. A new source also shall give estimates of its anticipated flow and quantity of pollutants to be discharged.
- B. Users described above shall submit the information set forth below.
1. Identifying Information. The name and address of the facility, including the name of the operator and owner.
 2. Environmental Permits. A list of any environmental control permits held by or for the facility.
 3. Description of Operations. A brief description of the nature, average rate of production, and standard industrial classifications of the operation(s) carried out by such user. This description shall include a schematic process diagram which indicates points of discharge to the POTW from the regulated processes.
 4. Flow Measurement. Information showing the measured average daily and maximum daily flow, in gallons per day, to the POTW from regulated process streams and other streams, as necessary, to allow use of the combined wastestream formula set out in 40 CFR 403.6(e). Calibration records shall be maintained on site and made available to OWASA upon request.
 5. Measurement of Pollutants.
 - (a) The categorical pretreatment standards applicable to each regulated process.
 - (b) The results of sampling and analysis identifying the nature and concentration, and/or mass, where required by the standard or by the Administrator, of regulated pollutants in the discharge from each regulated process. Instantaneous, daily maximum, and long-term average concentrations, or mass, where required, shall be reported. The sample shall be representative of daily operations and shall be analyzed in accordance with procedures set out in Section 6.9 of this ordinance.

(c) Sampling must be performed in accordance with procedures set out in Section 6.10 of this ordinance and 40 CFR 403.12(b) and (g), including 40 CFR.12 (g)(4).

6. Certification. A statement, reviewed by the user's current authorized representative as defined in Section 1.3(B)(4) and certified by a qualified professional, indicating whether pretreatment standards are being met on a consistent basis, and, if not, whether additional operation and maintenance (O&M) and/or additional pretreatment is required to meet the pretreatment standards and requirements.
7. Compliance Schedule. If additional pretreatment and/or O&M will be required to meet the pretreatment standards, the shortest schedule by which the user will provide such additional pretreatment and/or O&M. The completion date in this schedule shall not be later than the compliance date established for the applicable pretreatment standard. A compliance schedule pursuant to this section must meet the requirements set out in Section 6.2 of this ordinance.
8. Signature and Certification. All baseline monitoring reports must be signed and certified in accordance with Section 4.6 of this ordinance.

6.2 Compliance Schedule Progress Reports

The following conditions shall apply to the compliance schedule required by Section 6.1(B)(7) of this ordinance:

- A. The schedule shall contain progress increments in the form of dates for the commencement and completion of major events leading to the construction and operation of additional pretreatment required for the user to meet the applicable pretreatment standards (such events include, but are not limited to, hiring an engineer, completing preliminary and final plans, executing contracts for major components, commencing and completing construction, and beginning and conducting routine operation);
- B. No increment referred to above shall exceed nine (9) months;
- C. The user shall submit a progress report to the Administrator no later than fourteen (14) days following each date in the schedule and the final date of compliance including, as a minimum, whether or not it complied with the increment of progress, the reason for any delay, and, if appropriate, the steps being taken by the user to return to the established schedule; and
- D. In no event, shall more than nine (9) months elapse between such progress reports to the Administrator.

6.3 Reports on Compliance with Categorical Pretreatment Standard Deadline

Within ninety (90) days following the date for final compliance with applicable categorical pretreatment standards, or in the case of a new source following commencement of the

introduction of wastewater into the POTW, any user subject to such pretreatment standards and requirements shall submit to the Administrator a report containing the information described in Section 6.1(B)(4-6) of this ordinance. For users subject to equivalent mass or concentration limits established in accordance with the procedures in 40 CFR 403.6(c), this report shall contain a reasonable measure of the user's long-term production rate. For all other users subject to categorical pretreatment standards expressed in terms of allowable pollutant discharge per unit of production (or other measure of operation) this report shall include the user's actual production during the appropriate sampling period. All compliance reports must be signed and certified in accordance with Section 4.6 of this ordinance.

6.4 Periodic Compliance Reports

- A. All significant industrial users shall, at a frequency determined by the Administrator but in no case less than once every six months, submit a report indicating the nature and concentration of pollutants in the discharge which are limited by pretreatment standards and the applicable flows for the reporting period. Sampling and analysis must be performed in accordance with procedures set out in Sections 6.9 and 6.10 of this ordinance. All periodic compliance reports must be signed and certified in accordance with Section 4.6 of this ordinance.
- B. If a user subject to the reporting requirement in this section monitors any pollutant more frequently than required by the Administrator, using the procedures prescribed in Sections 6.9 and 6.10 of this ordinance, the results of this monitoring shall be included in the report.

6.5 Reports of Changed Conditions

Each user must notify the Administrator of any planned significant changes to the user's operations or system which might alter the nature, quality, or volume of its wastewater at least thirty (30) days before the change. The permittee shall not begin the changes until receiving written approval from the Administrator. See Section 6.6(D) for other reporting requirements.

- A. The Administrator may require the user to submit such information as may be deemed necessary to evaluate the changed condition, including the submission of a wastewater discharge permit application under Section 4.5 of this ordinance.
- B. The Administrator may issue a wastewater discharge permit under Section 4.7 of this ordinance or modify an existing wastewater discharge permit under Section 5.4 of this ordinance in response to changed conditions or anticipated changed conditions.
- C. For purposes of this requirement, significant changes include, but are not limited to, flow or pollutant increases of twenty percent (20%) or greater, and the discharge of any previously unreported pollutants. This includes, increases or decreases to production; increases in discharge of previously reported pollutants; discharge of pollutants not previously reported to OWASA; new or changed product lines; new or changed manufacturing processes and/or chemicals; or new or changed customers.

6.6 Reports of Potential Problems

- A. In the case of any discharge, including, but not limited to, accidental discharges, discharges of a non-routine, episodic nature, a non-customary batch discharge, or a slug load as defined in Section 1.3(B)(29), that may cause potential problems for the POTW, the user shall immediately telephone and notify the Administrator of the incident. This notification shall include the location of the discharge, type of waste, concentration and volume, if known, and corrective actions taken by the user.
- B. Within five (5) days following such discharge, the user shall, unless waived by the Administrator, submit a detailed written report describing the cause(s) of the discharge and the measures to be taken by the user to prevent similar future occurrences. Such notification shall not relieve the user of any expense, loss, damage, or other liability which may be incurred as a result of damage to the POTW, natural resources, or any other damage to person or property; nor shall such notification relieve the user of any fines, penalties, or other liability which may be imposed pursuant to this ordinance.
- C. A notice shall be permanently posted on the user's bulletin board or other prominent place advising employees whom to call in the event of a discharge described in paragraph A, above. Employers shall ensure that all employees, who may cause such a discharge to occur, are advised of the emergency notification procedure.
- D. All significant industrial users are required to notify the Administrator immediately of any changes at its facility affecting the potential for spills and other accidental discharge, discharge of a non-routine, episodic nature, a non- customary batch discharge, or a slug load as defined in Section 1.3(B)(29).

6.7 Reports from Unpermitted Users

All users not required to obtain a wastewater discharge permit shall provide appropriate reports to the Administrator as the Administrator may require.

6.8 Notice of Violation/Repeat Sampling and Reporting

- A. If sampling performed by a user indicates a violation, the user must notify the Administrator as soon as possible, but no later than twenty-four (24) hours of becoming aware of the violation. The user shall also repeat the sampling and analysis and submit the results of the repeat analysis to the Administrator within thirty (30) days after becoming aware of the violation. If allowed by the Administrator, the user is not required to resample:
 - 1. if the Administrator monitors at the user's facility at least once a month; or
 - 2. if the Administrator samples between the user's initial sampling and when the user receives the results of this sampling.

- B. If the Administrator has performed the sampling and analysis in lieu of the user and the POTW sampling of the user indicates a violation, the Administrator shall repeat the sampling and obtain results of the repeat analysis within thirty (30) days after becoming aware of the violations, unless one of the following occurs:
1. the Administrator monitors the user's facility at least once a month; or
 2. the Administrator samples the user between their initial sampling and when the POTW receives the results of this initial sampling; or
 3. the Administrator requires the user to perform sampling and submit the results to the Administrator within the thirty (30) day deadline of the POTW becoming aware of the violation.

6.9 Analytical Requirements

All pollutant analyses, including sampling techniques, to be submitted as part of a wastewater discharge permit application or report shall be performed by a laboratory certified by the state to perform the wastewater analysis in accordance with the techniques prescribed in 40 CFR Part 136, unless otherwise specified in an applicable categorical pretreatment standard or unless otherwise performed in accordance with procedures approved by EPA or OWASA. If 40 CFR Part 136 does not contain sampling or analytical techniques for the pollutant in question, sampling and analyses must be performed in accordance with procedures approved by EPA and OWASA. Analyses must be performed by a State-certified lab for each parameter analyzed, if such certification exists for that parameter.

6.10 Grab and Composite Sample Collection

- A. All wastewater samples must be representative of the user's discharge. Wastewater monitoring and flow measurement facilities shall be properly operated, kept clean, and maintained in good working order at all times. The failure of a user to keep its monitoring facility in good working order shall not be grounds for the user to claim that sample results are unrepresentative of its discharge.
- B. Grab Samples must be used for pH, cyanide, total phenols, oil and grease, sulfide, volatile organic compounds, and any other pollutants as required by 40 CFR 136. The Administrator shall determine the number of grabs necessary to be representative of the user's discharge. See 40 CFR 403.12(g)(5) for additional grab sample number requirements for baseline monitoring reports and 90-day compliance reports. Additionally, the Administrator may allow collection of multiple grabs during a 24-hour period which are composited prior to analysis as allowed under 40 CFR 136.
- C. Composite Samples: All wastewater composite samples shall be collected with a minimum of hourly aliquots or grabs for each hour that there is a discharge. All wastewater composite samples shall be collected using flow proportional composite collection techniques, unless time-proportional composite sampling or grab sampling is authorized by the Administrator. When authorizing time-proportional composites

or grabs, the samples must be representative and the decision to allow the alternate sampling must be documented.

6.11 Timing

Written reports will be deemed to have been submitted on the date postmarked. For reports, which are not mailed, postage prepaid, into a mail facility serviced by the United States Postal Service, the date of receipt of the report shall govern.

6.12 Record Keeping

Users subject to the reporting requirements of this ordinance shall retain, and make available for inspection and copying, all records of information obtained pursuant to any monitoring activities required by this ordinance and any additional records of information obtained pursuant to monitoring activities undertaken by the user independent of such requirements. Records shall include the date, exact place, method, and time of sampling, and the name of the person(s) taking the samples; the dates analyses were performed; who performed the analyses; the analytical techniques or methods used; and the results of such analyses. These records shall remain available for a period of at least three (3) years. This period shall be automatically extended for the duration of any litigation concerning the user or OWASA, or where the user has been specifically notified of a longer retention period by the Administrator.

SECTION 7 - COMPLIANCE MONITORING

7.1 Right of Entry: Inspection and Sampling

OWASA shall have the right to enter the premises of any user to determine whether the user is complying with all requirements of this ordinance and any wastewater discharge permit or order issued hereunder. Users shall allow OWASA ready access to all parts of the premises for the purposes of inspection, sampling, records examination and copying and the performance of any additional duties.

- A. Where a user has security measures in force which require proper identification and clearance before entry into its premises, the user shall make necessary arrangements with its security guards so that, upon presentation of suitable identification, OWASA will be permitted to enter without delay for the purposes of performing specific responsibilities.
- B. OWASA shall have the right to set up on the user's property, or require installation of, such devices as are necessary to conduct sampling and/or metering of the user's operations.
- C. OWASA may require the user to install monitoring equipment as necessary. The facility's sampling and monitoring equipment shall be maintained at all times in a safe and proper operating condition by the user at its own expense. All devices used to measure wastewater flow and quality shall be calibrated in accordance with the manufacturer's recommendations to ensure their accuracy. Records shall be made available to OWASA upon request.
- D. Any temporary or permanent obstruction to safe and easy access to the facility to be inspected and/or sampled shall be promptly removed by the user at the written or verbal request of OWASA and shall not be replaced. The costs of clearing such access shall be borne by the user.
- E. Unreasonable delays in allowing OWASA access to the user's premises shall be a violation of this ordinance.

7.2 Search Warrants

If OWASA has been refused access to a building, structure, or property, or any part thereof, and is able to demonstrate probable cause to believe that there may be a violation of this ordinance, or that there is a need to inspect and/or sample as part of a routine inspection and sampling program of OWASA designed to verify compliance with this ordinance or any permit or order issued hereunder, or to protect the overall public health, safety and welfare of the community, then OWASA may seek issuance of a search warrant from the North Carolina General Court of Justice.

SECTION 8 - CONFIDENTIAL INFORMATION

Information and data on a user obtained from reports, surveys, wastewater discharge permit applications, wastewater discharge permits, and monitoring programs, and from the Administrator's inspection and sampling activities, shall be available to the public without restriction, unless the user specifically requests, and is able to demonstrate to the satisfaction of the Administrator, that the release of such information would divulge information, processes, or methods of production entitled to protection as trade secrets under applicable State law. Any such request must be asserted at the time of submission of the information or data.

When requested and demonstrated by the user furnishing a report that such information shall be held confidential, the portions of a report which might disclose trade secrets or secret processes shall not be made available for inspection by the public, but shall be made available immediately upon request to governmental agencies for uses related to the NPDES program or pretreatment program, and in enforcement proceedings involving the person furnishing the report. Wastewater constituents and characteristics and other "effluent data" as defined by 40 CFR 2.302 will not be recognized as confidential information and will be available to the public without restriction.

SECTION 9 - PUBLICATION OF USERS IN SIGNIFICANT NONCOMPLIANCE

The Administrator shall publish annually, in a newspaper of general circulation that provides meaningful public notice within OWASA's service area, a list of the users which, during the previous twelve (12) months, were in significant noncompliance with applicable pretreatment standards and requirements. The term significant noncompliance shall mean:

- A. Chronic violations of wastewater discharge limits, defined here as those in which sixty-six percent (66%) or more of wastewater measurements taken during a six- (6) month period, exceed the daily maximum limit or average limit for the same pollutant parameter by any amount;
- B. Technical Review Criteria (TRC) violations, defined here as those in which thirty-three percent (33%) or more of wastewater measurements taken for each pollutant parameter during a six- (6) month period are equal to or greater than the product of the daily maximum limit or the average limit multiplied by the applicable criteria (1.4 for cBOD, TSS, fats, oils and grease, and 1.2 for all other pollutants except pH);
- C. Any other discharge violation that the Administrator believes has caused, alone or in combination with other discharges, interference or pass through, including endangering the health of POTW personnel or the general public;
- D. Any discharge of pollutants that has caused imminent endangerment to the public or to the environment, or has resulted in the Administrator's exercise of emergency authority to halt or prevent such a discharge;
- E. Failure to meet, within ninety (90) days of the scheduled date, a compliance schedule milestone contained in a wastewater discharge permit or enforcement order for starting construction, completing construction, or attaining final compliance;
- F. Failure to provide within thirty (30) days after the due date, any required reports, including baseline monitoring reports, reports on compliance with categorical pretreatment standard deadlines, periodic self-monitoring reports, and reports on conformance with compliance schedules;
- G. Failure to accurately report noncompliance; or
- H. Any other violation(s) which the Administrator determines will adversely affect the operation or implementation of the local pretreatment program.

SECTION 10 - ADMINISTRATIVE ENFORCEMENT REMEDIES

10.1 Notification of Violation

When the Administrator finds that a user has violated, or continues to violate, any provision of this ordinance, a wastewater discharge permit or order issued hereunder, or any other pretreatment standard or requirement, the Administrator may serve upon that user a written Notice of Violation. Within fifteen (15) days of the receipt of this notice, an explanation of the violation and a plan for the satisfactory correction and prevention thereof, to include specific required actions, shall be submitted by the user to the Administrator. Submission of this plan in no way relieves the user of liability for any violations occurring before or after receipt of the Notice of Violation. Nothing in this section shall limit the authority of the Administrator to take any action, including emergency actions or any other enforcement action, without first issuing a Notice of Violation.

10.2 Consent Orders

The Administrator may enter into Consent Orders, assurances of voluntary compliance, or other similar documents establishing an agreement with any user responsible for noncompliance. Such documents will include specific action to be taken by the user to correct the noncompliance within a time period specified by the document. Such documents shall have the same force and effect as the administrative orders issued pursuant to Sections 10.4 and 10.5 of this ordinance and shall be judicially enforceable.

10.3 Show Cause Hearing

The Administrator may order a user which has violated, or continues to violate, any provision of this ordinance, a wastewater discharge permit or order issued hereunder, or any other pretreatment standard or requirement, to appear before the Administrator and show cause why the proposed enforcement action shall not be taken. Notice shall be served on the user specifying the time and place for the meeting, the proposed enforcement action, the reasons for such action, and a request that the user show cause why the proposed enforcement action shall not be taken. The notice of the meeting shall be served personally or by registered or certified mail (return receipt requested) at least fifteen (15) days prior to the hearing. Such notice may be served on any authorized representative of the user. A show-cause hearing shall not be a bar against, or prerequisite for, taking any other action against the user.

10.4 Compliance Orders

When the Administrator finds that a user has violated, or continues to violate, any provision of this ordinance, a wastewater discharge permit or order issued hereunder, or any other pretreatment standard or requirement, the Administrator may issue an order to the user responsible for the discharge directing that the user come into compliance within a specified time. If the user does not come into compliance within the time provided, sewer service may be discontinued unless adequate treatment facilities, devices, or other related appurtenances are installed and properly operated. OWASA may disconnect or permanently block from the wastewater system of OWASA the private sewer of any user whose permission to discharge has been revoked if such action is necessary to insure compliance with the order of revocation.

Action to enforce compliance with the order of permission to discharge may include at the discretion of the Administrator, termination of public water service provided by OWASA. Compliance orders also may contain other requirements to address the noncompliance, including additional self-monitoring and management practices designed to minimize the amount of pollutants discharged to the sewer. A compliance order may not extend the deadline for compliance established for a pretreatment standard or requirement, nor does a compliance order relieve the user of liability for any violation, including any continuing violation. Issuance of a compliance order shall not be a bar against, or a prerequisite for, taking any other action against the user.

10.5 Cease and Desist Orders

When the Administrator finds that a user has violated, or continues to violate, any provision of this ordinance, a wastewater discharge permit or order issued hereunder, or any other pretreatment standard or requirement, or that the user's past violations are likely to recur, the Administrator may issue an order to the user directing it to cease and desist all such violations and directing the user to:

- A. Immediately comply with all requirements; and
- B. Take such appropriate remedial or preventive action as may be needed to properly address a continuing or threatened violation, including halting operations and/or terminating the discharge.

Issuance of a cease and desist order shall not be a bar against, or a prerequisite for, taking any other action against the user.

10.6 Administrative Fines

- A. When the Administrator finds that a user has violated, or continues to violate, any provision of this ordinance, a wastewater discharge permit or order issued hereunder, or any other pretreatment standard or requirement, the Administrator may fine such user in an amount not to exceed \$1,000 per day. Such fines may be assessed on a per violation, per day basis. In the case of monthly or other long-term average discharge limits, fines shall be assessed for each day during the period of violation.
- B. Unpaid charges, fines, and penalties shall, after thirty (30) calendar days, be assessed an additional penalty of one hundred percent (100%) of the unpaid balance, and interest shall accrue thereafter at a rate of one and one-half percent (1.5%) per month. A lien against the user's property will be sought for unpaid charges, fines, and penalties.
- C. Users desiring to dispute such fines must file a written request for the Administrator to reconsider the fine along with full payment of the fine amount within fifteen (15) days of being notified of the fine. Where a request has merit, the Administrator may convene a hearing on the matter. In the event the user's appeal is successful, the payment, together with any interest accruing thereto, shall be returned to the user. The Administrator may add the costs of preparing administrative enforcement actions, such as notices and orders, to the fine.

- D. Issuance of an administrative fine shall not be a bar against, or a prerequisite for, taking any other action against the user.

10.7 Emergency Suspensions

The Administrator may immediately suspend sewer service to a user, after informal notice to the user, whenever such suspension is necessary to stop an actual or threatened discharge which reasonably appears to present or cause an imminent or substantial endangerment to the health or welfare of persons. The Administrator may also immediately suspend sewer service to a user, after notice and opportunity to respond, that threatens to interfere with the operation of the POTW, or which presents, or may present, an endangerment to the environment.

- A. Any user notified of a suspension of its sewer service shall immediately stop or eliminate its contribution. In the event of a user's failure to immediately comply voluntarily with the suspension order, the Administrator may take such steps as deemed necessary, including immediate severance of the sewer connection, to prevent or minimize damage to the POTW, its receiving stream, or endangerment to any individuals. The Administrator may allow the user to recommence its discharge when the user has demonstrated to the satisfaction of the Administrator that the period of endangerment has passed, unless the termination proceedings in Section 10.8 of this ordinance are initiated against the user.
- B. A user that is responsible, in whole or in part, for any discharge presenting imminent endangerment shall submit a detailed written statement, describing the causes of the harmful contribution and the measures taken to prevent any future occurrence, to the Administrator prior to the date of any show cause or termination hearing under Section 10.3 or 10.8 of this ordinance. Nothing in this section shall be interpreted as requiring a hearing prior to any emergency suspension under this section.

10.8 Termination of Permission to Discharge

The Administrator may revoke permission to discharge for good cause, including, but not limited to, the following reasons:

- A. Violation of wastewater discharge permit conditions;
- B. Failure to accurately report the wastewater constituents and characteristics of its discharge;
- C. Failure to report significant changes in operations or wastewater volume, constituents, and characteristics prior to discharge;
- D. Refusal of reasonable access to the user's premises for the purpose of inspection, monitoring, or sampling; or,
- E. Violation of the pretreatment standards in Section 2 of this ordinance or any applicable State and Federal Regulations.

Such user will be notified of the proposed termination of its sewer service and be offered an opportunity to show cause as provided for under Section 10.3 of this ordinance why the proposed action shall not be taken. Exercise of this option by the Administrator shall not be a bar to, or a prerequisite for, taking any other action against the user.

SECTION 11 - JUDICIAL ENFORCEMENT REMEDIES

11.1 Injunctive Relief

When the Administrator finds that a user has violated, or continues to violate, any provision of this ordinance, a wastewater discharge permit, or order issued hereunder, or any other pretreatment standard or requirement, the Administrator may petition the North Carolina General Court of Justice through OWASA's Attorney for the issuance of a temporary or permanent injunction, as appropriate, which restrains or compels the specific performance of the wastewater discharge permit, order, or other requirement imposed by this ordinance on activities of the user. The Administrator may also seek such other action as is appropriate for legal and/or equitable relief, including a requirement for the user to conduct environmental remediation. A petition for injunctive relief shall not be a bar against, or a prerequisite for, taking any other action against a user.

11.2 Civil Penalties

- A. A user who has violated, or continues to violate, any provision of this ordinance, a wastewater discharge permit, or order issued hereunder, or any other pretreatment standard or requirement shall be liable to OWASA for a maximum civil penalty of \$25,000 per violation, per day. In the case of a monthly or other long-term average discharge limit, penalties shall accrue for each day during the period of the violation.
 - 1. Penalties between \$10,000 and \$25,000 per day per violation may be assessed against a violator only if:
 - (a) for any class of violation, only if a civil penalty has been imposed against the violator within the five years preceding the violation, or
 - (b) in the case of failure to file, submit, or make available, as the case may be, any documents, data, or reports required by this ordinance, or the orders, rules, regulations and permits issued hereunder, only if the Administrator determines that the violation was intentional and a civil penalty has been imposed against the violator within the five years preceding the violation.
- B. The Administrator may recover reasonable attorneys' fees, court costs, and other expenses associated with enforcement activities, including sampling and monitoring expenses, and the cost of any actual damages incurred by OWASA.
- C. In determining the amount of civil liability, the Court shall take into account all relevant circumstances, including, but not limited to, the extent of harm caused by the violation, the magnitude and duration of the violation, any economic benefit gained through the user's violation, corrective actions by the user, the compliance history of the user, and any other factor as justice requires.
- D. Filing a suit for civil penalties shall not be a bar against, or a prerequisite for, taking any other action against a user.

11.3 Remedies Nonexclusive

The remedies provided for in this ordinance are not exclusive. The Administrator may take any, all, or any combination of these actions against a noncompliant user. Enforcement of pretreatment violations will generally be in accordance with OWASA's enforcement response plan. However, the Administrator may take other action against any user when the circumstances warrant. Further, the Administrator is empowered to take more than one enforcement action against any noncompliant user.

SECTION 12 - SUPPLEMENTAL ENFORCEMENT ACTION

12.1 Water Supply Severance

Whenever a user has violated or continues to violate any provision of this ordinance, a wastewater discharge permit, or order issued hereunder, or any other pretreatment standard or requirement, water service to the user supplied by OWASA may be severed. Service will only recommence, at the user's expense, after it has satisfactorily demonstrated its ability to comply.

12.2 Public Nuisance

A violation of any provision of this ordinance, a wastewater discharge permit, or order issued hereunder, or any other pretreatment standard or requirement is hereby declared a public nuisance and shall be corrected or abated as directed by the Administrator. Any person(s) creating a public nuisance shall be subject to the provisions of laws governing such nuisances, including reimbursing OWASA for any costs incurred in removing, abating, or remedying said nuisance.

12.3 Contractor Listing

Users which have not achieved compliance with applicable pretreatment standards and requirements are not eligible to receive a contractual award for the sale of goods or services to OWASA. Existing contracts for the sale of goods or services to OWASA held by a user found to be in significant noncompliance with pretreatment standards or requirements may be terminated at the discretion of the Administrator.

SECTION 13 - AFFIRMATIVE DEFENSES TO DISCHARGE VIOLATIONS

13.1 Upset

- A. For the purposes of this section, "upset" means an exceptional incident in which there is unintentional and temporary noncompliance with categorical pretreatment standards because of factors beyond the reasonable control of the user. An upset does not include noncompliance to the extent caused by operational error, improperly designed treatment facilities, inadequate treatment facilities, lack of preventive maintenance, or careless or improper operation.
- B. An upset shall constitute an affirmative defense to an action brought for noncompliance with categorical pretreatment standards if the requirements of paragraph (C), below, are met.
- C. A user who wishes to establish the affirmative defense of upset shall demonstrate, through properly signed, contemporaneous operating logs, or other relevant evidence that:
 - 1. An upset occurred and the user can identify the cause(s) of the upset,
 - 2. The facility was at the time being operated in a prudent and workman-like manner and in compliance with applicable operation and maintenance procedures; and
 - 3. The user has submitted the following information to the Administrator within twenty-four (24) hours of becoming aware of the upset [if this information is provided orally, a written submission must be provided within five (5) days]:
 - (a) A description of the indirect discharge and cause of noncompliance;
 - (b) The period of noncompliance, including exact dates and times or, if not corrected, the anticipated time the noncompliance is expected to continue; and
 - (c) Steps being taken and/or planned to reduce, eliminate, and prevent recurrence of the noncompliance.
- D. In any enforcement proceeding, the user seeking to establish the occurrence of an upset shall have the burden of proof.
- E. Users will have the opportunity for a judicial determination on any claim of upset only in an enforcement action brought for noncompliance with categorical pretreatment standards.
- F. Users shall control production of all discharges to the extent necessary to maintain compliance with categorical pretreatment standards upon reduction, loss, or failure of its treatment facility until the facility is restored or an alternative method of

treatment is provided. This requirement applies in the situation where, among other things, the primary source of power of the treatment facility is reduced, lost, or fails.

13.2 Prohibited Discharge Standards

A user shall have an affirmative defense to an enforcement action brought against it for noncompliance with the general prohibitions in Section 2.2(A) of this ordinance or the specific prohibitions in Sections 2.2(B)(4) through (21)¹ of this ordinance if it can prove that it did not know, or have reason to know, that its discharge, alone or in conjunction with discharges from other sources, would cause pass through or interference and that either:

- A. A local limit exists for each pollutant discharged and the user was in compliance with each limit directly prior to, and during, the pass through or interference; or
- B. No local limit exists, but the discharge did not change substantially in nature or constituents from the user's prior discharge when OWASA was regularly in compliance with its NPDES permit, and in the case of interference, was in compliance with applicable biosolids or sludge use or disposal requirements.

13.3 Bypass

- A. For the purposes of this section,
 - 1. "Bypass" means the intentional diversion of wastestreams from any portion of a user's treatment facility.
 - 2. "Severe property damage" means substantial physical damage to property, damage to the treatment facilities which causes them to become inoperable, or substantial and permanent loss of natural resources which can reasonably be expected to occur in the absence of a bypass. Severe property damage does not mean economic loss caused by delays in production.
- B. A user may allow any bypass to occur which does not cause pretreatment standards or requirements to be violated, but only if it also is for essential maintenance to assure efficient operation. These bypasses are not subject to the provision of paragraphs (C) and (D) of this section.
- C.
 - 1. If a user knows in advance of the need for a bypass, it shall submit prior notice to the Administrator, at least ten (10) days before the date of the bypass, if possible.
 - 2. A user shall submit oral notice to the Administrator of an unanticipated bypass that exceeds applicable pretreatment standards within twenty-four (24) hours from the time it becomes aware of the bypass. A written submission shall also be provided within five (5) days of the time the user becomes aware of the bypass. The written submission shall contain a description of the bypass and its cause; the duration of the bypass, including exact dates and times, and, if the bypass has not been corrected, the anticipated time it is expected to continue; and steps taken or planned to reduce, eliminate and prevent reoccurrence of the

bypass. The Administrator may waive the written report on a case-by-case basis if the oral report has been received within twenty-four (24) hours.

- D. 1. Bypass is prohibited, and the Administrator may take an enforcement action against a user for a bypass, unless
 - (a) Bypass was unavoidable to prevent loss of life, personal injury, or severe property damage;
 - (b) There were no feasible alternatives to the bypass, such as the use of auxiliary treatment facilities, retention of untreated wastes, or maintenance during normal periods of equipment downtime. This condition is not satisfied if adequate back-up equipment shall have been installed in the exercise of reasonable engineering judgment to prevent a bypass which occurred during normal periods of equipment downtime or preventive maintenance; and
 - (c) The user submitted notices as required under paragraph (C) of this section.
2. The Administrator may approve an anticipated bypass, after considering its adverse effects, if the Administrator determines that it will meet the three conditions listed in paragraph (D)(1) of this section.

SECTION 14 - WASTEWATER TREATMENT RATES AND FEES

Fees shall be assessed to users for wastewater discharges into the POTW and for executing or enforcing the provisions of this ordinance. These charges shall be developed by the Administrator and approved by OWASA in accordance with the user charge system and other regulations and policies of OWASA and applicable statutes of the State. The existing charges for the previous year will be reviewed prior to adopting each annual budget. Charges shall be developed for the following purposes:

- A. Industrial monitoring, inspections, and surveillance procedures;
- B. Reviewing accidental discharge procedures and construction;
- C. Reviewing permit applications;
- D. Reviewing appeals;
- E. Special industrial discharges;
- F. Recovering capital related expenditures;
- G. Other charges, including user charges based on billable flow and excessive pollutant discharges to the POTW, necessary to recover the operation and maintenance costs of the wastewater disposal system.

Charges for Items A through E shall be based on the actual cost to OWASA for each specific user or incident. However, a fixed rate may be proposed by the Administrator, subject to OWASA approval, for those procedures that are repetitive and do not differ substantially within each class of users. Charges for Items F through G shall be developed and assessed in accordance with the user charge system.

The charges and fees developed in accordance with the provisions of this Article shall be in the form of a resolution adopted by OWASA.

SECTION 15 - AUTHORITY

This ordinance is adopted under the authority granted by North Carolina General Statutes 162A.

SECTION 16 - SEVERABILITY

If any provision, paragraph, word, section or article of this ordinance is invalidated by any court of competent jurisdiction, the remaining provisions, paragraphs, words, sections, and chapters shall not be affected and shall continue in full force and effect.

SECTION 17 - CONFLICT

All other regulations and parts of other regulations inconsistent or conflicting with any part of this ordinance are hereby repealed to the extent of such inconsistency or conflict.

SECTION 18 - EFFECTIVE DATE

This ordinance shall be in full force and effect from and after its passage and approval as set forth in the attached Resolution of Adoption as provided by law.

**Resolution Approving Amendments to OWASA's
Sewer Use Ordinance**

Whereas, upon review, public comment, and further deliberation, the Board of Directors has determined to revise and amend its existing Sewer Use Ordinance, in order to update its provisions in effect since its last revision on January 9, 2020; and

Whereas, the First Draft of Amendments dated December 10, 2020 has been reviewed by the Board of Directors; and

Whereas, on December 10, 2020, the Board of Directors considered and adopted a "Declaration of Intent" to revise and amend its existing Sewer Use Ordinance, and more than sixty days have passed since adoption of that "Declaration of Intent;" and

Whereas, such "Declaration of Intent" described the ordinance as amended, which is proposed for adoption, and was submitted to Orange County and the Towns of Carrboro and Chapel Hill, as well as the University of North Carolina (UNC) and UNC Health Care, for review and comment during the required 60-day notice period, all as required by G.S. 162A-6.14C;

Now, Therefore, Be It Resolved:

1. That the Board of Directors of the Orange Water and Sewer Authority hereby adopts the attached revised and amended Sewer Use Ordinance dated March 25, 2021, to replace its Sewer Use Ordinance and amendments previously in effect.

Adopted this 25th day of March, 2021.

Raymond E. DuBose, P.E., Chair

ATTEST:

Jo Leslie Eimers, Secretary

**Resolution Approving Policy on Extension of Sewer Mains and Sewer Laterals
To Replace Certain Existing Policies on Sewer Mains and Sewer Laterals**

Whereas, the Orange Water and Sewer Authority (OWASA) owns and maintains the public sewer mains by which it provides sewer service to its customers; and

Whereas, the Board finds that it is in the best interest of OWASA and its customers to clearly establish the responsibilities of OWASA, its customers, and the development community with regards to the planning, installation, maintenance and ownership of public sewer mains and private sewer laterals; and

Whereas, OWASA sewer extension policies and regulations have evolved over decades with new policies adopted to address specific sewer extension and connection issues; and

Whereas, the OWASA Board chooses to streamline existing sewer extension policies into one primary governing policy rather than maintain numerous individual policies.

Now, Therefore, Be It Resolved by the Board of Directors:

1. That the policy attached hereto entitled “Policy on the Extension of Sewer Mains and Sewer Laterals” and dated March 25, 2021 is hereby adopted in its final form and shall be effective upon adoption.

2. That the following policies attached hereto entitled: “Policy on Extension of Sewer Service to Undeveloped Areas” dated May 11, 1995; “Policy on Extension of Sewer Service into Existing Neighborhoods” dated March 9, 1995; “Policy on Replacement of Common Four-inch Sewer Service Lines” dated March 27, 2008; “Policy on Sewer Lines Crossing Creeks and Easements” dated January 11, 1996; and “Policy on Ownership, Installation, and Maintenance of Sewer Service Laterals” dated February 8, 2001, are hereby repealed.

This the 25th Day of March, 2021.

Raymond E. DuBose, P.E., Chair

ATTEST:

Jo Leslie Eimers, Secretary

Agenda Item

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

Purpose

- To provide the Board of Directors and public an update on OWASA's response to COVID-19 to ensure we continue to provide the Carrboro and Chapel Hill communities with high-quality and reliable water, wastewater, and reclaimed water services during the pandemic.
- Staff will provide a verbal update on activities since February 25, 2021.

Action Needed

- Discussion and questions by the Board of Directors.

March 25, 2021

Agenda Item**Fiscal Year 2022 Budgets and Rate Adjustment****Background**

- Last year, we projected that we would need to implement a 7% rate increase in October 2021; our budget and financial planning work for FY 2022 has resulted in the need for a 5% increase.
- Significant progress is being made in vaccinating the public against COVID-19 and the University of North Carolina and local schools are planning to reopen in the fall. As a result, we are now anticipating that water demand for FY 2022 is likely to return to typical pre-pandemic levels.
- The draft capital improvements program (CIP) budget for FY 2022 is about \$17.6 million; for the five-year period FY 2022-2026, the draft CIP budget is about \$87.3 million.
- Expenditures deferred in the FY 2021 budget and the draft FY 2022 budget have been included in subsequent budget years.

Action Needed

- Review information, provide guidance to staff, and identify any additional information needed.

March 25, 2021



Orange Water and Sewer Authority
OWASA is Carrboro-Chapel Hill's not-for-profit public service agency delivering high quality water, wastewater, and reclaimed water services.

MEMORANDUM

TO: Board of Directors
THROUGH: Todd Taylor, P.E.
FROM: Stephen Winters, CPA
DATE: March 19, 2021
SUBJECT: Fiscal Year 2022 Budgets and Rate Adjustment

Background

At the Board's [March 11, 2021 Work Session](#), staff presented drafts of the Fiscal Year (FY) 2022 operating and capital equipment budgets. The budget information presented at the Board's Work Session on March 11th was drafted based on "normal operating conditions" without contingencies and developed to maintain current service levels to customers. Last year, we projected that we would need to implement a 7% rate increase in October 2021; our budget and financial planning work has resulted in the need for a 5% increase. To achieve the lower than projected rate increase, staff has deferred projects and expenses from FY 2022 to future years. While we believe these deferrals will not negatively impact service levels to customers in the short-term, continuing to defer important projects and expenses is not a sustainable approach.

Budgeting During the Pandemic

Our community and its economy have been significantly impacted by the pandemic. The University of North Carolina (UNC) and the local school systems have been closed as have many area businesses. During these closures, the community's water demand has been about 12% less than normal.

It now appears that water demand for FY 2022 is likely to return to typical pre-pandemic levels. COVID-19 vaccinations are being administered and UNC has announced plans to fully open its campus in the fall of 2021. Local school systems are expected to open in April 2021. It seems likely that area businesses will begin to return to normal operations as early as this summer. For these reasons, we are preparing the FY 2022 budget based on the assumption that water demand will be back to normal.

Operating and Capital Equipment Budgets

No changes have been made to the operating and capital equipment budgets that were presented to the Board on March 11, 2021.

Capital Improvements Program (CIP) Budget

CIP needs are identified by hydraulic models, risk/prioritization models, after-action reviews, OWASA's Energy Management Program, master planning studies, condition assessments, staff observations, regulatory or contractual requirements, repair and maintenance work order evaluation, community



feedback, and strategic planning. After CIP projects are identified, a staff team prioritizes projects using a weighted criteria model. In addition to the results of this project prioritization, staff accounts for project interrelationships, coordination with other entities (Towns, Department of Transportation, etc.), project urgency, implementation considerations, and other external schedule constraints.

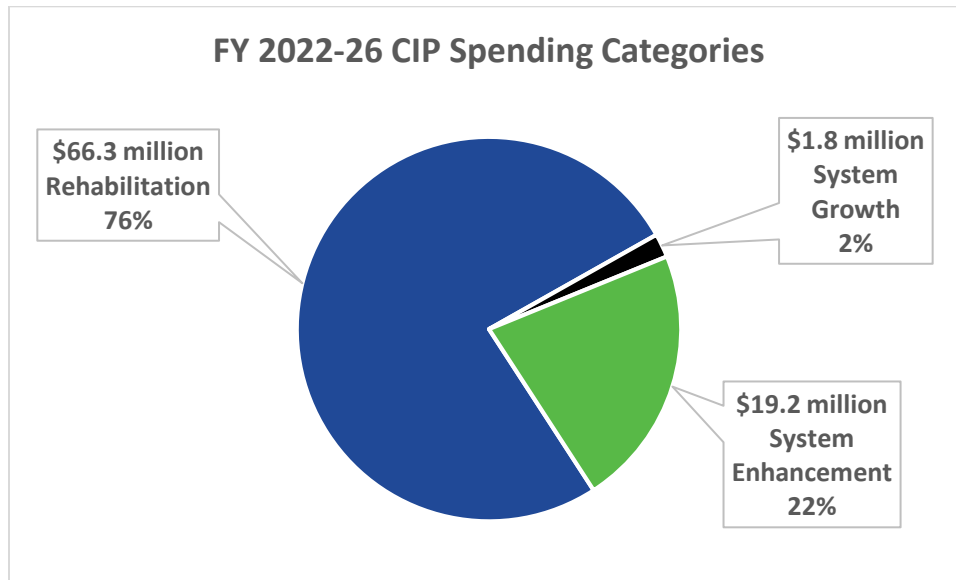
Expenditures in the draft FY 2022-2026 CIP Budget total approximately \$87.3 million. This total is about \$13.4 million less than we projected for this five-year period last year. Some of the reasons for the change from the prior year’s projection include:

- Deletion of funding previously included for Western Intake Partnership projects;
- Deferral of funding for proactive condition assessment of distribution system pipes. This was determined to have lower overall benefit and programmatic applicability for our system in comparison to the high costs of the currently available technology.
- Deferral of pump and motor replacement for the Intermediate Pumping Station at the Wastewater Treatment Plant;
- Reduction of estimates of sewer rehabilitation costs in certain sewer basins based on preliminary results from our basin-wide inspections;
- Reduction in the extent and cost estimate of water main replacement to be completed in the Oakwood-Rogerson neighborhood.

The table below shows the breakdown of CIP expenditures by fiscal year across the asset categories. Of note, the draft budget provides considerable funding for distribution system capital projects, including 15 miles of water main replacement identified by the water main prioritization model. About 1.5 to 2 miles of water main replacement is expected to be completed annually by OWASA’s construction crew and over \$12 million is included for six high criticality main replacements throughout the system.

OWASA CAPITAL IMPROVEMENTS PROGRAM FIVE-YEAR OVERVIEW FOR FY 2022-26						
Project Category:	Annual Totals					5-Year Total
	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2022-26
Raw Water Supply Sources	\$670,000	\$2,513,300	\$123,000	\$297,000	\$2,061,000	\$5,664,300
Raw Water Transmission	0	0	75,000	0	0	75,000
Water Treatment Facilities	3,900,000	8,394,200	2,475,000	1,309,500	397,500	16,476,200
Finished Water Pumping	0	0	0	0	0	0
Finished Water Storage	0	125,000	0	0	0	125,000
Water Transmission and Distribution	7,070,750	3,076,500	2,238,000	11,328,000	6,373,000	30,086,250
Wastewater Collection Lines	2,335,000	3,250,000	7,670,000	2,200,000	3,850,000	19,305,000
Wastewater Pump Stations	430,000	178,000	500,000	150,000	100,000	1,358,000
Wastewater Treatment and Disposal	2,823,000	1,087,000	3,210,000	2,670,500	3,985,500	13,776,000
Reclaimed Water Facility Rehabilitation	400,000	0	0	0	0	400,000
Central Office and Operations	0	0	0	0	0	0
FY 2022 - 2026	\$17,628,750	\$18,624,000	\$16,291,000	\$17,955,000	\$16,767,000	\$87,265,750

For the five-year period, the majority of the funding in the draft CIP budget is dedicated to the rehabilitation of existing infrastructure. The chart below shows the breakdown.



Rate Increase Projections

The following table shows the projected rate increases over the next five years based on the draft budget and future year projections.

	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Rate Increase	5%	7%	5%	5%	4%
Increase in residential monthly bill based on average use of 4,000 gallons per month	\$3.79	\$5.56	\$4.24	\$4.47	\$3.74
Amount of monthly bill after increase	\$79.46	\$85.02	\$89.26	\$93.73	\$97.47

Due to the pandemic, about \$5 million of CIP projects planned for FY 2021 were deferred to future years. Additionally, a project to implement a new computerized maintenance management system (CMMS), compensation increases for employees, and other operating expenses were eliminated from the FY 2021 budget. To try to minimize the rate increase for FY 2022, the CMMS implementation project, updating our construction standards and specifications, implementing an apprentice program, and other expenses have been deferred to future years. These deferred expenditures are now projected to be included in subsequent years' budgets. We have also included funds in FY 2024 to improve our customer billing and finance and accounting capabilities by implementing a new enterprise system.

The following table shows a summary of the draft FY 2022 budget.

Description	Amount
Water, sewer, and reclaimed water revenue	\$38,785,475
System development fees	1,249,897
Other revenue	807,900
Total revenue	40,843,272
Operating expenses	(23,925,200)
Net income before debt service payments	16,918,072
Debt service	(8,623,186)
Net income less debt service	\$8,294,886
Debt service coverage ratio	2.0

Summary

Due to the impact of the pandemic on the community, we did not implement a planned 5% rate increase in FY 2021. In addition, demand for water has been below normal levels throughout FY 2021 which has resulted in lower water and sewer revenue. To balance the FY 2021 budget, we deferred capital improvements projects, eliminated raises for employees, and deferred other expenses. While these steps were justified given the unusual circumstances, this approach is not sustainable.

Staff has drafted the FY 2022 budget based on our professional judgement of what is needed to maintain service levels to customers. Following our normal practice, the increase would go into effect on October 1, 2021 when the local and national economies are expected to be in much better condition. The 5% rate increase for FY 2022 is needed to support the draft budget and meet our financial performance objectives. Without this increase, revenue in FY 2022 would be about \$1.3 million less than the draft budget; revenue for the five-year period FY 2022-2026 would be about \$9.5 million less.

Next Steps

Public hearings on the budget and rates are tentatively scheduled for May 27, 2021. A final budget and proposed rate schedule are tentatively scheduled to be presented for approval at the Board’s Work Session on June 10, 2021. However, we have flexibility in the timing of both actions. State statute requires that the budget be adopted prior to July 1, 2021 and that a public hearing be held prior to adoption. Tentatively, next steps include the following.

1. Staff will incorporate feedback from the March 25th Board meeting into the budget and financial plan.
2. Staff anticipates presenting an updated draft of the FY 2022 budget and rate adjustment recommendation to the Board of Directors on April 8. At the meeting on April 22, 2021, staff will ask for the Board’s authorization to publicize budget and rate information in advance of the public hearings.
3. Staff will prepare a revised (if necessary) draft of the FY 2022 budget and rate adjustment recommendation for presentation at the public hearings.

4. At the public hearings, the Board will receive and consider comments from customers and other stakeholders.
5. After considering public input, the Board of Directors will discuss and provide guidance to staff on the final draft of the FY 2022 budget and rate adjustment recommendation.
6. Staff will finalize the FY 2022 budget and rate adjustment recommendation and is scheduled to present it for adoption by the Board of Directors at its work session on June 10, 2021.

Action Requested

Review information, provide guidance to staff, and identify any additional information needed.



Stephen Winters, CPA
Director of Finance and Customer Service

Agenda Item

- Discuss OWASA Board Member Recruitment

Purpose

- Determine whether OWASA should be formally involved in recruiting OWASA Board Members, and if the Board decides it should, decide what research is needed and who will be involved.

Background

- OWASA Board Members terms are for three years. The schedule of term expirations was established so that no more than three new Board Members would be appointed in a given year for continuity and knowledge management purposes. See attached OWASA Board Member Term Expirations.
- In the immediate past we have had the following vacancies:
John Cooley's seat (Chapel Hill) has been vacant for 16 months and Jeff Danner's seat (Chapel Hill) was vacant for 3 months.
- In the next few months there will (hopefully) be four appointments, three of which will be new appointments, assuming Jody will be reappointed.
- Finding these new appointments will be a challenge.
- OWASA has a tremendous asset in sourcing Board candidates: it's mailing lists and communications channels.
- Question: should OWASA get involved in messaging to its network about the need for and requirements of director candidates?

Action Needed

- Board feedback and discussion.

March 25, 2021

OWASA Board Member Term Expirations

	Seat and incumbent	2021	2022	2023	2024	2025	2026
Chapel Hill	Morris (2 nd term)			✓			✓
	Runberg (1 st term - resigns June 30, 2021, term expires 2022)		✓			✓	
	Boehm (1 st term)		✓			✓	
	Leibel (1 st term)			✓			✓
	Vacant Seat	✓			✓		
Orange County	DuBose (2 nd term)			✓			✓
	Eimers (1 st term)	✓			✓		
Carrboro	Ayankoya (2 nd term)		✓			✓	
	Morgan (2 nd term)	✓			✓		
	Total appointments by all boards	4	3	3	3	3	3

Background

OWASA Board Members terms are for three years. The schedule of term expirations was established so that no more than three new Board Members would be appointed in a given year for continuity and knowledge management purposes.

March 2021