



AGENDA
Board of Directors' Meeting
Jacksonville City Hall
Thursday, May 16, 2019
6:00 PM

CALL TO ORDER - Chairman Gregory Hines

INVOCATION – Pastor Terry F. Hinson with Blue Creek Baptist Church will provide the invocation.

PLEDGE OF ALLEGIANCE – Chairman Hines will lead the board and audience in the Pledge of Allegiance.

CHAIRMAN'S REMARKS

Please turn cell phones to “off” or “vibrate”. Individuals making presentations or public comments are asked to adjust the microphones as necessary and to speak directly into the microphone. This meeting is being recorded.

1. APPROVAL OF AGENDA

Action Requested: Consider a “Motion to approve agenda as amended/submitted.”

2. APPROVAL OF ITEMS ON CONSENT AGENDA

The consent agenda includes items that may be acted upon in a single vote with the minutes reflecting the motion and vote on each item. Any ONWASA Director may remove items from the consent agenda for separate discussion and consideration during the business portion of the meeting.

Action Requested: Consider a “Motion to approve the consent agenda.”

CONSENT AGENDA ITEMS

A. Acceptance of Monthly Departmental Reports

March & April 2019 Financial Reports
March 2019 OPS Report

Action Requested: Consider a “Motion to accept the monthly departmental reports.”

B. Approval of Minutes

October 18, 2018 & April 23, 2019 Special Meeting Minutes
March 21, 2019 Regular Meeting Minutes

Action Requested: Consider a “Motion to approve the minutes as presented.”



C. Administrative Service Agreement (3) – For the convenience of Authority customers located in or near the general vicinity of the Towns it was provided in the Water and Sewer Agreement with the Towns that the Authority shall maintain facilities in the Towns for the purpose of bill payment and telephone communication from customers. ONWASA currently has agreements with the Towns of Holly Ridge, Richlands, and Swansboro.

Action Requested: Consider a “Motion to approve the Administrative Service Agreement and authorize the Chairman of the Board to execute the agreement and any other document as may be required by this action.”



D. Audit Contract Fiscal Year 2018-2019

RSM US LLP has submitted a contract and arrangement letter in the amount of \$52,000 for the annual audit for Fiscal Year 2018-2019.

Action Requested: Consider a “Motion to proceed with a contract for the Fiscal Year 2018-2019 audit in the amount of \$52,000, and authorize the chairman to execute this contract plus other documents as may be required in connection with this action.”



E. Uncollectable Water and Sewer Accounts Write-Off

Each year inactive water and sewer accounts that are deemed uncollectable must be written off of the accounts receivable against the allowance for doubtful accounts. The amount of this year’s uncollectable water and sewer accounts is \$29,478.12. This is less than 0.5% of the total water and sewer fees billed in the last twelve months. Prior to deeming an inactive account uncollectable, we attempt to collect the outstanding account balances through Online Utility Exchange and the North Carolina Debt Setoff Program.

Action Requested: Consider a “Motion to write-off uncollectable accounts in the amount of \$29,478.12.”

3. SPECIAL PRESENTATION TO ONSLOW COUNTY COMMISSIONER JACK BRIGHT

4. BUSINESS



A. Intergovernmental Service Agreement for the Supply of Potable Water During Water Emergencies

This item consists of a new Intergovernmental Service Agreement (IGSA) between ONWASA and Marine Corps Base Camp LeJeune (CAMLEJ) to construct new metered connections between the ONWASA water distribution system and those serving Midway Park, Camp Geiger and the Marine Corps Air Station, New River. When completed, these connections would allow CAMLEJ to utilize ONWASA as a temporary source of potable water to maintain service to these locations in the event of an emergency (casualty loss, hurricane or other natural disaster) that disables their own water treatment and/or distribution facilities.

Under the proposed IGSA, CAMLEJ will be responsible for funding and overseeing all engineering, permitting and construction necessary to establish the new interconnection locations, with a working group formed from both parties to resolve the specific details of design, location of connection points, etc. In the event an interconnection is opened, the water used will be metered and billed by ONWASA using the adopted rate schedule in effect at the time the water was provided. ONWASA also reserves the right to refuse a request to open an interconnection, or to terminate an active interconnection, in the event it is experiencing a water emergency, or the added demand drops system pressure below State-mandated minimums.

The IGSA has been reviewed and approved by administrative, technical and legal staff from both signing parties.

Presenter: Jeffrey L. Hudson, CEO

Action Requested: Consider a “Motion to proceed with the Intergovernmental Service Agreement between Marine Corps Base Camp Lejeune and ONWASA for the Supply of Potable Water During Water Emergencies, and to authorize the Chief Executive Officer to execute this contract and any additional documents as required in connection with this action.”

B. Intergovernmental Service Agreement for Wastewater Force Main



This item consists of a new Intergovernmental Service Agreement (IGSA) between ONWASA and Marine Corps Base Camp Lejeune (CAMLEJ) to construct a new connection between a portion of their wastewater collection system and ONWASA's Piney Green Road force main, which already crosses CAMLEJ and connects to their French Creek treatment facility. When completed, the connection would allow CAMLEJ to divert discharge from one of its primary wastewater pumping stations into the Piney Green force main in the event of a catastrophic failure or other emergency within their own force main system. Such a diversion would provide a redundant method to ensure wastewater service is maintained on CAMLEJ while repairs are made to their own main.

Under the proposed IGSA, CAMLEJ will be responsible for funding and overseeing all engineering, permitting and construction of the new section of force main, as well as ownership, maintenance and repair when necessary. The Piney Green force main has sufficient capacity to support an emergency connection of this type, and there will be no additional operating cost to ONWASA from entering into this agreement.

The IGSA has been reviewed and approved by administrative, technical and legal staff from both signing parties.

Presenter: Jeffrey L. Hudson, CEO

Action Requested: Consider a “Motion to proceed with the Intergovernmental Service Agreement between Marine Corps Base Camp Lejeune and ONWASA for the Interconnect ability of Wastewater Force Mains, and to authorize the Chief Executive Officer to execute this contract and any additional documents as required in connection with this action.”



C. Disaster Response Emergency Construction Services Contracts

This item consists of a pair of single prime construction contracts that will be used for the completion of emergency repairs to ONWASA's water and wastewater utility infrastructure in the aftermath of a natural disaster or other catastrophic event. Each contract will establish unit or lump sum pricing for multiple items of work that are often needed immediately following a major storm event, including: repair of water or sewer mains; placement of temporary fill at road washouts; installation of isolation valves and operating bypass pumping equipment at manholes or sewage pumping stations. Work is to be performed on an as-needed basis, determined solely by ONWASA, with payments to each contractor based on the actual work assigned and the pricing established in the contract.

Two contracts are proposed, one designated as the "Primary" contractor and one designated as the "Secondary" contractor. The Primary contractor shall be on a first contact basis for all disasters and emergencies that require a response. The Secondary contractor will serve as a backup to the Primary if they are unable to respond within the stipulated 24 hours following a request, or if the disaster is of a scale that is larger than one firm can address adequately. ONWASA reserves the right to decide when and if either contract will be used and the work assigned to it. Both contracts have a maximum duration of two years and maximum value of \$500,000.

The construction contract documents for these contracts were advertised for formal bid beginning March 28, 2019 and a total of 5 bids were received and opened on April 30, 2019. After review of the bid results and supporting documentation, the design engineer for this project (WK Dickson and Company) has recommended acceptance.

Presenter: Julie A. Hellmann, PE
Vice President & Wilmington Regional Manager
WK Dickson & Co., Inc.

Action Requested: Consider "Motion to proceed with Disaster Response Emergency Construction Services Contracts, in the amount of \$500,000 per contract maximum, with A.C. Schultes of Carolina, Inc. as primary Contractor and State Utility Contractors, Inc. as Secondary Contractor, and to authorize the Chief Executive Officer to execute these contracts and any additional documents as required in connection with this action."

D. Presentation of the 2019-2020 Proposed Budget



Mr. Jeffrey Hudson, CEO, will present the proposed 2019-2020 budget.

Action Requested: Consider "A motion to set the public hearing for the 2019-2020 budget at a special meeting of the board to be held on Thursday, May 30, 2019 at 6pm or as soon thereafter as may be reasonably possible in the Jacksonville City Hall Council Chamber."

5. PUBLIC COMMENT

Citizens are invited to address any comments or concerns to the Board of Directors. Each speaker is granted three (3) minutes.

6. CHIEF EXECUTIVE OFFICER'S COMMENTS

7. BOARD OF DIRECTOR'S COMMENTS

9. ADJOURN

For Reference: ONWASA Strategic Plan Goals

Business Items and Major Budget Initiatives are all tied to the goals that are part of ONWASA's adopted strategic plan. Icons indicate which goals the item(s) support.



Communication and Partnerships

Fostering an environment that encourages open communication and supports partnerships



Enhanced Customer Experience

Creating a culture that delivers an enhanced customer experience



Financial Stewardship

Generating revenues sufficient to support operations and growth, while maintaining reasonable rates



Reliable and Sufficient Infrastructure

Planning, delivering, and maintaining dependable infrastructure necessary to address the changing needs of the service area



Workforce Development

Attracting, developing, and retaining a professional highly skilled, engaged, and versatile team