



## AGENDA

Board of Directors' Meeting - Jacksonville City Hall  
Thursday, June 17, 2021 - 6:00 PM

- CALL TO ORDER -** Chairman Jerry Bittner will call the meeting to order.
- INVOCATION -** Mr. Jeffrey Hudson will offer the invocation.
- PLEDGE OF ALLEGIANCE -** Chairman Bittner 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

*Any Director may request that any Consent Agenda item(s) be moved to the Business portion of the agenda. An item moved to Business will be considered separately. Items remaining on the Consent Agenda may then be considered as a whole.*

#### **A. Acceptance of Monthly Departmental Reports**

April 2021 & May 2021 Financial Reports  
April 2021 Operations Reports

**Action Requested:** Consider a "Motion to accept the monthly departmental reports."

#### **B. Approval of Minutes**

May 20, 2021 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. Laboratory Addition Construction Contract Change Order (CIP-002A)**

Work is currently underway on construction of the new water chemistry laboratory addition at the ONWASA Central Office facility on Georgetown Road. A Notice to Proceed was issued to the contractor, Primus Structures Incorporated of Newport, NC on December 14, 2020 and work is to be completed within 365 calendar days from that date.

During excavation for the new building's foundation, the contractor encountered areas where unsuitable materials (old foundations and construction debris) would interfere with concrete footer construction. These locations had to be evaluated, the materials removed and new fill material placed before further foundation work could begin. While the cost of this additional work was already addressed through an allowance included within the original contract amount previously approved by the Board of Directors, the contractor has requested seven (7) days be added to the contract duration due to the impact on this work on the critical path of construction. The design architect on this project, Smith Sinnett Architecture, has reviewed the contractor's request and agrees with the number of days to be added, and I am recommending approval of this Change Order.

**Action Requested:** Consider a “Motion to proceed with execution of Change Order #1 to amend the construction contract with Primus Structures Incorporated, and to authorize the Chief Executive Officer to execute this Change Order and any additional documents as required in connection with this action.”

**E. Main Office Roof Replacement Construction Contract Change Order (CIP-001)**

Work is currently underway on a project to replace the existing roof on the entire Administration Building at the ONWASA Central Office Facility on Georgetown Road. The proposed roof will be a fully adhered thermoplastic membrane material with new sloped insulation that will provide superior leak resistance even in severe weather events. A Notice To Proceed was issued to the contractor, Rescue Construction Solutions of Raleigh, NC on February 16, 2021 and work is to be completed within 180 calendar days from that date.

While the contractor has already received approval for and ordered the materials to be used on this project, the start of work on the roof itself has been significantly delayed due to supply chain issues and very long lead times for key components, in particular insulation board and some adhesives. The contractor has now received a June 30th delivery date for the insulation board and is prepared to immediately begin work, however final completion will extend well beyond the current contract

duration and they are requesting an additional fifty-eight (58) days be added to the contract to address the impacts of these material shortages. The design architect on this project, Smith Sinnett Architecture, has reviewed the contractor's request and agrees with the number of days to be added, and I am recommending approval of this Change Order.

**Action Requested:** Consider a “Motion to proceed with execution of Change Order #1 to amend the construction contract with Rescue Construction Solutions, and to authorize the Chief Executive Officer to execute this Change Order and any additional documents as required in connection with this action.”

#### **F. Chemical Products Bid**

On May 14, 2021 an invitation for bids was posted on the ONWASA website for Various Chemicals or Materials RFB 2021-22C. On May 28, 2021 bids were opened. Vendors that submitted were Amerochem, Shannon Chemical, Italmatch and Univar.

This contract includes an allowance for yearly renewals, upon mutual agreement, for up to four consecutive years. The lowest responsible and responsive bids on chemicals for FY 2021-2022 are:

Amerochem - Liquid Sodium Hypochlorite \$1.24 per gallon, Liquid Sodium Hypochlorite mini bulk \$1.12 per gallon, Liquified Hydrofluorosilic Acid \$2.43 per gallon, Orthophosphate at \$5.63 per gallon and Sodium Bisulfite \$2.15 per gallon.

Univar - Carbon Glycerin \$4.32 per gallon.

**Action Requested:** Consider a “Motion to award RFP 2021-22C to the lowest responsible bidders, Amerochem and Univar, for the period of one year beginning July 1, 2021 and authorize the CEO to execute purchase contracts along with any other documents as may be required in connection with these purchase contracts.”

#### **G. Salt Chemical RFP 2021-22C**

On May 14, 2021 an invitation for bids was posted on the ONWASA website for Various Chemicals or Materials RFB 2021-22C. On May 28, 2021 bids were received. The one bid received for Salt was rejected. The average price per ton was 86% higher than ONWASA's current price per ton.

On June 1, 2021 a second invitation for bids was posted on the ONWASA website for Salt, Chemical RFP 2021-22C Salt. On June 8, 2021 one bid was opened from Cargill Salt.

This contract includes an allowance for yearly renewals, upon mutual agreement, for up to four consecutive years. The lowest bid for Salt was received from Cargill Salt, \$143.00 per ton. This price is 3.6% higher than ONWASA's current price per ton.

**Action Requested:** Consider a “Motion to award RFP 2021-22C Salt to Cargill Salt for the period of one year beginning July 1, 2021 and authorize the CEO to execute purchase contracts along with any other documents as may be required in connection with these contracts.”

#### H. Maintenance and Repair for Light and Medium Gasoline Vehicles

On May 3, 2021 a request for bids was posted on the ONWASA website for Maintenance and Repair for Light and Medium Duty Vehicles RFB 2021-22LDV. On May 17, 2021 bids were opened. Vendors that submitted were Sanders Ford, Clarke Power Services Inc. and Sanders Garage.

This contract includes an allowance for yearly renewals, upon mutual agreement, for up to four consecutive years. The lowest bid for Maintenance and Repair for Light and Medium Duty Vehicles was received from Sanders Garage.

**Action Requested:** Consider a “Motion to award RFB 2021-22LDV to Sanders Garage for the period of one year beginning July 1, 2021 and authorize the CEO to execute the contract and any other document as may be required by this action.”

#### I. Three 1.5 Ton Cab and Chassis, Four Wheel Drive with Utility Body

On May 6, 2021, a request for bids (RFB 2021-22F) was posted on the ONWASA website for the purchase of three (3) trucks. The replacement trucks desired are 1.5 Ton cab and chassis with four wheel drive and utility body. The trucks are to be used by the crews in distribution and collections and replace three trucks that are past their useful service life based on mileage and increased cost of maintenance. Mileage on the three trucks to be replaced are: 162,619, 128,962, and 173,825, respectively. The old trucks will be declared surplus property and sold to the highest bidders per NC General Statutes.

On May 21, 2021, only one bid was received but was not opened because there were not a minimum of three bids. On May 21, 2021, a second advertisement for bids was made. On June 4, 2021 one bid was received and opened. The local Ford dealership, Sanders Ford submitted a bid for all three trucks.

The purchase of three replacement trucks for the low bid amount of \$196,101.59 is recommended to be awarded to the lowest bidder, Sanders Ford of Jacksonville, North Carolina.

**Action Requested:** Consider a “Motion to award the bid for three 1.5 ton trucks from the lowest responsible bidder, Sanders Ford of Jacksonville, North Carolina and authorize the CEO to execute the contracts and any other document as may be required in connection with these purchase contracts.”

### 3. BUSINESS



#### A. Declaration of Intent to Amend Utility Ordinance

**Presenting:** Mr. David M. Mohr, COO

This item requests consideration by the Board of Directors for amendments to the current Utility Ordinance that address three areas of concern:

Sewer Service Laterals - The proposed changes add language to further clarify the responsibility between the property owner and ONWASA in regard to sewer service laterals from the Building Sewer up to the point of connection to the sewer main. Past practice has been for ONWASA to accept responsibility for the portion of all sewer laterals between the sewer main and the first upstream clean-out. Obstructions in sewer laterals, however, are most often the direct result of property owner actions (discharge of grease, rags, etc.) and as such the responsibility for recovery from such events should rest with the property owner and not ONWASA.

Basis of Billing for Sewer Use - The proposed changes add language to allow the installation of a sewer meter as an option to bill for bulk sewer usage. Use of a separate sewer meter, which would be done at the discretion of ONWASA, would be appropriate in situations where it is believed water meter readings do not accurately reflect the amount of sewer being discharged from a specific location.

Definitions - The proposed changes revise definitions for Water Bulk Fee and Master Meter Fee to better clarify their meaning, as well as adding a definition for Sewer Bulk Fee that is already included within the Rate and Fee Schedule.

Staff worked with Authority Attorney, Mr. Chuck Kitchen, in developing the proposed language for these amendments to the Utility Ordinance.

**Action Requested:** Consider a “Motion to approve the Declaration of Intent to Amend the Utility Ordinance”.

#### **4. PUBLIC COMMENT**



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

#### **5. CHIEF EXECUTIVE OFFICER'S COMMENTS**

#### **6. BOARD OF DIRECTOR'S COMMENTS**

#### **7. 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*