



## AGENDA

Board of Directors' Meeting - Jacksonville City Hall  
Thursday, September 16, 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

June & July 2021 Financial Reports  
May, June & July 2021 Operations Reports

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

#### B. Approval of Minutes

June 17, 2021 Meeting Minutes

**Action Requested:** Consider a "Motion to approve the minutes as presented."

### C. 2022 Proposed Schedule of Board of Directors Meetings

Each year Onslow Water and Sewer Authority Board of Directors approves and publishes a set schedule of meetings. All Board of Directors regular meetings shall be held at Jacksonville City Hall, 815 New Bridge St. Jacksonville, NC at 6:00 PM unless otherwise advertised.

**Action Requested:** Consider a “Motion to approve the 2022 Proposed Schedule of Regular Meetings of the ONWASA Board of Directors.”

### D. FY21 Budget Rollover to FY22

Each year the Finance Department tracks purchases or projects that were ordered or procured in one fiscal year, but which will not be received or completed until the following fiscal year. Generally accepted accounting principles state that expenses must be booked in the fiscal year in which they are received or completed. For the fiscal year just begun on July 1, 2021 there are 5 orders which are carried over from the prior fiscal year. Of the 5 purchases, 4 are engineering/consultant projects and 1 is a repair project. The total is \$128,172. These funds were budgeted in FY 21 but not spent. Fund balance to match the expenditure would be budgeted in the current year, FY22 to cover all expenses.

**Action Requested:** Consider a “Motion to approve the purchase order rollovers and associated budget amendment to fully cover the rollover purchases.”

## 3. BUSINESS



### A. Master Agreements for Consulting Services 2021

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

ONWASA utilizes contracts with professional engineering consulting firms to complete the design, bidding, and oversee construction of projects within the Capital Improvement Program, as well as provide technical assistance on various issues outside the expertise of staff. To ensure suitable firms are readily available to perform this work, a group of firms are selected to enter into Master Agreement for Consulting Services (MACS) contracts that establish the basic requirements for any work to be performed. Individual sub-contracts that stipulate work tasks, schedule and fees are then executed on an as-needed basis for each project assigned to that firm. All six (6) prior MACS contracts expired in CY 2020, and while existing projects continue to move forward a new group of firms must be selected for upcoming CIP projects.

In accordance with the qualifications-based selection process required under State statute, a Request for Qualifications stipulating the requirements for these contracts and the types of projects that could be assigned to individual firms was issued by ONWASA on May 5, 2021. A total of fourteen (14) firms submitted a Statement of Qualifications (SOQ) by the June 11, 2021 deadline. The SOQ for each firm was independently evaluated against standardized scoring criteria by two ONWASA staff, the scores totaled, and the firms ranked highest to lowest in each of three Experience Categories listed within the RFQ. Based on the results of this scoring, and the number of future CIP projects requiring such services, a total of seven (7) firms have been recommended for contracts:

CDM Smith - Raleigh, NC  
Groundwater Management Associates, Incorporated - Apex and Greenville, NC  
Highfill Infrastructure Engineering, P.C. - Wilmington, NC  
McKim & Creed - Raleigh, NC  
WithersRavenel - Wilmington, NC  
WK Dickson and Company, Incorporated - Wilmington, NC  
The Wooten Company - Raleigh, NC

All of these firms have extensive water and/or wastewater utility experience in North Carolina, and five have successfully completed projects under prior contracts with ONWASA. The proposed new contracts will have a five-year duration (three-year base contract with two optional one-year extensions).

**Action Requested:** Consider a “Motion to proceed with execution of a Master Agreement for Consulting Services Contract with each of the selected firms, and to authorize the Chief Executive Officer to execute these contracts and any additional documents as required in connection with this action”.

## **B. Ordinance Amending Utility Ordinance**



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

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

This was originally presented to the Board on June 17, 2021. During that regular meeting the Board adopted a Declaration of Intent to Amend the Utility Ordinance. The required notices and time for review has been given and the item is now available for Board action.

**Action Requested:** Consider a “Motion to approve the Ordinance Amending the Utility Ordinance which would enact changes to Section 1.1 Definitions, Section 3.1 Method of Connection, Section 3.2 Maintenance of Building Sewer Damages, Section 3.4 Basis for Billing Sewer Use, and Section 4.1 General”.

### C. Holiday Policy Correction Proposal

**Presenting:** Mr. Jeffrey Hudson, CEO

The existing Onslow Water & Sewer Authority Personnel Policy made a distinction between employees that typically work a Monday through Friday, 8-5 job and employees that work alternative schedules, such as 10 or 12 hour days, 7-on and 7-off.

An unintended consequence of this policy was that persons who are not scheduled to work on a holiday received no holiday benefit. For example, if July 4th fell on a Monday, all “regular shift” employees would have July 4th off with pay. An alternative shift employee who was not scheduled to work on July 4th received nothing. True, they had the Fourth of July off, but they did not receive benefit of that holiday. This has become a morale issue among our alternative shift employees. Moreover, it is an internal equity issue between two employee groups. The only employees that currently work alternative schedules are the Operators of water and wastewater plants as well as operators within the system control center. These are some of the most highly skilled and certified employees that we have.

The solution proposed will ensure that “regular shift” employees and “alternative shift” employees are treated equally. Each employee that works on a holiday receives double pay for all hours worked on the holiday. Each employee that does not work on the holiday receives eight (8) hours of leave which is either taken on that day, or added to their leave bank if they just happened to be off on the holiday due to their schedule.

**Action Requested:** Consider a “Motion to approve the modification to the Holiday policy.”

## 4. CLOSED SESSION



The ONWASA Board of Directors will enter closed session pursuant to NCGS 143-318.11(a)(6) to discuss the performance of a public officer or employee.

**Proposed Motion:** Consider a “Motion to go into closed session pursuant to NCGS 143-318.11(a)(6)”.

## 5. 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.

## 6. CHIEF EXECUTIVE OFFICER'S COMMENTS

## 7. BOARD OF DIRECTOR'S COMMENTS

## 8. 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*