



AGENDA
Board of Directors' Regular Meeting
Jacksonville City Hall
Thursday, September 19, 2019
6:00 PM

CALL TO ORDER - Chairman Gregory Hines

INVOCATION – Pastor Timothy Dupree of Redemption 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

May, June, July, and August 2019 Financial Reports
April, May, June, and July 2019 Ops Reports

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

B. Approval of Minutes

Regular Meeting Minutes – May 16, 2019
Special Meeting Minutes – May 30, 2019

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



C. 2020 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 2020 Proposed Schedule of Regular Meetings of the ONWASA Board of Directors.”



D. Purchase Order Rollover

After the closing of Fiscal Year 2018-2019, four Operating Fund Purchase Orders were not able to be completed and closed. All of these purchase orders have been previously funded in prior fiscal years. These purchase orders need to be rolled over into the current fiscal year to be completed and will be re-appropriated from fund balance which will require a budget amendment.

Purchase Order Rollover List				
Vendor	PO#	PO Date	Balance	Description
APPLIED TECHNOLOGY SOLUTIONS, INC	6172	7/17/18	11,200.00	Upgrade ATS Linux Servers to Red Hat Enterprise
WK DICKSON & CO INC	6838	2/14/19	44,340.50	Water Model Updates and Training
LEONARD ALUMINUM BUILDINGS	6994	4/16/19	7,925.00	*Replace Aluminum Building damaged in Hurricane Florence
MOBILE COMMUNICATIONS AMERICA, INC	7061	5/13/19	4,095.50	Catherine Lake Elevated Tank Telemetry Repair
Total Purchase Order Rollover			\$67,561.00	

***Note:** Insurance monies were received for this loss during FY 2019-2020. Because the replacement purchase and the payment for claim did not occur in the same fiscal year it is necessary to budget for this purchase.

Action Requested: Consider a “Motion to approve the rollover of the purchase orders listed above and the attached budget amendment in the amount of \$67,561.00.”



E. Chemical Products Bid

On June 4, 2019 a request for bids (RFB) was posted on the ONWASA website for Various Chemicals or Materials RFB 2019-20C. On June 18, 2019 bids were opened. Vendors that submitted were Amerochem, Cargill Salt, Carus Corp., Shannon Chemical and Water Guard, Inc. 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 2019-2020 are:

Amerochem - Granulated Chlorine HTH \$1.132 per pound, Liquified Hydro-Fluro-Silic Acid \$2.46 per gallon, Liquid Lime \$1.42 per gallon, Orthophosphate at \$5.40 per gallon and Sodium Bisulfite \$1.96 per gallon.

Cargill Salt - Salt \$138.00 per ton.

Shannon Chemical - Potassium Permanganate 55 pound container \$1.49 per pound and 330 pound drums \$1.49 per pound.

Water Guard, Inc. - Chlorine Sticks 50 pound container \$2.40 per pound, Liquid Sodium Hypochlorite bulk \$.759 per gallon, Liquid Sodium Hypochlorite mini bulk \$.81 per gallon, Avista Tech 1400 bulk \$9.451 per gallon, Citric Acid 55 gallon drum \$6.951 per gallon, Carbon Glycerin drums \$4.23 per gallon and totes \$4.13 per gallon.

Action Requested: Consider a "Motion to award RFP 2019-20C to the lowest responsible bidders for the period of one year beginning September 20, 2019 and authorize the CEO to execute purchase contracts plus any other documents as may be required in connection with these purchase contracts."



F. Maintenance and Repair for Light and Medium Duty Vehicles and Equipment Bid

On May 14, 2019 a request for bids (RFB) was posted on the ONWASA website for Maintenance and Repair for Light and Medium Duty Vehicles and Equipment RFB 2019-20LDV. On June 13, 2019 bids were opened. Vendors that submitted were Lejeune Motor Company, Sanders Garage, Smiths Auto Service and Tint World 079. 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 and Equipment contract was received from Lejeune Motor Company.

Action Requested: Consider a "Motion to award RFB 2019-20LDV to Lejeune Motor Company for the period of one year beginning September 20, 2019 and authorize the CEO to execute contracts plus any other documents as may be required in connection with these contracts."



G. Maintenance and Repair for Diesel, Heavy Duty Vehicles and Equipment Bid

On June 18, 2019 a request for bids (RFB) was posted on the ONWASA website for Maintenance and Repair for Diesel, Heavy Duty Vehicles and Equipment RFB 2019-20HDV2. On July 2, 2019 bids were opened. Vendors that submitted were Clarke Power Services Inc., Lejeune Motor Company, 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 Diesel, Heavy Duty Vehicles and Equipment was received from Clarke Power Services, Inc.

Action Requested: Consider a "Motion to award RFB 2019-20HDV2 to Clarke Power Services, Inc. for the period of one year beginning September 20, 2019 and authorize the CEO to execute contracts plus any other documents as may be required in connection with these contracts."



H. Bond Counsel Letter of Engagement

In conjunction with the approved CIP, ONWASA will be potentially issuing revenue bonds to fund various projects. ONWASA will need bond counsel representation for issuing revenue bonds. Womble Bond Dickinson (US) LLP has worked for ONWASA for previous revenue bond issuances.

The services to be received consist of preparing and issuing revenue bonds on behalf of ONWASA. Funds for these expenses will be included as part of the revenue bond issuance or the annual budget.

Action Requested: Consider a "Motion to approve the firm of Womble Bond Dickinson (US) LLP to represent ONWASA under the letter of engagement and authorize CEO to execute the contract and any other documents required."

I. The Swamp Bound Hunting Club

The Swamp Bound Hunting Club wishes to renew the lease of ONWASA property associated with the North West Regional Waste Water Reclamation and Swansboro Waste Water Infiltration pond sites for the purpose of hunting this land. ONWASA has had no problem with the hunting club who regularly inspects the property and advises ONWASA of any problems or trespass. This item will match the length of term of the existing Oak Island Hunting Club lease for the ONWASA property near Holly Ridge.

Action Requested: Consider a "Motion to renew the lease between ONWASA and The Swamp Bound Hunting Club and allow Chief Executive Officer, Jeffrey Hudson, to sign on behalf of ONWASA executing the lease agreement with Swamp Bound Hunting Club for a period of three years ending September 30, 2022."

3. BUSINESS



Amended Project Ordinance for Water Main Interconnections - Phase 1 and Phase 2

Major capital improvement projects typically span multiple years, therefore ONWASA (like most municipalities and counties) utilize Project Ordinances to create individual budgets for each project a case-by-case basis. This agenda item seeks to amend an existing Project Ordinance originally created in June 2018 for the Water Main Interconnections - Phase I and Phase II Project (No. CIP-003).

This project seeks to improve locations where existing water mains were intentionally severed in years past to facilitate NCDOT roadway culvert or bridge replacement projects. The dead-end lines created by that work have a negative impact on both water supply and pressure in those areas. Phase II construction uses horizontal directional drilling technology to install a new high-density polyethylene water main below or around the culvert/bridge to restore flow. Work on Phase I was completed earlier this year and design of the Phase II Project is now underway.

This request to amend the project ordinance is due to a change in the original scope of work for Phase II, which adds the replacement of two (2) existing water main aerial stream crossings that were damaged during Hurricane Florence and are at high risk for future damage.

The first site (along Highway 17 north of Jacksonville) lost a structural support due to flooding and is now more likely to fail in future storm events. The second site (along Ramsey Road) is a 12-inch diameter main that discharged more than a million gallons of potable water during the storm when a connection pulled apart.

ONWASA has been informed that the replacement of aerial crossings with underground pipe is not eligible for FEMA or insurance funding at this time.

The original, existing project was budgeted at \$420,000. This requested amendment seeks to add \$397,500 to the to the project from ONWASA fund balance. That would bring the total amended project ordinance to \$817,500 (shown on the attached "Amended Project Ordinance").

With approval of this request, competitive bidding of a construction contract for Phase II of the project should begin before the end of this year. The goal is to complete underground bores prior to the 2020 hurricane season.

Presenter: David Mohr, P.E., Engineering Director

Action Requested: Consider a "Motion to amend the existing Project Ordinance for Project No. CIP-003 and adopt the corresponding Budget Amendment."

4. PUBLIC COMMENT

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

5. CHIEF EXECUTIVE OFFICER'S COMMENTS

6. BOARD OF DIRECTORS' 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