



## AGENDA

**Board of Directors' Meeting - Jacksonville City Hall  
Thursday, September 19, 2024 - 6:00 PM**

- CALL TO ORDER -** Vice Chairman Paul Conner will call the meeting to order.
- PLEDGE OF ALLEGIANCE -** Vice Chairman Conner will lead the board and audience in the Pledge of Allegiance.
- INVOCATION -** Pastor Josh McCord with Blue Creek Baptist Church will provide the invocation.

**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**

July and August 2024 Financial Reports  
June and July 2024 Operations Reports

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

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

June 12, 2024 Proposed Special Meeting Minutes  
June 20, 2024 Proposed Regular Meeting Minutes  
August 1, 2024 Proposed Special Meeting Minutes

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

**C. 2025 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 2025 Proposed Schedule of Regular Meetings of the ONWASA Board of Directors.”

**D. Uncollectable Water and Sewer Account Write-Offs**

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 uncollectible water and sewer accounts is \$65,512.11. This amount is less than two percent (0.0186) 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 \$65,512.11.”

**E. Master agreements for Consulting Services – One-year Exentions**

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. The six firms listed below were executed in October/November of 2021. All firms are currently working on tasks that will require their contracts to be extended for one-year.

Groundwater Management Associates, Inc.	Highfill Infrastructure Engineering, P.C.
McKim & Creed, Inc.	WithersRavenel, Inc.
WK Dickson & Co., LLC	The Wooten Company

Action Requested: Consider a “Motion to approve the one-year contract extension of the Master Agreements for Consulting Services and to authorize the Chief Executive Officer to execute these contract extensions and any additional documents as required in connection with this action.”

**F. Approval of Assignment of Contracts**

Onslow Water & Sewer Authority entered into a Master Agreement for Consulting Services with W K Dickson and Company, Inc. on October 14, 2021. Effective August 30, 2024 W.K. Dickson merged with Ardurra Group and will operate as W K Dickson & Co., LLC. As a result it is necessary for our contracts with W.K. Dickson, Inc. assigned to W.K. Dickson & Co., LLC. Under the Master Agreement for Consulting Services, Assignor is required to have approval by the Onslow Water and Sewer Authority prior to any assignment of its rights under the Agreements. Staff recommends approval of the Assignment of Contracts.

Action Requested: Consider a “Motion approve the Assignment of Contracts between Assignor, W.K. Dickson & Co., Inc. and Assignee, W.K. Dickson & Co., LLC and authorize the Chief Executive Officer to sign this agreement and any additional documents as required in connection with this action.”

### 3. BUSINESS



#### A. **RFB#2024-2025 1.5 Ton Crew Cab and Chassis with Utility Body and Auto Crane**

**Presenting:** Mr. J. Eric Adams – Chief Financial Officer

For the purchase of one (1) 1.5 Ton Crew Cab and Chassis with Utility Body and Auto Crane, the purchase was included in this year's vehicles budget for Collections, from the lowest, responsive bidder. A formal Request For Bids (RFB) for the vehicle was advertised beginning July 24, 2024 and three (3) bids were received by the August 1, 2024 due date. The lowest, responsive bidder for the contract was National Automotive Group, Inc. ONWASA staff have reviewed the bids submitted and recommended both acceptance and execution of the purchase contract with this company.

The total cost for all options and delivery is \$159,694.00.

**Action Requested:** Consider a "Motion to award RFB#2024-2025CT to the lowest, responsive bidder, National Automotive Group, Inc for the amount of \$159,694.00 and authorize the CEO to execute purchase contracts plus any other documents as may be required in connection with these contracts."



#### B. **Vector 2100i Vacuum Truck and Vector IMPACT Combination Sewer Cleaner**

**Presenting:** Mr. J. Eric Adams, Chief Financial Officer

For the purchase of one (1) Vector IMPACT Positive Displacement Combination Sewer Cleaner and one (1) Vector 2100i Positive Displacement (PD) Combination Vacuum Truck which was included in this year's operating budget. Staff recommends using the North Carolina Sheriffs Association Contract 24-08-0421R. This contract was awarded to Joe Johnson Equipment of Monroe NC and is effective May 18, 2024 through May 17, 2025.

The total cost for all options and delivery of the Vector IMPACT is \$374,780.72.

The total cost for all options and delivery of the Vector 2100i is \$571,770.00.

**Actions Requested:**

Consider a "Motion to approve the purchase of one Vector IMPACT Positive Displacement Combination Sewer Cleaner and one Vector 2100i Positive Displacement Combination Vacuum Truck utilizing the North Carolina Sheriffs Association Contract 24-08-0421R from Joe Johnson Equipment and authorize the CEO to execute purchase contracts plus any other documents as required in connection with these contracts."



#### C. **2024-25 Dixon WTP Secondary Lagoon Cleaning and Liner Replacement Project Construction Contract**

**Presenting:** Mr. J. Eric Adams- Chief Financial Officer

This request is for approval of a construction contract to complete all work associated with the dredging, dewatering, transport, and proper disposal of accumulated solids from the secondary wastewater settling lagoon at the Dixon Water Treatment Plants. The Dixon secondary lagoon liner will be replaced.

These facilities utilize multiple 750,000 gallon lined settling lagoons (three at Dixon) to process wastewater generated from treatment activities. Regularly removing solids is necessary to maintain sufficient storage volume and ensure the water discharged from the final basin meets permit requirements. Waste material removed from the selected lagoons will be transported to the Onslow County Landfill for final disposal.

All work is to be completed within ninety (90) consecutive calendar days from the issuance of a Notice To Proceed.

A formal Request For Proposal (RFP) for this project was advertised beginning July 30, 2024 and a total of two (2) bids were received after re-advertisement due to not receiving the minimum three bids. The lowest, responsive bidder for the contract was Synagro Central, LLC. ONWASA staff have reviewed the bids submitted and recommended both acceptance and execution of the contract with this company.

The total cost for the contract is \$999,753.00.

**Action Requested:** Consider a “Motion to award the RFP for 2024-25 Dixon WTP Secondary Lagoon Cleaning and Liner Replacement Project Construction Contract to Synagro Central LLC in the amount of \$999,753.00 and to authorize the Chief Executive Officer to execute this contract and any additional documents as required in connection with this action.”



**D. RFB#FY2025 Chemicals**

**Presenting:** Mr. J. Eric Adams – Chief Financial Officer

On August 30, 2024 an invitation to bid was posted on the ONWASA website for various chemicals RFB# FY2024-25 Chemicals. On September 10, 2024 bids were opened. ONWASA received bids from four vendors. Upon review, the lowest, responsive bidder for all chemicals was Amerochem Corporation.

Staff recommends chemical contracts with a term of six months and up to three renewals be awarded to Amerochem Corporation.

**Actions Requested:** Consider a “Motion to award RFB #FY2025Chemicals to the lowest responsible bidders, Amerochem Corporation for the period of six months beginning September 19, 2024 with three optional renewals and authorize the CEO to execute purchase contracts plus any other documents as may be required in connection with these purchase contracts.”



**E. Lead Service Line Project**

**Presenting:** Mr. J. Eric Adams – Chief Financial Officer

On September 21, 2023, the Board approved a Resolution to apply for a Drinking Water State Revolving Fund (DWSRF) low-interest loan for the Lead Service Line Inventory Project to assist in the comprising and identifying lead service lines for replacement to comply with the U.S. Environmental Protection Agency's (EPA's) Lead and Copper Rule Revision (LCRR).

On August 22, 2024, NCDEQ Division of Water Infrastructure offered a \$1,000,000 loan from the DWSRF BIL Lead Service Replacement Funds to assist with comprising and identifying any lead service lines in the system. Sixty percent (60%) of the loan \$600,000 will be forgiven and the remainder will be repayable at 0.00% interest and will be financed by the Drinking Water State Revolving Fund (DWSRF) Loan.

ONWASA began the project in October of 2020 and has not identified any lead services lines to date nor do we anticipate finding any in our system however to comply with the Federal guidelines we must conduct the inventory.

DWI has requested the execution of a Funding Offer and Acceptance document along with a Resolution stating acceptance of the loan and compliance with the requirements. Should the Board take action to accept the loan offer it is also necessary to adopt a project ordinance to account for the loan and related expenses.

**Actions Requested:** Consider a “Motion to approve the Resolution to accept the Drinking Water State Revolving Fund Lead Service Line Replacement loan offer, and authorize the Chief Executive Officer to execute the Funding Offer and Acceptance document and any additional documents necessary to complete this action.”

And a “Motion to adopt the Leak Service Line Project Ordinance and 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 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.



### **Workforce Development**

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



### **Operational Quality**

*Delivering high-quality service through reliable and sufficient infrastructure, qualified personnel, and efficient operations.*



### **Financial Sustainability**

*Generating revenues sufficient to support operations and growth, while utilizing financial resources in a strategic and efficient manner.*



### **Customer Satisfaction**

*Sustaining a culture that delivers and enhanced customer experience through superior service.*



### **Communication and Engagement**

*Fostering an environment that encourages open communication and accessibility, builds awareness, and supports strong partnerships.*