



## AGENDA

### Board of Directors' Meeting - Jacksonville City Hall Thursday, November 19, 2020 - 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

September & October 2020 Financial Reports  
August & September 2020 Operations Reports

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

##### B. Approval of Minutes

July 30, 2020 Special Meeting Minutes

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

### **C. 2021 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 2021 Proposed Schedule of Regular Meetings of the ONWASA Board of Directors.”

### **D. Farm Lease Agreement**

ONWASA currently leases approximately 206 acres of cropland on the property of the Northwest Regional Water Reclamation Facility. The current farm lease agreement between ONWASA and Double R Farm Service expires on December 31, 2020. Staff posted the Public Notice of Property Lease on September 22nd and notified the current Lessee and other interested parties from the past bid advertisement. The bid opening was held October 22nd and 2 offers were received. Double R Farm Service, LLC placed the highest offer of \$103 per acre.

**Action Requested:** Consider a “Motion to accept the offer from Double R Farm Service, LLC for the amount of \$103.00 per acre to farm the Northwest Regional Water Reclamation Facility for a period of three years and authorize the CEO to execute the agreement plus other documents as may be required in connection with this lease.”

### **E. Town of Swansboro Easement**

The Town of Swansboro requested ONWASA convey an easement for the purpose of assessing certain drainage issues affecting Charleston Park Subdivision. Authority Attorney Mr. Chuck Kitchen reviewed the presented Deed of Easement and his requested changes have been incorporated.

**Action Requested:** Consider a “Motion to proceed with execution of the proposed easement to The Town of Swansboro for the Charleston Park property and authorize the Chief Executive Officer to execute this document and any additional documents as required in connection with this action.”

### **3. SPECIAL PRESENTATION TO DIRECTOR MICHAEL LAZZARA**

## **4. BUSINESS**

### **A. Ordinance Amending Utility Ordinance**

**Presenting:** Mr. Chuck Kitchen, Authority Attorney

The North Carolina General Assembly adopted Session Law 2020-61 which changes the date when System Development Fees are due. This Session Law goes into effect January 1, 2021. This new law requires that all System Development Fees be paid prior to the issuance of a building permit. This provision prevents the use of a deferred payment agreement as the Authority has used. Authority attorney, Chuck Kitchen, has discussed this new law with a representative of the School of Government who monitored the passage of the bill. Apparently, some other systems have also been using deferred payment agreements for their System Development Fees. The issue of the continued use of these deferred payment agreements was raised during the discussion of the bill but was not included in the final session law. As a result, the Authority's ability to enter into deferred payment agreements will end on January 1, 2021. The Utility Ordinance needs to be amended to follow this new law.

This was originally presented to the Board on September 17, 2020. During that special meeting the Board adopted a Declaration of Intent to Amend the Utility Ordinance. The required notices and time for review have been given and the item is now available to Board action.

**Action Requested:** Consider a "Motion to approve the Ordinance Amending the Utility Ordinance which would require the payment of system development fees prior to the issuance of a building permit and would not provide for payment plans for the payment of the System Development Fee.



### **B. Dixon Water Treatment Plant Filter Tank Rehabilitation**

**Presenting:** Ms. Tiffany Riggs, CFO

This request is for repairs needed to one (1) steel tank softener vessel that was placed in service in 1996 and two (2) steel tank filter vessels that were placed in service in 2006 to aid with the softening and treatment of water. Never has this type of repair been done to these tanks only external repairs. The external repairs completed in years past were minimal in cost and short term in nature. The external repairs, mainly welding patches, created heat which caused the internal epoxy to deteriorate. Currently, all three (3) vessels have leaks that need to be repaired.

The scope of work for this project includes:

- 1) the removing and disposing of existing media inside the tanks
- 2) performing a visual inspection of each steel tank and repairing defective areas as needed
- 3) preparing and painting interior surfaces; and,
- 4) installing new media in one (1) steel tank softener vessel and two (2) steel tank filter vessels.

The media in the softener vessel removes calcium and magnesium and the media in the filter vessels removes iron and manganese.

Staff solicited proposals from companies with media being supplied by ONWASA, as well as media being supplied by the contractor. Water Treatment Staff recommended that the project be awarded with media supplied by the contractor to place responsibility for the difficult-to-store media on the contractor. Four (4) companies submitted bids for the project. Three (3) of those companies had complete bid packages. The low bidder for the work was Utilitech with a bid of \$155,500.

All work must be completed within 90 days from the issuance of a Notice to Proceed.

**Action Requested:** Consider a “Motion to proceed a contract with Utilitech Inc. in the amount of \$155,500.00 for the Dixon Water Treatment Plant Filter Tank Rehabilitation Project and authorize the Chief Executive Officer to execute this contract plus other documents as may be required in connection with this action.”



#### C. Northwest UV & Filter Building Modifications Project Final Change Order

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

Construction is nearing completion on the Northwest Regional Water Reclamation Facility, UV and Filter Building Modifications project. This project consists of repairs and modifications to ultraviolet disinfection, filtration and electrical distribution/controls equipment damaged by flooding during Hurricane Florence. The contractor is Enviro-Tech Unlimited Construction Services, LLC of Harbinger, NC.

The contractor is currently addressing the remaining items of work and construction is now considered substantially complete. The proposed Change Order attached to this request will adjust the contract completion date to reflect the actual date all work will be completed, adding 79 calendar days to the contract at no additional cost to ONWASA. The total contract amount will also be increased by \$1,658.10 to address purchase and installation of additional door hardware (panic bars) that are required by building code. As noted in a prior request for time extension approved by the Board of Directors in July 2020, the project has experienced ongoing delays in the delivery of key equipment and the scheduling/completion of work by sub-contractors due to the impacts of the current pandemic on equipment manufacturers and supply lines.

The design engineer on the project (W.K. Dickson and Company, Inc.) has reviewed and agreed with the proposed contract revisions, and I am recommending approval of this Change Order.

**Action Requested:** Consider a “Motion to proceed with execution of Change Order #6 with Enviro-Tech Unlimited Construction Services, LLC, and to authorize the Chief Executive Officer to execute this Change Order and any additional documents as required in connection with this action.”



#### D. Dixon Water Treatment Plant Wells D10 and D11 Project Final Change Order

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

Construction is nearing completion on the Dixon Water Treatment Plant, Wells D10 & D11 project. This project consists of the installation of pumps, motors, and control systems at two new raw water production well sites located along Highway 50 northwest of the Town of Holly Ridge. The contractor is A.C. Schultes of Carolina, Inc. of Rocky Point, NC.

The contractor is currently addressing the remaining items of work and construction is now considered substantially complete. The proposed Change Order attached to this request will adjust the contract completion date to reflect the actual date all work will be completed, adding 78 calendar days to the contract at no additional cost to ONWASA. The total contract amount will also be decreased by the amount of \$35,412.92 to reflect the unused balance of a contract allowance established to pay the cost of providing electrical service to the site. As noted in a prior request for time extension approved by the Board of Directors in July 2020, the project has experienced ongoing delays in the delivery of key equipment and the scheduling/completion of work by sub-contractors due to the impacts of the current pandemic on equipment manufacturers and supply lines.

The design engineer on the project (Groundwater Management Associates) has reviewed and agreed with the proposed contract revisions, and I am recommending approval of this Change Order.

**Action Requested:** Consider a “Motion to proceed with execution of Change Order #8 with A.C. Schultes of Carolina, Inc. 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 (CIP-001) Construction Contract

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

This request is for approval of a construction contract to replace the entire built-up roof on the Administration Building at 228 Georgetown Road. The existing roof leaks frequently during prolonged rain events, and initial condition assessments have determined multiple areas where the existing roof insulation is retaining water. The proposed replacement, a fully adhered thermoplastic membrane material with new sloped insulation and a replacement soffit/fascia system, will provide superior leak resistance even in severe weather events. This is particularly important for this facility, which serves as a 24-hour command center for ONWASA.

All work is to be completed within 180 days from the issuance of a Notice to Proceed.

The construction contract documents (plans and specifications) for this project were advertised for formal bid beginning September 28, 2020 and a total of six (6) bids were received by the November 5, 2020 due date. The apparent low bidder for the contract was Rescue Construction Solutions of Raleigh. The design architects for the project have reviewed the bids submitted and recommended both acceptance of the low bid and execution of a construction contract with this firm.

The low bidder for the project submitted a bid that was well within the budgeted amount for the project.

**Action Requested:** Consider a “Motion to proceed with a construction contract with Rescue Construction Solutions in the amount of \$338,020 for the ONWASA Roof Alteration Project, and to authorize the Chief Executive Officer to execute this contract and any additional documents as required in connection with this action.”



#### F. Southeast Wastewater Capacity Solution Update

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

On July 30, 2020 the ONWASA Board of Directors met in a special meeting to consider future wastewater capacity solutions for both the Swansboro and Southeast service areas of the Authority. At that meeting, the Board approved a plan to send all wastewater from the Swansboro system to the French Creek Wastewater Treatment Facility aboard Marine Corps Base Camp Lejeune (MCBCL) for treatment, and preliminary design work for the infrastructure necessary to do so is now underway. For the Southeast service area, direction was given to conduct further investigations into a similar approach that would route wastewater now treated at both the Summerhouse and Holly Ridge Wastewater Treatment Facilities to MCBCL for treatment. This would be accomplished through a tie-in to a different portion of their collection system. ONWASA staff was asked to come back to the Board at the September 17, 2020 meeting to provide additional information on the Southeast proposal, however at that time an engineering firm developing the scope of work, estimated costs and schedule for this alternative (The Wooten Company) had not completed its analysis.

After reviewing additional technical information supplied by MCBCL, further investigation of probable force main and pump station locations and considering peak flows and projected future growth in the area the engineer has completed a technical memorandum that summarizes the infrastructure improvements necessary to make the connection with the MCBCL. The estimated cost data has also been analyzed by Raftelis, who has performed a rate analysis to determine the impact of this project in light of the current CIP and Swansboro wastewater project.

**Action Requested:** Receive the verbal report from Mr. Mohr.

**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*