



## AGENDA

### Board of Directors' Meeting - Jacksonville City Hall Thursday, January 21, 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.
- ELECTION OF OFFICERS –** Authority Attorney Chuck Kitchen

The official "Annual Meeting" of the ONWASA Board of Directors is held in January of each calendar year in accordance with Article 3 of the organization's bylaws. Article 4 of those bylaws state that the "officers of the Authority shall be the Chair, a Vice Chair, a Secretary/Treasurer, and such other officers and assistant officers, with such powers and duties not inconsistent with these bylaws or applicable law, as may be elected and determined by the Authority in accordance with the law. The Chair and Vice Chair shall not be of the same jurisdiction.

Each officer is elected at each annual meeting of the directors and serves a one (1) year term. Officers may serve up to five (5) successive terms within the same office.

Attorney Chuck Kitchen will conduct the election of the Chairman, Vice Chairman, and Secretary/Treasurer for the 2021 term.

**Action Requested:** Elect officers for the 2021 term.

**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**

November & December 2020 Financial Reports  
October & November 2020 Operations Reports

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

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

September 17, 2020 & November 19, 2020 Meeting Minutes

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

## **3. BUSINESS**



### **A. Financial Update**

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

ONWASA is just past the half-way point of our 2020-2021 fiscal year. The year has been particularly challenging with COVID-19. ONWASA’s finance officer, Ms. Tiffany Riggs will provide a briefing to the Board of Directors on utility finances.

**Action Requested:** Receive the verbal report.



### **B. ONWASA Storage Building (CIP-002B) Construction Contract**

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

This request is for approval of a construction contract to build a parts and supplies warehouse in the field operations yard at 228 Georgetown Road. This project is part of the board-approved Capital Improvement Plan in conjunction with the laboratory building construction project which has already been started. The project consists of a 4,900 square foot pre-engineered metal building on a concrete slab floor, with: an unconditioned main storage area; two conditioned staff offices, restroom and mechanical/electrical room, an exterior covered area for outdoor storage, and a code and City of Jacksonville-required fire apparatus (fire truck) access roadbed.

The construction contract documents (plans and specifications) for this project were advertised for formal bid beginning and a total of five (5) bids were received by the November 2020 due date. The apparent low bidder for the contract is IMEC Group LLC of New Bern, North Carolina with a base bid of \$966,700. The design architect for the project has reviewed the bids submitted

and recommended both acceptance of the low bid and execution of a construction contract with this firm.

The low bid is slightly more than the original project budget of \$915,000. Ms. Tiffany Riggs, CFO has prepared two project budget ordinance amendments which transfers \$90,000 from the current roofing project (which was under budget) to this storage building project. The \$90,000 transfer brings the total project budget to \$1,005,000. ONWASA is not borrowing money for this project. Any leftover funds will be returned to fund balance.

**Action Requested:** Consider a “Motion to proceed with a construction contract with IMEC Group LLC in the amount of \$966,700, approve the amended project ordinances to decrease the roofing project and increase the warehouse project and authorize staff to sign necessary documents.”



**C. PHASE 2 – Northwest Regional Water Reclamation Facility, Hurricane Florence Response Flood Mitigation Measures Construction Contract**

**Presenting:** Mr. David M. Mohr, PE – Chief Operations Officer

This request represents the second competitive-bid construction contract to address the recovery of the Northwest facility from flood damage caused during Hurricane Florence in 2018. Work on the first project, restoration of effluent disk filtration and UV disinfection systems, was completed late last year and those systems are now capable of operation with temporary power connections. The second project combines both the restoration of plant electrical and automated control systems with multiple hazard mitigation improvements to protect key equipment in the event of a future flood event. Main items of work include: creation of a new 720 SF elevated electrical center housing plant-wide electrical distribution and controls; construction of two (2) flood-resistant buildings, totaling 3,450 SF, to protect critical process equipment (transfer pumps, motors and air compressors); construction of individual elevated platforms to raise selected electrical motors above flood level; installation of removable flood barriers to protect the existing Administration Building; and, the replacement of flood-damaged wiring and sealing of open conduits throughout the facility. When completed, flood-proofing measures are designed to protect critical systems to more than a 500-year flood elevation and provide a rapid return to treatment operations after a storm.

All work under this contract is to be completed within 270 days from the issuance of a Notice to Proceed.

The construction contract documents (plans and specifications) for this project were originally advertised for formal bid beginning on October 5, 2020, however no bids were received by the November 4, 2020 due date. Based on feedback from plan holders regarding the level of effort required to replace the existing plant wiring, modifications were made to the documents and the project was advertised for re-bid on November 25, 2020. A total of two (2) bids were received by the January 12, 2021 due date and the apparent low bidder for the contract was Muter Construction LLC of Zebulon, North Carolina. The design engineer for the project (W.K. Dickson

& Company) has reviewed the bids submitted and recommended both acceptance of the low bid and execution of a construction contract with this firm.

Funding for this project will come from Fund Balance, as noted on the attached Budget Amendment, however we anticipate reimbursement of a significant portion of the project's actual cost through insurance coverage, FEMA, and Golden Leaf grant funds.

**Action Requested:** Consider a “Motion to proceed a contract with Muter Construction LLC in the amount of \$4,801,000 for the Northwest Regional Water Reclamation Facility, Hurricane Florence Response Flood Mitigation Measures Project, and to authorize the Chief Executive Officer to execute this contract and any additional documents as required in connection with this action.”



**D. 2021 Combined WTP Lagoon Cleaning Project Construction Contract**

**Presenting:** Mr. David M. Mohr, PE – Chief Operations 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 a single wastewater settling lagoon at both the Dixon and Hubert Water Treatment Plants.

These facilities utilize multiple 750,000 gallon lined settling lagoons (three at Dixon and four at Hubert) to process wastewater generated from treatment activities, and the regular removal of solids is necessary to maintain sufficient storage volume and ensure the water discharged from the final basin meets permit requirements. Based on current production and lagoon capacity, a project of this scope is budgeted for and completed once every three (3) years. 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 forty-five (45) consecutive calendar days from the issuance of a Notice to Proceed.

A formal Request For Proposal (RFP) for this project was advertised beginning December 21, 2020 and a total of two (2) bids were received by the January 8, 2021 due date. The apparent low bidder for the contract was Synagro Central, LLC of Baltimore, Maryland. ONWASA staff have reviewed the bids submitted and recommended both acceptance of the low bid and execution of a construction contract with this company. Funding for this work was budgeted in the FY 2020-2021 Operating Budget. Each water treatment plant budgeted \$200,000 for a total of \$400,000. A budget amendment to transfer funds between the 2 water treatment plants and to add additional funds of \$30,000 is included. Both budget amendments utilize funds within the current Operating Budget.

**Action Requested:** Consider a “Motion to proceed with a construction contract with Synagro Central, LLC in the amount of \$430,000 for the 2021 Combined Water Treatment Plant Lagoon Cleaning Project, and to authorize the Chief Executive Officer to execute the contract and any additional documents as required in connection with this action.”

**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*