



## AGENDA

Board of Directors' Meeting - Jacksonville City Hall  
Thursday, September 17, 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

July 2020 & August Financial Report  
June & July 2020 Operations Reports

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

#### B. Approval of Minutes

May 21, 2020 Regular Meeting Minutes

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



### C. FY20 Budget Rollover to FY21

**Requested by: Tiffany Riggs, CFO**

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. For the fiscal year just begun on July 1, 2020 there are 12 purchases which are carried over from the prior fiscal year. Of the 12 purchases, 9 are ongoing construction, equipment, or repair projects and 3 are engineering/consultant projects. The total is \$321,803.02. These funds were budgeted in FY20 but not spent. Fund balance to match the expenditure would be budgeted in the current year, FY21 to cover all expenses.

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



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

**Requested by: Tiffany Riggs, CFO**

On August 7, 2020 a request for bids was posted on the ONWASA website for Maintenance and Repair for Light and Medium Duty Vehicles and Equipment RFB 2020-21HDV. On August 27, 2020 bids were opened. Three vendors submitted bids, including Clarke Power Services Inc., Oceanside Truck and Trailer and Triple C Diesel.

This contract includes an allowance for yearly renewals, upon mutual agreement, for up to four consecutive years.

The lowest responsive and responsible bidder for the Maintenance and Repair for Diesel, Heavy Duty Vehicle and Equipment contract is Clarke Power Services Inc. with rates as shown in the attached bid tabulation.

**Action Requested:** Consider a “Motion to award RFB 2020-21HDV to Clarke Power Services Inc. for the period of one year beginning September 18, 2020 and authorize staff to execute necessary documents”



### E. Crew Truck with Auto Crane

**Requested by: Tiffany Riggs, CFO**

On August 11, 2020, a request for bids was posted on the ONWASA website for a Crew Truck with Auto Crane. On August 27, 2020, bids were opened. Three vendors submitted bids, including Cooper Motor Company, Piedmont Truck Center Inc., and Triple T Parts & Equipment Co, LLC.

The lowest responsive and responsible bidder for the Crew Truck with Auto Crane is Piedmont Truck Center Inc. with a bid amount of \$99,975.00.

**Action Requested:** Consider a “Motion to purchase a Crew Truck with Auto Crane from Piedmont Truck Center Inc. and authorize staff to execute necessary documents.”

### 3. BUSINESS

#### A. Declaration of Intent to Amend the 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. The ordinance amending the Utility Ordinance will be brought to the Board at its November meeting.

**Action Requested:** Consider a "Motion to approve the Declaration of Intent to Amend the Utility Ordinance and direct the amendment to be set on the Board's November agenda."



#### B. Award of Bid for Laboratory Building Construction

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

ONWASA maintains an in-house laboratory that is staffed by three full-time chemists. This laboratory conducts state and federally mandated testing of water and wastewater samples daily. The laboratory is considered a mission-critical component of ONWASA's utility.

Since 2007 the lab has been housed in a double-wide trailer at the rear of the main office campus. The trailer has sustained water damage over time. Repairs have been made as necessary. There is a concern that the trailer will be damaged in a significant storm event. The trailer houses nearly \$900,000 in sensitive scientific equipment.

The Board of Directors approved a project to construct a "brick and mortar" building on the main campus to house the laboratory, storage, offices, and bathrooms. The project is a "pay-go" project with funds to construct the full project coming out of ONWASA's fund balance. No borrowing is necessary.

The project was advertised widely according to North Carolina General Statutes (NCGS). Bids for the project were opened on August 18, 2020 in accordance with NCGS 143-129. Eight (8) construction companies submitted bids for the project. Three companies submitted bids that were below the project budget of \$2,375,000.

The low bidder for the project was Primus Structures of Newport, North Carolina. Primus Structures submitted a bid of \$2,185,900. Following the period in which bidders are statutorily

allowed to withdraw their bid due to error, Primus Structures sent a letter confirming their bid amount. There was no error in the bid.

It is recommended that the Board of Directors award the bid for the ONWASA Laboratory Addition Project to Primus Structures in the amount of \$2,185,900 and to authorize staff to sign the contract and documents necessary to begin work on the project.

**Actions Requested:** Consider a “Motion to award the bid for the ONWASA Laboratory Addition Project to Primus Structures in the amount of \$2,185,900 and to authorize staff to sign the contract and documents necessary to begin work on the project.”



### C. Southeast Wastewater Capacity Solution Update

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

On July 30<sup>th</sup> 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. The board voted to send all Swansboro Wastewater to the MCBCL French Creek wastewater treatment plant. The board voted to approve Alternative 4 for the Southeast service area (also sending all ONWASA wastewater to French Creek) and to come back to the Board with additional information at the next board meeting.

In accordance with the Board’s directive, staff has worked with consultant engineers (The Wooten Company) and base officials to gather additional information about the infrastructure improvements necessary and potential pathways from ONWASA facilities to the closest preferable connection point with the base’s collection system.

Mr. David Mohr is ready to provide an update to the board at this meeting. Additional cost and financial information will be available by the next meeting of the Board on November 19<sup>th</sup>.

**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. 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.

**Action Requested:** Consider a “Motion to enter into closed session pursuant to NCGS 143-318.11(a)(6) to discuss the performance of a public officer or employee.”

**6. CHIEF EXECUTIVE OFFICER'S COMMENTS**

**7. BOARD OF DIRECTOR'S COMMENTS**

**9. 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*