



**NOTICE OF SPECIAL BOARD MEETING
POSTED: DECEMBER 13, 2024**

The Chairman of the ONWASA Board of Directors has called for a Special Board Meeting to take place at 6 pm on Thursday, December 19, 2024, at Jacksonville City Hall, 815 New Bridge St, Jacksonville. Action is expected to be taken. The agenda is as follows:

AGENDA

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

- CALL TO ORDER -** Chairman Royce Bennett will call the meeting to order.
- PLEDGE OF ALLEGIANCE -** Chairman Royce Bennett will lead the board and audience in the Pledge of Allegiance.
- INVOCATION -** Chairman Bennett will call on the Pastor to 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

September & October 2024 Financial Reports
August & September 2024 Operations Reports

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

B. Approval of Minutes

September 19, 2024 Proposed Regular Meeting Minutes

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

C. 2025 Proposed Amended 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. The previously adopted schedule included June 19, 2025 as a Regular Meeting. June 19, 2025 is the Juneteenth Holiday. It is proposed that Wednesday, June 18, 2025 be added to the schedule of meetings as a Regular Meeting and Thursday, June 19, 2025 be removed from the schedule of meetings.

Action Requested: Consider a “Motion to approve the 2025 Proposed Amended Schedule of Regular Meetings of the ONWASA Board of Directors.”

D. Water and Sewer Operational Improvements

The Water and Sewer Operational Improvements project shall consist of the design, permitting and construction necessary to complete smaller-scope capital improvement projects with an estimated cost greater than \$5,000 and which take more than a single fiscal year to complete. This includes local distribution and collection system upgrades/relocations/extensions and replacement of critical capital equipment (pumps, motors and control systems). Projects will be completed on a priority basis once a need is identified. This project is being amended for an additional \$1.5 million to cover necessary improvements throughout the system.

Action Requested: Consider a “Motion to adopt the Water and Sewer Operational Improvements Amended Project Ordinance and Associated Budget Amendment.”

E. Amended Project Ordinance for HWY 24 Utility Improvements Wastewater Force Main (CIP 006A)

In the original project ordinance, the bond sale had not been executed. This amendment includes revenue for the bond proceeds, premium and the related bond sale expenditures, as well as the professional services and construction for the project.

Action Requested: Consider a “Motion to approve the Amended Project Ordinance for CIP 006A and Associated Budget Amendment.”

3. SPECIAL PRESENTATION

4. BUSINESS



A. Award of Bid for Valve Maintenance Trailer

Presenting: Mr. Franky J. Howard – Chief Executive Officer

For the purchase of one (1) valve maintenance trailer, the purchase was included in this year's equipment budget for Distribution, from the lowest, responsive bidder. A formal Request For Bids (RFB) for the equipment was advertised beginning September 16, 2024 and two (2) bids

were received by the October 7, 2024 due date following a seven day readvertisement due to not receiving three responses. The lowest, responsive bidder for the contract was E.H. Wachs. 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 \$92,275.00.

Action Requested: Consider a “Motion to award RFB#2024-25VMT to the lowest, responsive bidder, E.H. Wachs for the amount of \$92,275.00 and authorize the CEO to execute purchase contracts plus any other documents as may be required in connection with these contracts.”



B. Wallace Creek HDD Replacement Project

Presenting: Mr. Jeffrey T. Lohr, PE, Assoc. DBIA – Chief of Engineering

This item consists of a single prime construction contract to construct the replacement of an existing sanitary sewer transmission force main crossing Wallace Creek. This project was created by a line break in this section of the force main which resulted in a spill into Wallace Creek. Temporary repairs were made to the line and this project is to construct the permanent repair of the force main with a new 24-inch fusible C900 PVC line.

The new line will be installed by directional drilling and will include a tapping valve and sleeve to connect to the existing pipe. This project takes place on the cleared area off Piney Green Road within MCBCL. This work includes but is not limited to, the following major work items:

- Install approximately 715 linear feet of 24-inch force main, primarily by HDD under Wallace Creek.
- Connect the new line to existing water infrastructure on both sides of Wallace Creek.

This contract was originally advertised for formal bid on the ONWASA website beginning October 30, 2024, and three bids were received by the December 3, 2024, due date. The apparent low bidder for this project was Military and Federal Construction Company, Inc. in the amount of \$748,910.72 This bid submittal has been reviewed by the Design Engineer (Highfill) and determined responsive and responsible; therefore, I recommend execution of the contract with this firm.

Action Requested: Consider a “Motion to adopt the Wallace Creek Force Main Project Ordinance and Budget Amendment.”

AND

Consider a “Motion to award the contract for the Wallace Creek HDD Force Main Replacement Project to the lowest responsible bidder, Military and Federal Construction Company, Inc., in the amount of \$748,910.72 and to authorize the Chief Executive Officer to execute this contract and any additional documents as required in connection with this action.”



C. **Camp Davis Phase III Residential-Commercial Development Sewer Service Design**

Presenting: Mr. Jeffrey T. Lohr, PE, Assoc. DBIA – Chief of Engineering

This item consists of a single prime engineering contract to Plan, Design, Permit and Bid/Construction Services for two new Wastewater Pump Stations and force main including but not limited to, the following major work items:

ONWASA is working with the Camp Davis Industrial Park for Phase III, 2,000,000 SF of light industrial space, and Phase IV residential and associated commercial of approximately 1500 homes located North of Camp Davis Phase III on Route 50, to provide water and sewer service for these developments in Holly Ridge.

ONWASA issued a Request for Qualifications (RFQ) and one response was received and evaluated. Highfill Infrastructure Engineering, P.C. was rated as most qualified to perform the design and provide construction services for this project. Staff recommends Highfill Infrastructure Engineering, P.C. to design the extension of the sewer system to include the two new duplex submersible pump stations that will operate in series through a total of approximately 57,000 linear feet of force main.

In addition, to serving the projects noted above, the two pump stations and approximately 57,000 LF of 12" force main is planned to run from Camp Davis North on Highway 17 to East on Route 172 to South on Route 210 to the North Topsail WWTP. This alignment will also open sewer service to additional areas in Onslow County.

Action Requested: Consider a "Motion to adopt the Camp Davis Wastewater Extension Project Ordinance and Budget Amendment."

AND

Consider a "Motion to award the single prime engineering contract to Highfill Infrastructure Engineering, P.C. in the amount of \$1,864,725 with a 15% contingency for the Camp Davis Wastewater Extension Project and authorize the Chief Executive Officer to execute the contract and any additional documents as required in connection with this action."



D. **Summerhouse WWTP Interim Improvements Equipment Acquisition Phase 2**

Presenting: Mr. Jeffrey T. Lohr, PE, Assoc. DBIA – Chief of Engineering

The following request to authorize the acquisition of the below-referenced equipment from Kubota Membrane USA and Trojan Technologies for the second train at the Summerhouse WWTP. This expansion will maximize the plant's treatment capacity.

This item includes a request to declare the two listed firms as sole source vendors for this project. North Carolina General Statue 143-129(e)(6)(ii) exempts the purchase of apparatus, supplies,

materials, or equipment from competitive bidding when a needed product is available from only one source of supply.

The proposals attached to this request provide a list of the equipment to be provided by each vendor and the associated cost for informational purposes only; final purchase of these items will be handled through the issuance of a purchase order to each vendor with appropriate terms and conditions included.

It should also be noted that approval of the sole source designation is for the equipment purchase only, as installation is planned through the use of a separate competitive bid construction contract. Due to the projected lead time for this material (30-35 weeks), the intent is to prepare documents and secure the necessary permits, bid the project and have a construction contract awarded by the time all ordered materials are delivered to the site. This early acquisition approach also has the benefit of allowing ONWASA to "lock in" current pricing for this equipment.

Action Requested: Consider a "Motion to adopt the Amended Project Ordinance for the Summerhouse WWTP Interim Capacity Improvements and Budget Amendment."

AND

Consider a "Motion to proceed with the acquisition of the referenced equipment from Kubota Membrane USA in the amount of \$1,882,000 with a 20% contingency and Trojan Technologies in the amount of \$140,860 as Sole Source Vendors and to authorize the Chief Executive Officer to execute purchase agreements 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.



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.