

**Onslow Water & Sewer Authority**  
**Board of Directors' Regular Meeting Jacksonville City Hall**  
**Thursday, March 17, 2022**  
**APPROVED MINUTES**

**CALL TO ORDER:** Having a quorum, Chairman Jerry Bittner called the meeting to order at 6:00 pm. Board members present included Chairman Jerry Bittner, Vice Chairman Royce Bennett, Secretary/Treasurer Pat Turner, Directors Paul Conner, Timothy Foster, Joann McDermon, Robert Warden, and Jeff Wenzel.

**INVOCATION:** Chairman Jerry Bittner requested that Franky Howard, CEO, provide the invocation. Mr. Howard led the Board and audience in prayer.

**PLEDGE OF ALLEGIANCE:** Director Jeff Wenzel led the Board and audience in the Pledge of Allegiance.

**CHAIRMAN'S REMARKS** –Chairman Jerry Bittner provided general guidance to the audience regarding the meeting.

**1. APPROVAL OF AGENDA** – Vice Chairman Royce Bennett made a motion to amend the agenda adding Business Item B NC Department of Environmental Quality, Division of Water Quality, Spring 2022 Application Funding. A second was made by Director Tim Foster. All were in favor. The agenda was amended.

Vice Chairman Royce Bennett made a motion to approve the agenda as amended. A second was made by Director Tim Foster. All were in favor. The agenda was approved as amended.

**2. APPROVAL OF CONSENT AGENDA** – A motion was made by Vice Chairman Royce Bennett to approve the consent agenda. A second was made by Director Paul Conner. The motion passed unanimously. Therefore, the January & February 2022 Finance Reports, January & February Operations Reports were accepted, the January 20, 2022 Meeting Minutes were approved as presented, and the Uncollectable Accounts in the amount of \$46,970.48 were written off.

**3. SPECIAL PRESENTATION TO RECENT ONWASA RETIREES**

Ms. Tiffany Riggs, Chief Finance Officer, and Mr. Kurt Jones, Metering Supervisor, presented Mr. Richard Whitehurst, recent retiree, with a clock in recognition of his years of service on behalf of ONWASA.

**4. BUSINESS**

**A. Capital Projects Update**

**[A COPY OF THE POWERPOINT PRESENTATION MAY BE FOUND AT EXHIBIT A AND ARE FULLY INCORPORATED HEREIN BY REFERENCE]**

Chairman Bittner called on Mr. David M. Mohr, COO, to present the item. Mr. Mohr provided the Board and audience with an update on several of the Capital Improvement Plan projects including the Northwest Regional Water Reclamation Facility Hurricane Florence Recovery Project, ONWASA Main Office Facility Water Chemistry Laboratory, ONWASA Main Office Facility Roof Replacement, ONWASA Main Office Facility Parts & Equipment Warehouse, Swansboro WWTP and Hubert WTP HWY 24 Utility Corridor Project, Southeast Service Area New Wastewater Treatment Facility Project, and Topsail Island Booster Pumping Station.

Director Joann McDermon asked if Mr. Mohr previously reviewed the North Topsail project with the Town Manager. Mr. Mohr replied he had not and that the approach

had been to put together a package and they needed to first find specifically what the easement areas are and the amount and after he wants to put something together including the potential easement document and submit all of that at once. Director McDermon stated they have storage where it would need to be going so she would like to have the area agreed upon before we go too far with it. Mr. Mohr replied that he understood.

**B. NC Department of Environmental Quality, Division of Water Quality, Spring 2022  
Application of Funding  
[A COPY OF THE RESOLUTION MAY BE FOUND AT EXHIBIT B AND ARE FULLY  
INCORPORATED HEREIN BY REFERENCE]**

Chairman Bittner called on Mr. Franky Howard, CEO, to present the item. Mr. Howard thanked the Board for adding the item to the agenda. Mr. Howard explained the request was for approval to apply for the grant through the North Carolina Department of Environmental Quality for their Spring 2022 funding cycle. He added consultant WK Dickson brought the opportunity to the attention of staff.

Mr. Howard said working with staff a slate of items that equal up to \$400,000 were identified. He also stated he along with staff met with W.K. Dickson the day prior and that they [W.K. Dickson] have staff members whose primary job responsibility is to seek these types of fundings for utilities and we would like to seek their expertise. He added this would be for the raw water side and we know based on reports from staff and looking at our growth pattern it will not be long before we will need to add additional capacity in the raw water side so we need to be thinking ahead of that process and this would get us the modeling and the evaluation and set to do some of the design work.

David Mohr, Chief Operations Officer, added it is kind of a three-pronged approach we are looking at the raw water sources, new wells, potential to develop things that have not been developed before and increase our raw water capacity. He added the CIP [Capital Improvement Plan] includes the plans for a third water treatment facility and with this funding we would get a jump start on evaluating a site we have for that and in determining the treatment process to be used and then I think it's very important that the first two bullets items we are going to use our water model to look at our existing system closely and determine if there's areas that are causing us headaches in terms of getting the water around the system and around the county. He said we know there are some areas where water lines are under sized or are not installed and need to be. Mr. Mohr said he would like to stress that the grant is not only a planning grant but also pays for preliminary design work so things like the water planning for Union Chapel so it isn't just to say yes you could build it there but it is to also come up with a product that gives you the okay this is the treatment process we need to use and here's about what it would cost and how it would lay out so that is important we need something we can use not just another study.

Mr. Howard said good point and he is glad the grant program was expanded to allow for more funding basically to do exactly what Mr. Mohr is talking about not just a study but an actual product that will move us one step further.

Chairman Bittner asked if all these activities are programmed to continue if we don't get the grant. Mr. Mohr replied yes the water plant itself is in the CIP so it would come at some point down the road. Chairman Bittner then asked when we would receive a decision on the grant. Mr. Howard responded he did not receive an answer on that but would get back to the Board with a date.

A motion was made by Director Jeff Wenzel to approve a resolution to apply to the NC DEQ Division of Water Infrastructure Spring Application for Funding for the upcoming planning needs to support our Raw Water Master Plan. A second was made by Director Joann McDermon. All were in favor, the motion carried.

## **5. PUBLIC COMMENT**

There were no members of the public wishing to comment.

## **6. CHIEF EXECUTIVE OFFICERS COMMENTS**

Chairman Bittner called on CEO, Franky Howard, to provide comments. Mr. Howard stated it was his second week on the job. He said he appreciates all of the support from staff and it has been a smooth transition as he mentioned in his report this week. He added everyone has been very welcoming and are providing information when asked. He went on to say all of the weekly updates that they are giving are very thorough updates so therefore he can turn around and give the Board a thorough report. He shared he has been setting up meetings with community partners, towns, various agencies, and on base as well. Mr. Howard said he believes the meetings have helped with some of the projects that we've got so he will continue to set up meetings. Mr. Howard shared that the first round of budget meetings lined up with his first week on the job and staff did a great job in preparing for those so that we can better understand their needs out in the departments. Chairman Bittner said he thinks he is off to a good start and he appreciates it as he is sure the other Board members do as well all of the memos and other information he has sent out keeping them apprised of developments and concerns. Mr. Howard replied he could not do it without the staff and the leadership team.

## **BOARD OF DIRECTOR'S COMMENTS**

Director Paul Conner said everything was good and he had no other comments.  
Director Jeff Wenzel said it was good to have Franky on board.

Director Joann McDermon welcomed Franky to ONWASA and said she was glad he made it through the first couple of weeks.  
Director Robert Warden had no comments.

Director Tim Foster thanked Mr. Kitchen for his effort during the six days he served as interim CEO and welcomed Mr. Howard aboard. He also congratulated Richard Whitehurst on his recent retirement and added he appreciates his commitment and work that he has done.

Secretary/Treasurer Pat Turner said welcome aboard to Franky and congratulated Richard Whitehurst on his retirement and thanked him for his service.

Vice Chairman Royce Bennett thanked Richard Whitehurst for his service and welcomed Franky to ONWASA.

Director Jerry Bittner said he would also like to thank Chuck for his interim stewardship. He jokingly added that after getting a memo about a sewer leak from Mr. Kitchen after two days on the job he was hoping it was not a harbinger of things to come.

Director Tim Foster made a motion to adjourn the meeting. A second was made by Vice Chairman Royce Bennett. All were in favor.

The meeting was adjourned at 6:32 PM.

The minutes were approved on May 19, 2022.

Onslow Water & Sewer Authority Board of Directors



*Jerry A. Bittner*

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Jerry Bittner, Chairman

ATTEST:

*Heather W. Norris*

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Heather Norris, Clerk



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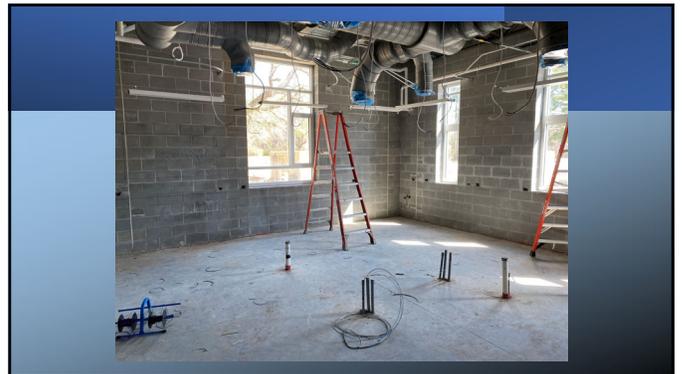
**ONWASA MAIN OFFICE FACILITY  
WATER CHEMISTRY LABORATORY**

- 4,000 SF BUILDING ADDITION WITH FULL LAB AND SUPPORT FACILITIES
- CONSTRUCTION 65% COMPLETE
- ESTIMATED FINAL COMPLETION JUNE 2022
- CONSTRUCTION COST \$2.2 M

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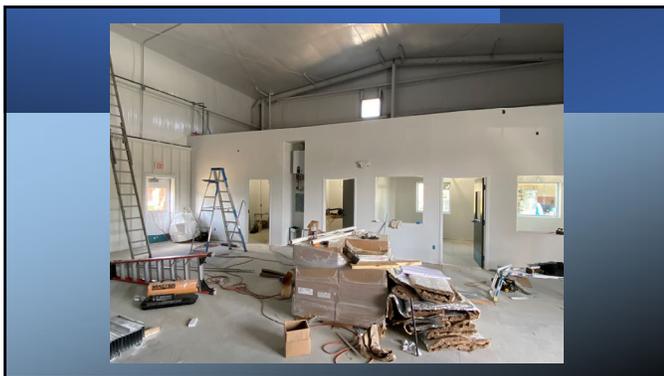
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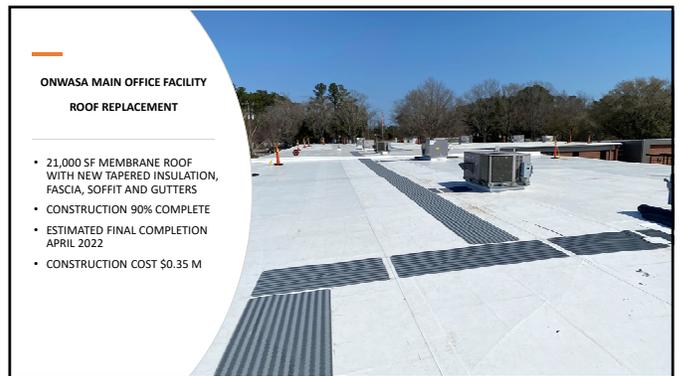
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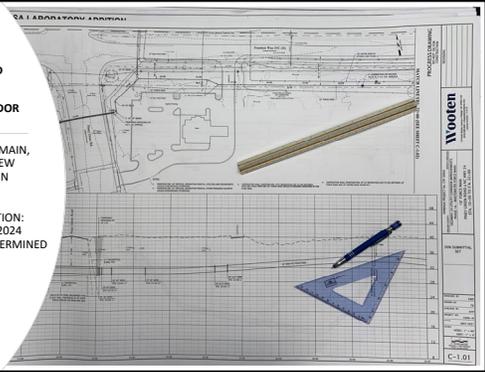
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**SWANSBORO WWTP AND HUBERT WTP  
HIGHWAY 24 UTILITY CORRIDOR**

- NEW WASTEWATER FORCE MAIN, PUMPING STATIONS AND NEW WATER TRANSMISSION MAIN
- DESIGN 70% COMPLETE
- ESTIMATED FINAL COMPLETION:  
WASTEWATER JANUARY 2024  
WATER TO BE DETERMINED
- ESTIMATED TOTAL COSTS:  
WASTEWATER \$17.0 M  
WATER \$9.0 M



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**SOUTHEAST SERVICE AREA  
NEW WASTEWATER TREATMENT FACILITY**

- NEW 1.0 MGD TREATMENT PLANT AND FORCE MAINS, PUMPING STATIONS
- DESIGN 10% COMPLETE
- ESTIMATED FINAL COMPLETION JANUARY 2025
- ESTIMATED TOTAL COST \$34.7 M



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**TOPSAIL ISLAND  
BOOSTER PUMPING STATION**

- NEW POTABLE WATER PUMPING STATION
- DESIGN 20% COMPLETE
- ESTIMATED FINAL COMPLETION JUNE 2023
- ESTIMATED TOTAL COST \$1.5 M



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## RESOLUTION BY

## ONSLOW WATER &amp; SEWER AUTHORITY (ONWASA) BOARD OF DIRECTORS

WHEREAS, The Federal Clean Water Act Amendments of 1987 and the North Carolina the Water Infrastructure Act of 2005 (NCGS 159G) have authorized the making of loans and grants to aid eligible units of government in financing the cost of construction and studies of (state whether a wastewater treatment works, wastewater collection system, stream restoration, stormwater treatment, other "green" project, drinking water treatment works, and/or drinking water distribution system), and

WHEREAS, Onslow Water and Sewer Authority (ONWASA) currently faces water capacity and resilience challenges. Comprehensive evaluation, planning and engineering of the water supply, water treatment, and transmission are needed to optimize the use of existing resources and assets and plan future projects to maximize resources and expedite water capacity solutions.

WHEREAS, ONWASA intends to request State loan and/or grant assistance for this evaluation project,

**NOW THEREFORE BE IT RESOLVED, BY THE BOARD OF DIRECTORS OF THE ONSLOW WATER AND SEWER AUTHORITY:**

That ONWASA, the **Applicant**, will arrange financing for all remaining costs of the project, if approved for a State loan and/or grant award.

That the **Applicant** will adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system and the repayment of all principal and interest on the debt.

That the governing body of the **Applicant** agrees to include in the loan agreement a provision authorizing the State Treasurer, upon failure of ONWASA to make scheduled repayment of the loan, to withhold from ONWASA any State funds that would otherwise be distributed to the local government unit in an amount sufficient to pay all sums then due and payable to the State as a repayment of the loan.

That the **Applicant** will provide for efficient operation and maintenance of the project on completion of construction thereof.

That **Franky J. Howard**, **Chief Executive Officer**, the **Authorized Official**, and successors so titled, is hereby authorized to execute and file an application on behalf of the **Applicant** with the State of North Carolina for a loan and/or grant to aid in the study of or construction of the project described above.

That the **Authorized Official**, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project: to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the **Applicant** has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the 17<sup>th</sup> day of March 2022 at Jacksonville, North Carolina.




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Jerry Bittner  
Chairman, ONWASA Board of Directors

**CERTIFICATION BY RECORDING OFFICER**

The undersigned duly qualified and acting Heather Norris, Clerk to the Board of ONWASA, does hereby certify: That the above/attached resolution is a true and correct copy of the resolution authorizing the filing of an application with the State of North Carolina, as regularly adopted at a legally convened meeting of the ONWASA Board of Directors duly held on the 17<sup>th</sup> day of March 2022; and, further, that such resolution has been fully recorded in the journal of proceedings and records in my office. IN WITNESS WHEREOF, I have hereunto set my hand this 17th day of March 2022.

Heather W. Norris

Heather W. Norris, Clerk to the Board

