

Onslow Water & Sewer Authority
Board of Directors' Regular Meeting Jacksonville City Hall
Thursday, September 16, 2021
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 Paul Conner, Secretary/Treasurer Royce Bennett, Directors Timothy Foster, Pat Turner, and Robert Warden.

Absent was Directors Gregory Hines and Joann McDermon.

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

PLEDGE OF ALLEGIANCE: Director Robert Warden led the Board and audience in the Pledge of Allegiance.

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

- 1. APPROVAL OF AGENDA** – Chairman Jerry Bittner proposed an amendment to the Agenda removing Item 4 Closed Session. He explained two directors were absent from the meeting through no fault of their own and we would like a full Board to consider the business that would normally occur in the Closed Session. Secretary/Treasurer Royce Bennett made a motion to approve the agenda as amended removing Item 4 Closed Session. Vice Chairman Paul Conner seconded the motion. All were in favor. The agenda was approved as amended.
- 2. APPROVAL OF ITEMS ON CONSENT AGENDA** – A motion was made by Vice Chairman Paul Conner to approve the consent agenda. A second was made by Director Timothy Foster. The motion passed unanimously. Therefore, the June & July 2021 Financial Reports, and May, June, and July 2021 OPS Reports were accepted, the June 17, 2021 Meeting Minutes were approved as presented, the 2022 Schedule of Board of Directors Meetings was approved, and the FY21 Purchase Order Rollovers and Associated Budget Amendment was approved.

3. BUSINESS

A. Master Agreements for Consulting Services 2021

Chairman Jerry Bittner called on Mr. David Mohr to present the item. Mr. Mohr began by explaining that ONWASA utilizes professional engineering consulting firms to complete the design, bidding, and oversee construction projects within the Capital Improvement Plan as well as provide technical assistance on various issues outside the expertise of the staff. He stated the item requests consideration by the Board of Directors for amendments to the current Utility Ordinance that address three areas of concern. Mr. Mohr went on to say to ensure suitable firms are readily available to perform the work a group of firms are selected to enter into Master Agreement for Consulting Services Contracts that establish basic requirements for the work to be performed with individual subcontracts that stipulate actual work tasks schedule and fees are then executed on an as needed basis from the pool of firms. He informed the Board that all six contracts previously entered into expired in 2020 and while existing projects continue to

Action: Vice Chairman Paul Conner made a motion to proceed with execution of a Master Agreement for Consulting Services Contract with each of the selected firms, and to authorize the Chief Executive Officer to execute these contracts and any additional documents as required in connection with this action. A second was made by Director Tim Foster. All were in favor, the motion passed unanimously.

B. Ordinance Amending Utility Ordinance

[A COPY OF THE ORDINANCE AMENDING UTILITY ORDINANCE MAY BE FOUND AT EXHIBIT A AND ARE FULLY INCORPORATED HEREIN BY REFERENCE]

Chairman Jerry Bittner asked Mr. David Mohr, COO to present the item. Mr. Mohr began by reminding the Board of the Declaration of Intent to Amend the Utility Ordinance passed by the Board during the June 17, 2021 meeting. He went on to explain the proposed change addresses three areas of concern: Sewer Service Laterals, Basis of Billing for Sewer Use, and Revised Definitions. Mr. Mohr said ONWASA staff worked with Authority Attorney, Chuck Kitchen, in developing the proposed language for Ordinance Amending Utility Ordinance. He also shared that in accordance with legal requirements the Declaration to Amend the Utility Ordinance was made available for public review and comment immediately following the June 17th meeting and no comments or questions were received.

Action: Director Tim Foster made a motion to approve the Ordinance Amending Utility Ordinance which would enact changes to Section 1.1 Definitions, Section 3.1 Method of Connection, Section 3.2 Maintenance of Building Sewer Damages, Section 3.4 Basis for Billing Sewer Use, and Section 4.1 Genera. A second was made by Director Robert Warden. All were in favor, the motion passed unanimously.

C. Holiday Policy Correction Proposal

[A COPY OF THE ARTICLE VI TIME AWAY FROM WORK SECTION 1 HOLIDAYS OF THE ONWASA PERSONNEL POLICY PROPOSAL MAY BE FOUND AT EXHIBIT B AND ARE FULLY INCORPORATED HEREIN BY REFERENCE]

Chairman Jerry Bittner called on ONWASA CEO, Jeffrey Hudson to present the item. Mr. Hudson began by explaining the ONWASA Personnel Policy which was last changed in 2018 made a distinction between employees who typically work a Monday through Friday 8-5 job and employees who work alternative schedules such as 10 or 12 hour days seven on and seven off. He said an unintended consequence of the policy as written was that persons who are not scheduled to work on a holiday receive no holiday benefit for example if July 4th fell on a Monday all regular shift employees would have that Monday off with pay while alternative shift employees who were not scheduled to work on July 4th would receive nothing. He added true they did have July 4th off but they did not receive the benefit of a holiday as other employees did and this has become a morale issue among our alternative shift employees and it became an internal equity issue between two employee groups. Mr. Hudson noted the alternative shift employees are some of ONWASA's highest skilled, trained, and licensed

off on the holiday due to their schedule. Mr. Hudson shared that Authority Attorney, Mr. Chuck Kitchen, was consulted in creating the language of the proposal. Director Pat Turner inquired about the benefit to alternative employees who are already scheduled off. Mr. Hudson explained the benefit under the proposal is that the alternative employee would have worked 40 hours that week and the holiday happened to be a regular day off so they receive 8 hours to bank which can be used during a future week where they work 32 hours. Director Robert Warden inquired about holidays that fall on a Saturday and how that works for regular shift employees under the current policy. Mr. Hudson replied if one of our scheduled holidays falls on a Saturday then the holiday is observed on the Friday. Director Warden stated that alternative shift employees were being discriminated against under the current policy and with the proposed policy every employee would get the benefit of the holiday which is good. Mr. Hudson responded yes and one of the best realizations of how it is different is how do you define a holiday or a holiday day. He added a holiday might be thought of as the fourth of July but to an employee a holiday is there is eight hours of leave on a particular day that I don't have to work so we were previously thinking about the holiday as the fourth of July and if you were not scheduled to work on the fourth of July so the alternative employees worked 40 hours and were not given the benefit to later work 32 hours while being compensated for 40 hours where the regular shift employee had the benefit of working 32 hours and being compensated for 40. Chairman Jerry Bittner asked how many holidays were observed by ONWASA. Mr. Hudson replied 10.

Action: Director Robert Warden made a motion to approve the modification to the Holiday Policy. A second was made by Director Tim Foster. All were in favor, the motion passed unanimously.

4. PUBLIC COMMENT – There were no members of the public who wished to comment.

5. CHIEF EXECUTIVE OFFICER'S COMMENTS – Chairman Jerry Bittner called upon Mr. Hudson to provide any comments. Mr. Hudson informed the Board of a couple of items that have come up that may require a brief workshop. He asked that the Board check calendars for availability on October 7 at 4:00 PM and added that it was a date and time in which consultant engineers, the Authority Attorney, and staff were available. He also noted that he did inquire with the two Board members who were not present tonight and they will be available on that date and time. He said the meeting could be hosted at ONWASA. Chairman Bittner polled the Board, and all responded they were available.

6. BOARD OF DIRECTOR'S COMMENTS

Director Tim Foster thanked staff for their quick action during the Swansboro outage. Director Pat Turner thanked staff for taking care of Swansboro during the outage and added she was thankful.

7. **ADJOURNMENT:** A motion was made by Vice Chairman Paul Conner to adjourn at 6:17PM. Director Tim Foster seconded the motion. All were in favor, the motion passed.

The minutes were approved on December 16, 2021.

Onslow Water & Sewer Authority Board of Directors

Jerry A Bittner

Jerry Bittner, Chairman

Paul Conner

Paul Conner, Vice Chairman



ATTEST:

Heather Norris

Heather Norris, Clerk

ORDINANCE AMENDING UTILITY ORDINANCE

WHEREAS, the Onslow Water and Sewer Authority has previously adopted a Utility Ordinance governing the operation of the water and sewer system pursuant to N.C. Gen. Stat. § 162A-6(14c); and

WHEREAS, the Board of Directors has determined that there are revisions which may be made to the Ordinance which will create greater efficiencies and better serve the citizens who use the services of the Onslow Water and Sewer Authority.

NOW, THEREFORE, THE BOARD OF DIRECTORS FOR THE ONSLOW WATER AND SEWER AUTHORITY DOTH ORDAIN:

1. **Section 1.1 – Definitions** of the Onslow Water and Sewer Authority Utility Ordinance is amended to read as following:

SECTION 1.1 – DEFINITIONS

AESTHETICALLY OBJECTIONABLE WATER

Shall mean water containing substances which, if introduced into the public water supply system, could be a nuisance to other water consumers but would not adversely affect human health. Examples of such substances are food grade dye, silica, iron and stagnant water from fire lines in which no chemical additives are used, etc.

AIR GAP SEPARATION

Shall mean a physical separation between the free flowing discharge end of a potable water supply pipeline and an open or non-pressure receiving vessel. An “approved air gap separation” shall be at least double the diameter of the supply pipe measured vertically above the overflow rim of the receiving vessel – in no case less than one (1) inch (2.54 cm).

ALLOCATION

Shall mean a conditional designation of estimated sewer treatment or water capacity to a specific owner and project, subject to the provision of this Ordinance and any document of approval.

ALLOCATION PHASE

Shall mean a provision included as part of an allocation to a specific development that defines the amount of the total allocation which may be used at a specified time.

APPROVED

Means meets or exceeds the applicable specifications and standards set forth by the Authority, entities that establish industry standards including the University of Southern California Foundation for Cross-Connection and Hydraulic Research (USC), American Water Works Association (AWWA), and American Society of Sanitary Engineers (ASSE) and all regulatory agencies including North Carolina Departments of Environment Quality (NCDEQ), Transportation (NCDOT), and Environmental Health (NCDEH).

AUTHORITY UTILITY FACILITIES

Shall mean all parts of the Authority's water and sewer utility system and generally includes water lines, sewer lines, treatment facilities, pump stations, hydrants, water meters, meter boxes, cut-off valves and other facilities related to providing water and wastewater utility service but excluding any *Owner Service Facilities* as defined below.

BACKFLOW

Shall mean the act of preventing any actual or potential waterborne disease, organism, contaminant, or pollutant through a direct or indirect cross-connection by isolating or containing it with the use of assemblies, devices, methods, and procedures.

BACKFLOW PREVENTION

Shall mean the act of preventing any actual or potential waterborne disease, organism, contaminant, or pollutant through a direct or indirect cross-connection by isolating or containing it with the use of assemblies, devices, methods, and procedures.

BACKFLOW PREVENTION ASSEMBLY APPROVED

Shall mean an assembly, used for containment and/or isolation purposes to prevent backflow into a consumer or public potable water system, that has been investigated and approved by the Authority. The type of assembly used should be based on the degree of hazard, either existing or potential. The types are:

- a. Double Check Valve Assembly (DCVA)
- b. Double Check Detector Assembly (DCDA)
- c. Pressure Vacuum Breaker (PVB)
- d. Reduced Pressure Principle Assembly (RP)
- e. Reduced Pressure Principle Detector Assembly (Fire System) (RPDA)

BACKFLOW PREVENTION ASSEMBLY UNAPPROVED

Shall mean an assembly that has been investigated by the Authority and has been determined to be unacceptable for installation on the potable water system. Consideration for disapproval and removal from the approved list shall be based on, but not limited to, the following criteria:

- a. Poor performance standards
- b. Lack of or unavailability of repair parts; or
- c. Poor service or response from assembly's factory representative

BACKFLOW PREVENTION ASSEMBLY CERTIFIED TESTER

Shall mean a person who has proven their competency to the Authority. Each person who is certified to make competent tests or to repair, overhaul, and make reports on back flow prevention assemblies shall be knowledgeable of applicable laws, rules, and regulations. Each person shall have qualifications acceptable to the Authority and must hold a certificate of completion from North Carolina AWWA/WEA approved training program in Backflow Cross-Connection Prevention.

BACK-PRESSURE BACKFLOW

Shall mean an elevation in the consumer's water system pressure by a pump, elevated tank, boiler, or other means that could create a pressure greater than the supply pressure at the point of delivery which would cause or tend to cause a reversal of the normal direction of flow.

BACK-SIPHONAGE BACKFLOW

Shall mean a reversal of the normal direction of the flow in the pipeline due to negative pressure (vacuum) being created in the supply line with the backflow source subject to atmospheric pressure.

BUILDING SEWER

Shall mean the private plumbing pipes or any other plumbing facilities of an Owner pursuant to which wastewater is discharged from the Owner's premises to *Authority Utility Facilities*.

CHECK VALVE APPROVED

Shall mean a check valve that is drip tight in the normal direction of flow when the inlet pressure is at least one (1) psi and the outlet pressure is zero. The closure element shall be internally loaded to promote rapid and positive closure.

COMMERCIAL METER

Shall mean a meter serving multiple units that will remain indefinitely under one common ownership or large commercial building as set forth in Article II, Section 2.1.

CONSUMER

Shall mean any person, firm, or corporation using or receiving water from the Authority's water system.

CONSUMER'S WATER SYSTEM

Shall mean any water system commencing at the point of delivery and continuing throughout the consumer's plumbing system, located on the consumer's premises, whether supplied by public potable water or an auxiliary water supply. The system or systems may be either a potable water system or an industrial piping system.

CONSUMER'S POTABLE WATER SYSTEM

Shall mean the privately owned potable water system lying between the point of delivery and point of use and/or isolation protection. The system will include all pipes, conduits, tanks, receptacles, fixtures, equipment, and appurtenances used to produce, convey, store, or use potable water.

CONTAINMENT

Shall mean preventing the impairment of the public potable water supply by installing an approved backflow prevention assembly at the service connection.

CONTAMINANT

Shall mean any physical, chemical, biological, or radiological substance or matter in water.

CONTAMINATION

Shall mean an impairment of the quality of the water which creates a potential or actual hazard to the public health through the introduction of a contaminant.

COOKING ESTABLISHMENTS

Shall mean those establishments primarily engaged in the activities of preparing, serving, or otherwise making available food for consumption and that use one or more of the following preparation activities: cooking by frying (all methods), baking (all methods), grilling, sautéing, rotisserie cooking, broiling (all methods) boiling, blanching, roasting, toasting, or poaching and which discharge wastewater to the Authority's system. Also included are infrared heating, searing, barbecuing, and any other food preparation activity that produces a hot, non-drinkable food product in or on a receptacle that requires washing.

CROSS-CONNECTION

Shall mean any unprotected actual or potential connection or structural arrangement between a public or a consumer's water system and any other source or system through which it is possible to introduce any contaminant or pollutant, into the potable water with which the system is supplied. By-pass arrangements, jumper connections, removable sections, swivels or change over devices, and other temporary or permanent devices through which, or because of which, "backflow" can or may occur are cross-connections.

CROSS-CONNECTION CONTROL

Shall mean the use of assemblies, devices, methods and procedures to prevent contamination or pollution or a potable water supply through cross-connection.

DIRECT CROSS-CONNECTION

Shall mean a permanent connection with a physical link between the drinking water supply and a non-potable source.

DOUBLE CHECK VALVE ASSEMBLY

Shall mean an assembly composed of two (2) single independently acting approved check valves, including tightly closing shut off valves attached at each end of the assembly and fitted with properly located test cock. This assembly shall be used to protect against a non-health hazard (Hazard, Non-Health)

DOUBLE CHECK DETECTOR ASSEMBLY

Shall mean a specifically designed assembly composed of a line-size approved double check valve assembly with a specific bypass water meter and a meter-sized approved double check valve assembly. This assembly shall only be used to protect against a non-health hazard (Hazard, Non-Health).

DWQ

Shall mean the Division of Water Quality which is part of the North Carolina Department of Environment and Natural Resources, or its successors.

ENCLOSURE

Shall mean a physical above ground apparatus used to help prevent a backflow preventer from freezing and is ASSE 1060 approved.

EXECUTIVE DIRECTOR

Shall mean the Authority's Executive Director, its chief administrative officer.

FATS, OILS, AND GREASES (FOG)

Shall mean organic polar compounds derived from animal and/or plant sources that contain multiple carbon chain triglyceride molecules. These substances are detectable and measurable using analytical test procedures established in 40 CFR 136, as may be amended from time to time. All are sometimes referred to herein as "grease" or "greases".

FLEX SPACE

Shall mean any commercial facility or system which has the potential to change its use frequently without sufficient notice for inspection and poses a hazard, e.g., strip malls and shopping plazas.

FOOD PREPARATION OR SERVING FACILITY

Shall mean any commercial or industrial facility that prepares or serves food, including but not limited to a restaurant, café, cafeteria, snack bar, grill, deli, catering service, bakery, grocery store, butcher shop, or similar establishment that discharges wastewater to the Authority's system.

GREASE TRAP OR INTERCEPTOR

Shall mean a device for separating and retaining waterborne grease and grease complexes prior to the wastewater exiting the trap and entering the Authority sanitary sewer collection and treatment system. The devices also serve to collect settleable solids, generated by and from food preparation activities, prior to the water exiting the trap and entering the sanitary sewer collection and treatment system. Grease Traps and Interceptors are sometimes referred to herein as "Grease Interceptors".

GRINDER PUMP SYSTEM

Shall mean a residential sewage collection and discharge system that includes a simplex grinder pump and storage basin, discharge service force main and all appurtenances, electrical control panels and any other associated items necessary for the installation and operation of these systems whose sole purpose is for the collection and discharge of wastewater from private residences to the Authority's public force main. Grinder pump systems connecting to gravity sewer mains or services are considered private systems and are, therefore, excluded from the requirements set forth in this ordinance.

HAZARD - HEALTH

Shall mean an actual or potential threat of contamination or pollution of a physical, hazardous or toxic nature to the public or consumer's potable water system to such a degree or intensity that

there would be a danger to health.

HAZARD - NON-HEALTH

Shall mean an actual or potential threat to the quality of the public or the consumer's potable water system. A non-health hazard is one that, if introduced into the public water supply system could be a nuisance to water customers but would not adversely affect human health. Examples include taste, smell, aesthetics, etc.

HAZARD - POLLUTION

Shall mean an actual or potential threat to the quality or the potability of the public or the consumer's potable water system, but which would not constitute a health or a system hazard, as defined. The maximum degree or intensity of pollution to which the potable water system could be degraded under this definition would cause a nuisance or be aesthetically objectionable or could cause minor damage to the system or its appurtenances. Examples include iron, calcium, silica, low level sulfur, etc.

HAZARDOUS FACILITY

Shall mean one in which substances may be present which, if introduced into the public water system, would or may endanger or have an adverse effect on the health of other water consumers. Examples of such facilities are laboratories, sewage treatment plants, chemical plants, hospitals, mortuaries, irrigation systems, etc.

HEALTH AGENCY

Shall mean the North Carolina Department of Environment and Natural Resources Division of Environmental Health.

INDUSTRIAL FLUIDS

Shall mean any fluid or solution which may be chemically, biologically, or otherwise contaminated or polluted in a form or concentration such as would constitute a health or non-health hazard if introduced into a public or consumer potable water system. Such fluids may include, but are not limited to: process waters, chemicals in fluid form, acids, alkalis, oils, etc.

INDUSTRIAL PIPING SYSTEM

Shall mean any system used by the consumer for transmission, confinement, or storage of any fluid, solid, or gaseous substance other than an approved water supply. Such a system would include all pipes, conduits, tanks, receptacles, fixtures, equipment, and appurtenances used to produce, convey or store substances, which are or may be polluted or contaminated.

IRRIGATION SERVICE

Shall mean water service used for irrigation.

ISOLATION

Shall mean the act of confining a localized hazard within a consumer's water system by installing approved backflow prevention assemblies. The Authority may make recommendations, upon facility inspection, as to the types of isolation devices/assemblies to be

used but does not assume or have any responsibility whatsoever for such installations.

NCDEQ

Shall mean the North Carolina Department of Environment Quality or its successors.

NON-COOKING ESTABLISHMENTS

Shall mean those establishments primarily engaged in the preparation of pre-cooked foodstuffs that do not include any form of cooking. These include cold dairy and frozen foodstuffs preparation and serving establishments.

NON-POTABLE WATER

Shall mean water that has not been examined, properly treated, and not approved by appropriate authorities as being safe for consumption.

OWNER

Shall mean the fee simple owner of real property whose premises is or can be provided utility service by the Authority.

OWNER SERVICE FACILITIES

Shall mean (i) the water service facilities owned by an owner and commencing at the connection on the Owner's side of the Authority's meter and servicing the premises of such Owner, including pipe, private cut-off valves, Backflow Prevention Assembly, pressure reducing valve and other components, and (ii) the *Building Sewer* running from the Owner's premises to the sewer tap provided by the Authority to which an Owner connects private plumbing.

PERSON

Shall mean any individual, partnership, co-partnership, firm, company, corporation, association, joint-stock company, trust, estate, governmental entity, or any other legal entity; or their legal representatives, agents, or assigns.

PLATE REVIEW FEE

Shall be a fee for reviewing and approving plats submitted for signature accepting dedication of utilities constructed by a Developer and approved by the Authority.

PLUMBING HAZARD

Shall mean a plumbing type cross-connection in a consumer's potable water system that has not been properly protected by an air gap separation, double check valve assembly, a reduced pressure principle assembly, or other approved back flow prevention devices.

POINT OF DELIVERY

Shall generally be at the property line of the customer where the meter is situated, adjacent to the public street where the Authority's main is located. This shall be where the Authority loses jurisdiction and sanitary control over the water system infrastructure, and where the customer becomes responsible for all water piping, control devices, etc. located on his side of the point of delivery.

POINT OF DISCHARGE

Shall generally be at the property line of the customer near the sanitary sewer cleanout or commercial grinder pump station valve box is situated, adjacent to the public street where the Authority's main is located. Where the sewer line is not located in a street, or the street right of way cannot be readily determined, the *Point of Discharge* shall be at the adapter coupling immediately adjacent to the sewer line. For single residences served by a grinder pump station that connects to a sewer force main, the *Point of Discharge* shall be located at the point where the building sewer connects to the wet well. This shall be where the Authority loses jurisdiction and sanitary control over the sewer system infrastructure, and where the Owner becomes responsible for all piping, control devices, etc. located on his side of the point of delivery.

POLLUTANT

Shall mean a substance that deteriorates the aesthetic quality of water or other materials but is not harmful to health. Pollutants are considered non-health hazards or low hazards.

POLLUTION

Shall mean an impairment of the quality of water to a degree which does not create an actual hazard to the public health, but which does adversely and unreasonably affect the aesthetic qualities of such waters for domestic use.

POTABLE WATER

Shall mean water from any source that meets the Safe Drinking Water Standards and has been investigated by the North Carolina Department of Environmental Health and Natural Resources and ONWASA, and which has been approved for human consumption.

PUBLIC POTABLE WATER SYSTEM

Shall mean any publicly or privately-owned water system operated as a public utility, under a current North Carolina Department of Environmental Health and Natural Resources permit, to supply water for public consumption or use. To include all sources, facilities, and appurtenances, between the source and the point of delivery such as valves, pumps, pipes, conduits, tanks, receptacles, fixtures, equipment, and appurtenances used to produce, convey, treat, or store potable water for public consumption or use.

PWS

Shall mean the Public Water Supply section which is a part of the North Carolina Department of Environment and Natural Resources, or its successors.

RATE AND FEE SCHEDULE

Shall mean the Rate and Fee Schedule adopted by the Authority from time to time setting forth the rates and charges imposed by the Authority. The type of rates and charges which the Authority currently imposes are defined in Article IV hereof.

REDUCED PRESSURE PRINCIPLE BACKFLOW PREVENTION ASSEMBLY

Shall mean a specially designed assembly composed of a line size approved reduced pressure principle backflow prevention assembly with a specific bypass water meter and a meter sized approved reduced pressure principle backflow prevention assembly. This assembly shall be used to protect against health hazard.

SERVICE CONNECTION, WATER

Shall include the tap, service piping, water meter, etc. installed from the public potable water system to the point of delivery.

SERVICE CONNECTION, SEWER

Shall include the tap, service piping, etc. installed from the public sanitary sewer main to the *Point of Discharge*.

TEMPORARY CROSS-CONNECTION

Shall mean a link between the potable water supply and any other non-potable system created with removable sections, swivel or change-over devices, garden hoses, and other non-permanent methods.

TEST COCKS

Shall mean an instrument or valve on a backflow prevention assembly used to test the assembly.

UNIT

Shall be a single, stand-alone commercial establishment, or same located within a larger structure such as a strip-mall or multi-storied commercial building; or a residence such as a house, townhouse, condominium, apartment, mobile home, or room(s) within a large structure that provides a space for occupants making up a single household to live and eat. For a room or apartment to be defined as a housing unit, it must be distinctly separated from other living spaces within the building. It must be directly accessible from an outer door or through an interior door in a shared hallway rather than by walking through another household's shared hallway or through another household's living space.

USER

Shall mean any person, including those located outside the jurisdictional limits of ONWASA, who contributes, causes, or permits the contribution or discharge of wastewater into the ONWASA sewer collection system, including persons who contribute wastewater from mobile sources, such as those who discharge hauled wastewater.

VACUUM BREAKER ATMOSPHERIC TYPE (AVB)

Shall mean a device containing a float check, a check seat, and an air inlet port. An atmospheric vacuum breaker is designed to protect against a non-health hazard under a back siphonage condition only.

VACUUM BREAKER PRESSURE TYPE (PVB)

Shall mean an assembly containing an independently operating internally loaded check valve and an independently operating loaded air inlet valve located on the discharge side of the check valve. This assembly is designed to protect against a health hazard under a back siphonage condition only.

VEHICLE MAINTENANCE FACILITY

Shall mean any commercial or industrial facility where automobiles, trucks, or equipment are serviced or maintained, including garages, service stations, repair shops, oil and lubrication shops, or similar establishments.

WATERBOURNE DISEASE

Shall mean any disease that is primarily transmitted through water.

WATER PURVEYOR

Shall mean the owner or operator of a public potable water system, providing an approved water supply to the public.

WATER SUPPLY, APPROVED

Shall mean any public potable water supply which has been investigated and approved by ONWASA and the North Carolina Department of Environment and Natural Resources.

WATER SUPPLY, AUXILIARY

Shall mean any water supply on or available to the premises other than the purveyor's approved public potable water supply. These auxiliary waters may include water from another purveyor's public water supply or any natural source such as a well, spring, river, stream, etc., or "used water", or "aesthetically objectionable water" and constitute an unacceptable water source over which ONWASA does not have sanitary control.

WATER SUPPLY, UNAPPROVED

Shall mean a water supply which has not been approved for human consumption by the North Carolina Department of Environment and Natural Resources.

WATER, USED

Shall mean any water supplied by a water purveyor from a public water system to a consumer's water system after it has passed through the point of delivery and is no longer under the control of the water purveyor.

2. **Section 3.1 – Method of Connection** of the Onslow Water and Sewer Authority Utility Ordinance is amended to read as following:

Section 3.1 Method of Connection

Connections of Building Sewers to Authority Utility Facilities will be made in accordance with the following requirements:

- a. All Connections shall be made in accordance with the applicable provisions of the State of North Carolina Building Code and/or NCDEQ, if applicable.
- b. No connections that allow inflow to enter the Authority's system shall be permitted. Such prohibited connections shall include but not be limited to roof down spouts, exterior foundations drains, or other sources of storm water or groundwater.
- c. The Building Sewer shall include any preliminary treatment, pretreatment, flow equalizing facilities, for grease, oil, grit, and sand traps or other interceptor as required by this Ordinance.
- d. Connections to Authority Utility Facilities will be made at the adapter coupling provided for the structure to be served.
- e. The connection of residential grinder pump systems shall be made in accordance with the State of North Carolina Building Code, ONWASA Utility Ordinance, and MSSD and all applicable manufacturer specifications by a North Carolina Licensed Utility Contractor. All costs associated with the design, permitting, and installation of the grinder pump system are the responsibility of the property owner.

3. **Section 3.2 – Maintenance of Building Sewer Damages** of the Onslow Water and Sewer Authority Utility Ordinance is amended to read as following:

Section 3.2 Maintenance of Building Sewer Damages

Whenever a Building Sewer connected to Authority Utility Facilities becomes clogged, broken, out of order or discharging in a manner detrimental to the Authority Utility Facilities, or the public health and welfare, the Owner of any building or premises through which the Building Sewer, defined as running from the Point of Discharge to the served premises which collects wastewater, shall, upon notification by the Executive Director or his designee, reconstruct, alter, clean or repair the Building Sewer, as the condition of such may require, within thirty (30) days after receiving notification. Noncompliance shall result in disconnection of the sewer lateral at the point of connection to the Authority's public collection system and shall be subject to all applicable fees per the approved Authority Rate and Fee Schedule.

The property owner shall be responsible for maintaining sewer service laterals from the served premises to the Point of Discharge.

Residential grinder pump systems that are connected to an Authority sanitary sewer force main are maintained by the Authority from the point of connection at the main up to and including the grinder pump station and associated electrical controls, subject to the terms and conditions of the Grinder Pump Sewer Service Agreement signed by the customer.

4. **Section 3.4 – Basis for Billing Sewer Use** of the Onslow Water and Sewer Authority Utility Ordinance is amended to read as following:

Section 3.4 Basis for Billing Sewer Use

Sewer usage will be billed based on the minimum charge plus flow determined by the flow of the Authority's water meter at the premises being billed. If sewer is provided to the premises to which the Authority does not provide water, or the sewer usage is unrelated to the usage of water, billing will be based at the option of the Authority on one of the following:

- a. Water meter readings at the premises for water supplied by another water provider or meter readings from a meter attached to any private well supplying the premises, which meter shall be provided and installed at the Owner's expense.
- b. Flat Rate.

Bulk sewer usage fee will be billed based on the Base Charge plus the flow determined by the Authority's water meter(s) or sewer meter(s) at the premises being billed. Billing method will be determined by the Authority.

5. **Section 4.1 – General** of the Onslow Water and Sewer Authority Utility Ordinance is amended to read as following:

Section 4.1 - General

The Authority shall annually, or more frequently if financial or other conditions dictate, establish rates and charges so that revenues of the Authority will be sufficient at all times to pay the cost of maintaining, repairing, and operating the Authority Utility Facilities, including reserves for such purposes, debt service on bonds and other debt obligations issued by the Authority and debt service reserves, the cost of utility system development and growth, and the cost of such other matters as the Authority deems appropriate. The Authority may set different rates for different service areas or different types of utility service (such as for Bulk or Commercial Meter service) where a basis of distinction exists to establish such differentiated rates. Such rates may include but shall not be limited to the following rates, fees and charges on the Authority's Rate and Fee Schedule:

Customary Monthly Charges

- a. Base Water and Sewer Charge - a monthly charge for water and/or sewer for making utility service available year round and, the amount charged for each customer shall be based on the size of the customer's water meter. For service through a Master Meter, the

fixed charges per unit shall assume a $\frac{3}{4}$ - inch meter; $\frac{3}{4}$ - inch meter charges apply to all residential meters, regardless of meter size. Bulk charges may include a component reflecting the debt service and paying for a portion of the fixed operating cost and obligation of the Authority. Payment of a Bulk Charge does not entitle a customer to any minimum usage allowance.

b. Water Bulk Fee – a fee for water sold to others for re-sale or for other services.

c. Flat Rate – a monthly charge for wastewater service where the Authority has no ability to or elects not to determine the volumetric usage of a customer. The Flat Rate shall include but not be limited to the estimated Availability and Debt Service Recovery Charges that would be applicable if a meter was in place.

d. Master Meter Fee – a fee for water and/or sewer services per meter that applies to all residential meters and Multi Users.

e. Sewer Bulk Fee – a fee for sewer use from a collection system that ties into a single point of discharge.

f. User Fee – a charge based on volumetric utility usage determined from meter readings or other method acceptable to the Authority, the amount of which increases as volumetric usage increases.

g. Volunteer Fire and Rescue Rate – a combination of flat and volumetric rate to be charged to volunteer rescue squads and fire departments.

Charges Related to Collection of Liquid Condensate

a. User Fee – a charge based on the size and type of the Owner's residential heating and cooling system connected to the Authority's sanitary sewer collection system.

Charges Related to New Utility Service

a. Impact Fee – a fee to recover the past or future capital cost of Authority Utility Facilities that have a system wide benefit, the amount of which shall be based on meter size. Impact Fees shall be paid at the time of application for new utility service. Any Person undertaking any "development" (defined below) to be connected to the Authority Utility Facilities shall pay the applicable Impact Fee. If a meter size on which the fee is based is not described in the Rate and Fee Schedule or if there is no meter, and for all collection of liquid condensate from residential heating and cooling systems, the amount of the Impact Fee shall be determined by the Executive Director based upon the anticipated water use and sewage generation rates for sizes in question.

b. Application Fee – a fee due when a Person applies for new and existing utility service.

- c. Inspection Fee – a fee to cover the cost to the Authority of witnessing, inspecting and approving the work of a contractor engaged by an applicant to connect the applicant's Owner Service Facilities to Authority Utility Facilities.
- d. Meter Fee – a charge to cover the cost of the water meter when the tap is being made by a licensed contractor and not the Authority, and/or replacement cost of damaged meter, yoke, angle stop, and appurtenances.
- e. Tap Fee – a one-time charge to cover the cost to the Authority of installing services of Authority Utility Facilities which benefit only the consumer being served. Tap Fees shall be paid at the time of application for new utility service.
- f. Initial Connect Fee – a one-time fee due when new service is connected to Authority's Utility Facilities, or existing account is transferred from one customer to another.

Other Fees and Charges

- a. After Hour Fee – a fee for service calls which the consumer requests to be made after hours weekdays, weekends or holidays include but are not limited to such items as connections, reconnections, leaks or line breaks and the leak or break is to the Owner's Service Facilities or to Authority Utility Facilities resulting from the negligence of the customer at the premises or the customer's guests or agents.
- b. Civil Penalty – a penalty for violation of this Ordinance.
- c. Cut Lock Fee – a fee to cover the cost of replacing padlocks which have been removed from Authority water meters without the Authority's consent.
- d. Credit Letter Fee – a fee for preparation of letters regarding a customer's credit history with the Authority.
- e. Public Utilities Services Correspondence Fee – a fee for correspondence verifying that a residence has public utilities services.
- f. Hydrant Rate – a volumetric charge for the special use of water, such as withdrawal from a fire hydrant through a hydrant meter.
- g. Late Fee – a fee added to delinquent utility bills.
- h. Meter Testing Charge - a charge for testing meters measuring utility service.
- i. Miscellaneous Administrative Fees – fees for such matters as returned checks, copying, customer lists, debit bill payment by phone and such other categories as the Executive Director deems appropriate. Application of Miscellaneous Administrative Fees shall be determined by the Executive Director.

- j. Plan Review Fee – a fee for reviewing and approving plans and specifications submitted for utility facilities to be constructed by others than the Authority and dedicated to the Authority upon completion.
- k. Plat Review Fee - shall be a fee for reviewing and approving plats submitted for signature accepting dedication of utilities constructed and approved by the Authority.
- l. Non-payment Processing Fee – A fee assessed when a bill is not paid in full in forty-five (45) days of the statement date. The fee will be applied to the account and due with any unpaid bills.
- m. Service Call Fee – a service call fee will be charged to the customer's account for items such as but not limited to the following:
- 1) Check a leak at the request of a customer (and the leak is found to be on the customer's side).
 - 2) Customer wants meter reread because of high water usage (and the meter is determined to be accurate).
 - 3) Customer needs angle stop/yoke turned off to make repair. (Service call will include returning to the property to turn the meter back on).
 - 4) Checking pressure (and pressure is determined to be appropriate in Authority infrastructure).
 - 5) New service tap scheduled for installation but remains un-flagged when tap crew arrives (requiring rescheduling).
 - 6) Customer request of water quality assurance (and water quality to meet all required parameters).
- n. Tampering Charge – a charge for tampering with any Authority Utility Facilities.
6. This amendment shall be effective upon enactment.

This the 16th day of September, 2021.

Attest:

Heather W. Norris

Heather W. Norris, Clerk



Jerry A. Bittner

Jerry A. Bittner, Chairman

EXHIBIT B

Personnel Policy
Article VI Time Away from Work
Section 1 Holidays
Adopted March 21, 2019



Holidays

ONWASA will observe the following holidays:

New Year's Day	January 1
Martin Luther King, Jr. Day	3 rd Monday in January
Good Friday	Friday before Easter
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veterans' Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Day after Thanksgiving
Christmas Day	December 25 (plus two additional work-days)

The Board of Directors may adjust the holiday schedule as deemed necessary. Any holiday falling on Saturday or Sunday will be observed on Friday or Monday.

Regular employees ~~who do not work alternative shifts~~ will receive hour-for-hour holiday pay with a minimum of eight (8) hours, plus hour-for-hour regular compensation for all hours worked on the holiday day.

~~Regular employees who work an alternative shift will receive hour-for-hour holiday pay for hours worked on the holiday day, plus hour-for-hour regular compensation for all hours worked on the holiday day.~~

~~Regular employees who work an alternative shift that are scheduled to work on a holiday day that do not work will not receive holiday pay for the holiday day. The employee will be required to take vacation leave or sick leave for the holiday day as applicable.~~

Regular employees who work an alternative shift who are in their off-work week cycle will not receive pay for the holiday day. but will accrue annual leave of eight (8) hours.

Part-time employees will receive paid holidays on a pro-rata basis.

Temporary and seasonal employees are not eligible for paid holidays.

In cases where the holiday extends a full-time non-exempt employee beyond the normal forty (40) hour work week, pay will be calculated on the number of hours worked, and overtime will be paid if the employee works over forty (40) hours in a work week.

In order to receive holiday pay, an employee must work on the last scheduled work-day before and the first scheduled work-day after the holiday, unless the employee is on paid vacation leave, paid sick leave, or other paid leave status.