

**Onslow Water & Sewer Authority
Board of Directors' Regular Meeting Jacksonville City Hall
Thursday, June 16, 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, and Directors Paul Conner, Timothy Foster, Joann McDermon, Robert Warden, and Jeff Wenzel.

PLEDGE OF ALLEGIANCE: Director Paul Conner led the Board and audience in the Pledge of Allegiance.

INVOCATION: Chairman Jerry Bittner requested that Vice Chairman Royce Bennett provide the invocation. Vice Chairman Bennett led the Board and audience in prayer.

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

- 1. APPROVAL OF AGENDA** – Secretary/Treasurer Pat Turner made a motion to approve the agenda as amended adding Business Item F Closed Session. A second was made by Director Paul Conner. 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 Tim Foster. The motion passed unanimously. Therefore, the May 2022 Finance Reports and April 2022 Operations Reports were accepted, the May 19, 2022 Regular Meeting Minutes were approved as presented, and the July 21, 2022 Regular Meeting was canceled.

3. BUSINESS

A. Discussion of the FY22-23 Proposed ONWASA Budget

[A COPY OF THE REVISED PROPOSED BUDGET FY22-23 SUMMARY OF REVENUE & EXPENDITURES MAY BE FOUND AT EXHIBIT A AND ARE FULLY INCORPORATED HEREIN BY REFERENCE]

Chairman Bittner called on Mr. Franky Howard, CEO, to present the item. Mr. Howard said some adjustments were made to the proposed budget since the last meeting of the Board in anticipation of some increased cost. Mr. Howard asked if the Board had any questions. Director Joann McDermon asked about the salary study that would be coming in the future adding she knows it is not done yet but are comfortable with the amount in the proposed budget for the budget to handle the immediate needs until the salary study comes back or will we be short somewhere. Mr. Howard said some of it was anticipated in the number two [Increased Salary and Supply budget \$500,000] for the salary study to come by mid-year and with the next fiscal year we would need to consider it for the whole annual cost. Director Tim Foster asked if they should wait until the Public Hearing to make any recommendations to the proposed budget. Chairman Bittner replied they should wait until after the public hearing.

B. Public Hearing

Chairman Bittner announced it was time for the public hearing on the FY22-23 Proposed ONWASA Budget adding members of the public are invited to address the Board on any

aspect of the Proposed FY22-23 budget. He said a sign-up sheet was being maintained at the door. Chairman Bittner opened the public hearing. Having no one signed up to speak he called on any members of the audience who wished to speak to come forward.

Having no one express the desire to speak Chairman Bittner closed the public hearing.

C. Consideration of the Proposed 2022-2023 Budget

[A COPY OF THE ONWASA BUDGET ORDINANCE FOR FY2022-2023 AND RATE SCHEDULE MAY BE FOUND AT EXHIBIT B AND ARE FULLY INCORPORATED HEREIN BY REFERENCE]

Chairman Bitter called on CEO, Franky Howard to present the item. Mr. Howard called on the Board for directions on the budget by either taking action or additional discussion.

Director Tim Foster said if it was possible he like to make a motion to increase the cola with a 3 percent market adjustment for a total of 8 percent for all employees. Vice Chairman Royce Bennett made a second. Chairman Bittner called for discussion.

Secretary/Treasurer Pat Turner said she thinks it is a good idea because if the study coming up has a huge percentage of increase it is going to have a larger impact at that time. She shared that as a result of the Presidential Order some in her workplace received an 8-10 percent increase so we have to stay competitive and to be able to hire the people you have to be able to offer a good wage so to be able to do that we have to take care of that.

Mr. Howard responded like he has mentioned in his updates if we wait we will be that much further behind.

Vice Chairman Bennett asked to clarify it was a 5 percent cost of living increase with a 3 percent market adjustment as necessary. Director Joann McDermon said 8 percent total. Mr. Howard explained it was a total of 8 percent so when the salary study comes out there is a possibility there are some gaps that we will have to fill in addition to that and money is set aside for that.

Chairman Bittner asked if there were any further questions or discussions. Director McDermon said she just wanted to clarify that this will be an increase to ongoing salaries not a one-time adjustment. Mr. Howard responded yes for existing employees and for recruitment the base salaries have been boosted so when we advertise, they will see a new 8 percent increase effective the first pay period in July. Ms. Tiffany Riggs, CFO, said it would be the July 16th pay date. Mr. Howard added that is right, so it doesn't straddle fiscal years.

Chairman Jerry Bittner called for a motion to approve the ONWASA budget ordinance for fiscal year 2022-2023 as amended along with the proposed rate schedule as presented. Director Tim Foster made the motion and a second was made by Vice Chairman Royce Bennett. All were in favor, the motion carried.

D. Adoption of Project Ordinances

[COPIES OF THE PROJECT ORDINANCES AND CORRESPONDING BUDGET AMENDMENTS MAY BE FOUND AT EXHIBIT C AND ARE FULLY INCORPORATED HEREIN BY REFERENCE]

Chairman Bittner called on Mr. David Mohr, COO to present the item.

Mr. Howard provided background on the item stating in the past project ordinances have either been adopted along with the budget item or separately and because they were

not included in the original proposed budget package they are being considered as a separate item. He then turned it over to Mr. Mohr.

Mr. Mohr said major capital projects take multiple fiscal years to complete so we use project budget ordinances to establish budgets for the projects adding there are nine included for consideration. He explained four of the nine are more administrative changes to make sure the numbers match between the budget ordinance and the project ordinances. Mr. Mohr said the first one on the agenda, Water and Sewer Operational Improvements Project consists of combining a bunch of smaller projects into one funding source adding that normally they are scattered throughout various departments, but they are put together with one pot of money set aside for them. Mr. Mohr explained that the Water Planning and Development Amended Project was originally focused on the Union Chapel site, but it will now include raw water wells as well as building the treatment facility so both of those activities can start at the same time. Mr. Mohr read the action requested. Mr. Chuck Kitchen, Authority Attorney, advised that the Board should consider the Project Ordinances separately.

Director Tim Foster made a motion to adopt the Water and Sewer Operational Improvements Project Ordinance and corresponding budget amendment. A second was made by Secretary/Treasurer Pat Turner. All were in favor, the motion passed unanimously.

Director Paul Conner made a motion to amend the Northwest Regional Water Reclamation Facility Hurricane Florence Project Ordinance and corresponding budget amendment. Director Joann McDermon made a second. All were in favor, the motion passed unanimously.

Director Jeff Wenzel made a motion to amend the Summerhouse Wastewater Treatment Plant Interim Capacity Improvements Project Ordinance and corresponding budget amendment. Director Paul Conner made a second. All were in favor, the motion passed unanimously.

Director Paul Conner made a motion to amend the Water Main Interconnections Phase 3 Project Ordinance and corresponding budget amendment. Director Joann McDermon made a second. All were in favor, the motion passed unanimously.

Vice Chairman Royce Bennett made a motion to approve the Swansboro Wastewater Treatment Plant Renovation Project and corresponding budget amendment. All were in favor, the motion passed unanimously.

Director Jeff Wenzel made a motion to amend the Holly Ridge Wastewater Treatment Plant and Summerhouse Water Reclamation Facility Capacity Assessment Project Ordinance and corresponding budget ordinance. Vice Chairman Royce Bennett made a second. All were in favor, the motion passed unanimously.

Director Joann McDermon made a motion to amend the Southwest Service Area Upgrades Project III and corresponding budget ordinance. A second was made by Director Paul Conner. All were in favor, the motion carried.

Director Tim Foster made a motion to amend the Water Planning and Development Project and corresponding budget ordinance. A second was made by Director Paul Conner. All were in favor, the motion carried.

Director Royce Bennett made a motion to amend the Kenwood/Bishop Ridge Sewer Service Extensions Project and corresponding budget ordinance. A second was made by Director Tim Foster. All were in favor, the motion carried.

E. Timber Management Plan Sale of Timber

[A COPY OF THE MAP FOR TIMBER SALE 1 AND PINE STATE FORESTRY, PLLC TIMBER SALE PROCESS GUIDE MAY BE FOUND AT EXHIBIT D AND ARE FULLY INCORPORATED HEREIN BY REFERENCE]

Chairman Bittner called on Mr. Howard to present the item. Mr. Howard provided background on the Timber Management Plan the Board previously agreed to proceed with. He said the request is for the Board to grant the authority to move forward with accepting bids for a designated tract of land that would be roughly one hundred acres and go to market in July.

A motion was made by Director Paul Conner to approve the sale of the timber by bid as recommended by the Timber consultant and to delegate the Chairman the authority to accept the high bid as long as it is reasonable in his judgment, and further authorize the Chairman to execute a timber deed for the timber sold. A second was made by Director Bob Warden. All were in favor, the motion carried unanimously.

F. Closed Session

A motion was made by Vice Chairman Royce Bennett to enter into closed session pursuant to NCGS 143-318.11(a)(3) to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which is hereby acknowledged. A second was made by Director Paul Conner. All were in favor, the motion carried unanimously.

The Board entered closed session at 6:12 pm.

The Board entered back into open session at 6:37 pm.

Chairman Bittner announced there was no action taken in closed session.

4. PUBLIC COMMENT

There were no members of the public wishing to comment.

5. CHIEF EXECUTIVE OFFICERS COMMENTS

Chairman Bittner called on CEO, Franky Howard, to provide comments. Mr. Howard began by expressing condolences to the family of former Chairman Delma Collins adding he was instrumental in the creation of ONWASA. He expressed his appreciation to the ONWASA staff for their work. Mr. Howard provided an update on response to water pressure issues in the North Topsail Beach area. He explained that data loggers are in place to assist with analyzing the issue. Mr. Howard added that one solution that is being worked on is the booster pump station that is in final design phase. Mr. Howard shared that he recently represented ONWASA at an economic development meeting for the area of Holly Ridge. He provided an overview of the status of the Southeast Sewer Plant project and stated significant progress has been made including the possibility of interim capacity options to help with the request for sewer capacity in that area. Mr. Howard shared that the D 10 and D 11 wells are being used again at a limited basis. He also provided an update on his efforts to secure grant funding for ONWASA projects.

Director Joann McDermon said when the backflow devices were first mandated on the island everybody had to have them and in recent years the ordinance has changed slightly as to who is required to have them and she wonders if the removal of the ones which are not required might help with some of the water pressure issues.

Mr. Howard responded that those situations are being dealt with on a case-by-case basis. He added that if they are able to remove the backflow device it could possibly give them 10-12 psi boost. He said if the customer does have one and has a question about if it is currently required, they will go out and take a look at it.

BOARD OF DIRECTOR'S COMMENTS

Secretary/Treasurer Pat Turner said congratulations on the budget.

Vice Chairman Royce Bennett shared that he was advocating for ONWASA in Raleigh adding that anything that can be done to reduce the cost to ONWASA is going to be good for Onslow County citizens. He also expressed his appreciation for Mr. Howard's response to the low-pressure email. He said he likes the budget stating they managed to fund the capital improvement program which is important for the future of ONWASA and Onslow County. He expressed his thanks and said he hopes we can keep all of the employees too.

No other Directors wished to make comments. Chairman Bittner called for a motion to adjourn.

Director Paul Conner made a motion to adjourn the meeting. A second was made by Director Tim Foster. All were in favor.

The meeting was adjourned at 6:48 PM.

The minutes were approved on September 15, 2022.

Onslow Water & Sewer Authority Board of Directors



Jerry A Bittner

Jerry Bittner, Chairman

ATTEST:

Heather Norris

Heather Norris, Clerk

EXHIBIT A

Proposed Budget FY 22-23			
Summary of Revenue & Expenditures			
Revenue	Operating	Annual Capital	Total
Water/Sewer/Admin	\$30,876,941	\$1,750,000	\$32,626,941
System Development Fees - Water	1,750,000		1,750,000
Water Tap Fees	400,000		400,000
System Development Fees - Sewer	950,000		950,000
Sewer Tap Fees	5,250		5,250
Total	\$33,982,191	\$1,750,000	\$35,732,191
Expenditures	Operating	Annual Capital	Total
Administration	\$789,019	\$0	\$789,019
Administration - Operations	671,756	0	671,756
Information Technology	2,163,039	342,500	2,505,539
Finance	953,333	0	953,333
Engineering	975,735	40,000	1,015,735
Meters	1,727,476	83,000	1,810,476
Customer Service	1,676,089	0	1,676,089
Facilities Maintenance	1,387,537	312,000	1,699,537
Collections	1,779,824	375,500	2,155,324
Dixon WTP	1,995,292	0	1,995,292
Hubert WTP	2,211,662	0	2,211,662
Laboratory	429,566	0	429,566
Northwest Regional WRF	813,659	0	813,659
Southeast Regional WWTP	645,149	0	645,149
Swansboro WWTP	382,663	0	382,663
SCC	491,626	0	491,626
Human Resources	320,876	0	320,876
Non-Departmental	1,896,500	0	1,896,500
Distribution	3,023,198	597,000	3,620,198
Wastewater Purchases	900,000	0	900,000
Water Purchases	75,000	0	75,000
Debt Service	5,380,135	0	5,380,135
Transfer to Capital Projects	3,293,057	0	3,293,057
Total	\$33,982,191	\$1,750,000	\$35,732,191

Changes made since May 19, 2022

1 - Increased Water System Development Fee \$350,000 and Sewer System Development \$150,000

2- Increased Salary and Supply budget \$500,000

**Onslow Water & Sewer Authority
Budget Ordinance
Fiscal Year 2022-2023**

BE IT ORDAINED by the Board of Directors of the Onslow Water & Sewer Authority, Jacksonville, North Carolina:

SECTION I. The following revenues are estimated to be available for the appropriations made for the Fiscal Year beginning July 1, 2022 and ending June 30, 2023:

Revenue	
Water Revenue	-
Sewer Revenue	\$23,502,000
System Development Fees - Water	5,367,991
System Development Fees - Wastewater	1,750,000
Operating Fees and Charges	950,000
Fund Balance Appropriated	2,352,200
Interest Income	1,750,000
Miscellaneous Income	20,000
	40,000
Total Revenue	<u><u>\$35,732,191</u></u>
Appropriations	
Administrative Departments	\$12,020,010
Operations Departments	15,038,989
Transfer to Capital Projects	3,293,057
Debt Service	5,380,135
Total Appropriations	<u><u>\$35,732,191</u></u>

SECTION II. Pursuant to NCGS 159-13.2, the following appropriations are hereby made. Expenditures authorized by these appropriations may occur over multiple fiscal years. The following revenue is estimated to be available in the fiscal year the expenditures occur.

Revenue	
Fund 40 Capital Projects	-
Fund 42 Capital Projects	\$22,449,984
	76,915,000
Total Revenue	<u><u>\$99,364,984</u></u>

Appropriations	
Building Roof Replacements	760,000
Disaster Recovery	1,000,000
Emergency Power Systems Upgrades	850,000
Hargett Street & Shore Drive Pump Station Rehabilitation	390,000
Heather Loop Road Gravity Sewer Improvements	150,000
Holly Ridge & Summerhouse WWTPs Capacity Assessment	31,750,000
HWY 24 Regional Trunk Main Replacement	15,000,000
Kenwood/Bishop's Ridge Sewer Service Extension	2,325,000
Laboratory	2,706,250
Northwest Regional WRF Hurricane Florence	11,119,947
Piney Green Sewer Phase II – Hickory Grove Lagoon closure	1,234,790
Pumping Station Assessment/Rehabilitation	850,000
Regional Aquifer Study	175,000
Southwest Service Area Upgrades Project II	3,500,000
Summerhouse WRF Interim Capacity Projects	1,132,000

EXHIBIT B

Water and Sewer Operational Improvements	2,000,000
Swansboro WWTP Renovation or Replacement	19,450,000
Topsail Island Booster Station	1,500,000
Water Supply Planning and Development	1,988,247
Warehouse	1,183,750
Water Main Interconnections Phase II	300,000
Total Appropriations	<u>\$99,364,984</u>

SECTION III. The CEO/Executive Director (Budget Officer) is hereby authorized to transfer appropriations as contained in the line item budget accounts under the following conditions:

- A. Budget Officer may transfer funds between line item expenditures within a division or department as long as the original operating or capital project fund appropriation amount is not changed.
- B. Budget Officer may transfer funds between divisions as long as the original fund appropriation amount is not changed. An official report of any transfers must be made to the Board of Directors at its next regular meeting following any transfers.
- C. Budget Officer may not transfer any amounts between funds, except as approved by the Board of Directors by an amendment to the Budget Ordinance.
- D. Budget Officer shall at each regular Board Meeting provide a line item Budget Revenue and Summary Expenditure report showing the prior month's fiscal activity and, in a form, so prescribed and accepted by the Board of Directors.
- E. Budget Officer may authorize and execute purchases, contract change orders and contracts for services not to exceed the dollar thresholds set forth in the North Carolina Public Contracting Statutes for any one purchase, change order or service contract without the prior approval of the Board of Directors.
- F. Budget Officer shall require ONWASA match 401K contributions for each 401K contributing employee; ONWASA match shall not exceed 3%.
- G. Budget Officer shall require ONWASA contribute a 5% COLA and 3% market adjustment for a total of 8% effective the pay date of July 15, 2022.

SECTION IV. Copies of the Budget Ordinance, the line item chart of accounts, and the Organizational Chart shall be furnished to the CEO/Executive Director and Finance staff to be kept on file by them for their direction in the disbursement of funds in the name of the Onslow Water and Sewer Authority.

Adopted the 16th day of June 2022.

Jerry A Bittner

Jerry Bittner, Chairman

Attest:

Heather Norris

Heather Norris, Clerk to the Board





Fiscal Year 2022 - 2023 Rate and Fee Schedule

Water

I. Residential & Commercial Customers

Base Water Charges*	
Meter Size	Base Charge
3/4"	\$16.00
1"	\$39.96
1.5"	\$79.86
2"	\$127.72
2.5"	\$191.64
3"	\$255.50
4"	\$399.22
6"	\$798.44

*For service through a Master Meter the fixed charges per unit shall assume a 3/4 inch meter; 3/4" meter charges apply to all residential meters.

Note - NC GS 2008-143 states all water to an irrigation system must be provided through an individually metered connection unless the requirements are met under NC GS 143-355.4.

II. User Fees

Usage(Gallons)	Water Meters 1,000 Gallons	Irrigation Meters 1,000 Gallons
First 3,000	\$3.70	\$5.54
Next 4,500	\$3.83	\$5.73
Next 7,500	\$4.95	\$7.44
Next 10,000	\$6.46	\$9.70
Over 25,000	\$7.58	\$11.41

Bulk Meter \$4.95 per 1,000 gallons

Master Meter (including Multi Users): \$4.95 per 1,000 gallons

Sewer Bulk Fee \$5.25 per 1,000 gallons

Volunteer Fire & Rescue Squads Primary Operations Building (water & sewer each):

0-20,000 gallons \$1.00 Flat Rate

Over 20,000 gallons Follow the applicable rates above

Sewer

III. Residential & Commercial Customers

User Fees	Base Sewer Charges**	
Rate per 1,000 Gallons	Meter Size	Base Charge
\$7.38	3/4"	\$26.00
\$7.38	1"	\$65.18
\$7.38	1.5"	\$130.02
\$7.38	2"	\$208.04
\$7.38	3"	\$415.09
\$7.38	4"	\$647.48

**No sewer charges are billed for meters exclusively used for irrigation.

Water & Sewer

IV. Tap Installation Fees

Water	
Tap Size	Fee
3/4 x 5/8 tap	\$1,620.00
1"	\$1,910.00
1-1/2" & above	\$1,100 + Materials
Sewer	
Tap Size	Fee
4" Residential Only	\$1,190 + Materials

V. System Development Fees

Meter Size	Water	Sewer
3/4"	\$2,032	\$3,700
1"	\$3,386	\$6,167
1.5"	\$6,773	\$12,333
2"	\$10,836	\$19,733
3"	\$21,672	\$39,467
4"	\$33,863	\$61,667
6"	\$67,725	\$123,333
8"	\$108,360	\$197,333
10"	\$162,540	\$283,667

VI. Water or Sewer Tap Inspection Fees

On site less than 4 hours during a work day	\$150.00	Per Site Per Customer
On site more than 4 hours during a work day	\$300.00	Per Site Per Customer

VII. Private Utility Billing (Water/Wastewater)

Administrative Set Up Fee	\$1,000.00
Per Account	\$3.00
Administrative Fee- Rate Changes & Mailings	\$250.00 Plus Cost
Private Utility Listing	\$.10 per Account

VIII. Deposits

Meter Size	Deposit for Water	Deposit for Sewer
3/4"	\$100	\$100
1"	\$200	\$200
1.5"	\$340	\$340
2"	\$490	\$490
3"	\$1,080	\$1,080
4"	\$1,370	\$1,370
6"	\$2,740	\$2,740
8"	\$4,925	\$4,925
10"	\$7,685	\$7,685
12"	\$9,680	\$9,680

Standing Deposits(Contractors & Realtors)	\$500.00
3/4" Hydrant Meter Assembly	\$500.00
3" Hydrant Meter Assembly	\$2,000.00

Water & Sewer - Continued

IX. Miscellaneous Charges	
Administrative Service Fee	\$40.00
Service Call Fee	\$50.00 per account (1st visit per account per year is at no charge - Does not apply to reconnect after disconnection)
Manual Meter-Read Fee	\$50.00 per manual read
Credit Letters/Property	\$5.00
Connect Fee	\$35.00
Non-Payment Fee	\$60.00
Late Fee	\$6.00 up to \$120.00 balance due \$6.00 + 5% of balance due >\$120.00 assessed 25th day from statement date
Lock Replacement Fee	\$6.00
Meter Test	\$65.00
After Hours, Weekends and Holidays Service Call	
After 4:00 pm until 7:00 pm	\$55.00
After 7:00 pm	\$175.00
Landlord Transfer Fee	\$20.00
Inspection fee prior to start of service:	
1st Visit	No Charge (Residential & Commercial)
Every visit after the 1st	\$60.00
Plan Review Fee of Developer's Project Plans	
Plans with main extension(s)	\$150.00 more than 100 lots
Plans with main extension(s)	\$100.00 less than 100 lots
Plans with no main extension(s)	\$50.00
Hydrant Flow Test Data	\$75.00 per test
Flush/Fill/Chlorinate	\$3.75 per 1,000 gallons
Plat Review Fee of Developer's Project Plans	
1st Review	No Charge
Every review after the 1st	\$50.00
Tampering Fees - Meters, Water and Sewer Lines, Backflow Devices, Cross Connections, Water and Sewer Mains, Hydrants, Manholes and Unauthorized Sewer Dumping	
Residential	\$150.00 per occurrence
Commercial	\$525.00 per occurrence
Mains, Hydrants & Unauthorized Dumping	\$1,050.00 per occurrence
Backflow Inspection Fee	
1st Visit	No Charge (Residential & Commercial)
Every visit after the 1st	\$60.00 (each time Residential & Commercial)
Hydrant Meter Test for damaged meters	\$100.00 plus cost of replacement parts
Meter Relocation Fee	
No new tap required	\$325.00 plus cost of materials
New tap required	See Tap Fees

Water & Sewer - Continued

X. Administrative Fees

Returned Payment	\$25.00 each
Copies (8 1/2 x 11)	\$0.10 per page

XI. Administrative Fees - Continued

Monthly Fire Connection Charge (Sprinkler Head)	
1" sprinkler connection	\$40.00 per month
1 1/2" sprinkler connection	\$45.00 per month
2" sprinkler connection	\$50.00 per month
4" sprinkler connection	\$60.00 per month
6" sprinkler connection	\$80.00 per month
8" sprinkler connection	\$150.00 per month
10" sprinkler connection	\$300.00 per month
12" sprinkler connection	\$450.00 per month

XII. Map Fees

Map File Preparation \$35.00

Size	Color/Ortho	B/W/TOPO	Property Lines
8.5 x 11	\$5.00	\$3.00	\$2.00
11 x 17	\$8.00	\$5.00	\$2.00
24 x 36	\$20.00	\$10.00	\$6.00
36 x 48	\$25.00	\$15.00	\$8.00

XIII. Service/Repair Fees

Materials:

Pipe and accessories will be charged out at the cost listed on the most current Onslow Water and Sewer Authority Inventory Sheet on file plus a 2% administrative fee.

Equipment Cost Per Hour:

Excavator	\$39.07
Trailer Equipment	\$16.99
Dump Truck (325 HP) (320HP)	\$73.31
Trencher (>85 HP)	\$29.85
Backhoe (>95 HP)	\$43.91
Line Truck (210 HP)	\$25.53
Pickup (130 HP)	\$11.75
Pump (>60 HP)	\$26.88
Light Tower	\$10.56
Asphalt Roller	\$12.84
Sewer Vac-Tron	\$86.29
Sewer Jetter (>100 HP)	\$60.00
Sewer Jet/Vac Combo Truck	\$88.16
Main Line Camera Equipment	\$14.00 per hour
Sewer Lateral Camera Equipment	\$3.00 per foot

Surface restorations-gravel, soil/erosion control \$200.00

Sewer Boring Charge-based on contract price per foot

Rental charges for additional equipment (if needed) will be charged at the rate ONWASA is paying to rent the equipment plus a 2% administrative fee.

Water & Sewer - Continued

XIV. Service/Repair Fees - Continued

Labor and Benefits:

Hourly Rate
Average hourly rate + 30%

Overtime Rate
Average hourly rate by 1.5 + 30%

Water Loss Charges:

Water charges are based on the following formula:
Q(GPM) x time= Total Gallons
TGL x \$Bulk Rate/1,000= Total Water Loss Charges

Jerry A Bittner

Jerry Bittner, Chairman

Adopted the 16th day of June 2022.

Attest:

Heather Norris

Heather Norris, Clerk to the Board



**ONslow WATER & SEWER AUTHORITY
HOLLY RIDGE WWTP AND SUMMERHOUSE WRF CAPACITY
ASSESSMENT
PROJECT NUMBER CIP-028**

AMENDED PROJECT ORDINANCE

BE IT ORDAINED by the Board of Directors of Onslow Water & Sewer Authority (ONWASA) that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following Holly Ridge Wastewater Treatment Plant (WWTP) and Summerhouse Water Reclamation Facility (WRF) Capacity Assessment Project is hereby adopted:

Section I.

The Holly Ridge WWTP and Summerhouse WRF Capacity Assessment Project is created to study the physical condition and available treatment capacity at each of these facilities, calculate a 20-year estimated future sewer flow volume from the existing and potential new local service areas, then develop alternatives that will provide sufficient treatment capacity to meet the projected future flow amount. Alternatives shall include, but not be limited to, expansion or upgrades to existing facilities, building a new treatment plant and use of a third party for contracted sewer treatment services. Based on the final alternative selected by ONWASA for implementation, this Project Ordinance also includes development of a scope of work and cost estimate, preliminary/final design, bidding and construction oversight services necessary to complete one or more construction contracts.

Section II.

The officers of Onslow Water & Sewer Authority are hereby directed to proceed with the Holly Ridge WWTP and Summerhouse WRF Capacity Assessment Project, Project Number CIP-028.

Section III.

The following revenue is anticipated to be available to complete the project:

Future Financing	\$ 31,750,000
Total	\$ <u>31,750,000</u>

Section IV.

The following amounts are appropriated for the project:

Professional Services, Admin, Permits	\$ 3,000,000
Construction	\$ 28,750,000
Total	\$ <u>31,750,000</u>

Section V.

The Finance Officer is hereby directed to maintain within the Water & Sewer Fund sufficient specific detailed accounting records to provide the accounting required by federal and state regulations and in accordance with generally accepted accounting procedures.

Section VI.

The Finance Officer is directed to report monthly on the financial status of the project and on the total revenues received.

Section VII.

The Budget Officer is directed to include an analysis of past and future cost and revenues on this project as a part of every budget submission made to this Board.

Section VIII.

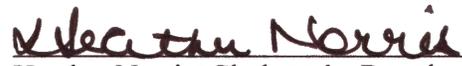
Copies of this Holly Ridge WWTP and Summerhouse WRF Capacity Assessment Project Ordinance shall be made available to the Budget Officer for direction in carrying out these projects.

Adopted this 16th day of June 2022.

ONslow WATER & SEWER
AUTHORITY BOARD OF
DIRECTORS



Jerry Bittner, Chairman



Heather Norris, Clerk to the Board



Amended Project Ordinance
Holly Ridge WWTP and Summerhouse WRF Capacity Assessment
Project Number CIP-028
Budget Amendment
June 16, 2022

Budget Amendment

Department Number	General Ledger Name	General Ledger Number	Amount
	Revenue – Fund Balance/Future Financing	3809940	\$28,750,000
8207	Expenditure - Construction	8207800	\$28,750,000

**ONSTLOW WATER & SEWER AUTHORITY
KENWOOD / BISHOP RIDGE SEWER SERVICE EXTENSION
PROJECT NUMBER CIP-008**

AMENDED PROJECT ORDINANCE

BE IT ORDAINED by the Board of Directors of Onslow Water & Sewer Authority (ONWASA) that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following Kenwood / Bishop Ridge Sewer Service Extension Project is hereby adopted:

Section I.

The Kenwood / Bishop Ridge Sewer Service Extension Project shall consist of the design, permitting and construction necessary to provide gravity sewer service connections to approximately 80 properties in this area. This will include gravity sewer mains, manholes, at least one wastewater pumping station and enough sewer force main to connect the new services to the existing Kenwood pumping station for discharge to the Northwest Water Reclamation Facility for treatment.

Section II.

The officers of Onslow Water & Sewer Authority are hereby directed to proceed with the Kenwood / Bishop Ridge Sewer Service Extension Project, Project Number CIP-008.

Section III.

The following revenue is anticipated to be available to complete the project:

Future Financing	\$ 2,325,000
Total	\$ <u>2,325,000</u>

Section IV.

The following amounts are appropriated for the project:

Professional Services, Admin, Permits	\$ 325,000
Construction	\$ 2,000,000
Total	\$ <u>2,325,000</u>

Section V.

The Finance Officer is hereby directed to maintain within the Water & Sewer Fund sufficient specific detailed accounting records to provide the accounting required by federal and state regulations and in accordance with generally accepted accounting procedures.

Section VI.

The Finance Officer is directed to report monthly on the financial status of the project and on the total revenues received.

Section VII.

The Budget Officer is directed to include an analysis of past and future cost and revenues on this project as a part of every budget submission made to this Board.

Section VIII.

Copies of this Kenwood / Bishop Ridge Sewer Service Extension Project Ordinance shall be made available to the Budget Officer for direction in carrying out these projects.

Adopted this 16th day of June 2022.



ON SLOW WATER & SEWER
AUTHORITY BOARD OF
DIRECTORS

Jerry A Bittner

Jerry Bittner, Chairman

Heather Norris

Heather Norris, Clerk to the Board

Amended Project Ordinance
Kenwood / Bishop Ridge Sewer Service Extension
Project Number CIP-008
Budget Amendment
June 16, 2022

Budget Amendment

Department Number	General Ledger Name	General Ledger Number	Amount
	<i>Revenue – Fund Balance/Future Financing</i>	<i>3809940</i>	<i>\$2,000,000</i>
8201	Expenditure – Construction	8215800	\$2,000,000

**ONslow WATER & SEWER AUTHORITY
NORTHWEST REGIONAL WATER RECLAMATION FACILITY
HURRICANE FLORENCE PROJECT**

AMENDED PROJECT ORDINANCE

BE IT ORDAINED by the Board of Directors of Onslow Water & Sewer Authority (ONWASA) that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following Northwest Regional Water Reclamation Facility Hurricane Florence Project is hereby adopted:

Section I.

The Northwest Regional Water Reclamation Facility Hurricane Florence Project consists of the repair and replacement of structures, process equipment and controls, equipment and infrastructure related to damages sustained from Hurricane Florence. This Project also includes the construction of flood hazard mitigation improvements during the repair and replacement process, in order to reduce impacts to plant systems and operation in future storm/flood events.

Section II.

The officers of Onslow Water & Sewer Authority are hereby directed to proceed with the repair and replacement of structures, equipment, infrastructure and the construction of hazard mitigation improvements at the Northwest Regional Water Reclamation Facility.

Section III.

The following revenue is anticipated to be available to complete the project:

FEMA Reimbursement	\$ 11,119,947
Total	\$ <u>11,119,947</u>

Section IV.

The following amounts are appropriated for the project:

Construction	\$ 11,119,947
Total	\$ <u>11,119,947</u>

Section V.

The Finance Officer is hereby directed to maintain within the Water & Sewer Fund sufficient specific detailed accounting records to provide the accounting required by federal and state regulations and in accordance with generally accepted accounting procedures.

Section VI.

The Finance Officer is directed to report monthly on the financial status of the project and on the total revenues received.

Section VII.

The Budget Officer is directed to include an analysis of past and future cost and revenues on this project as a part of every budget submission made to this Board.

Section VIII.

Copies of this Northwest Regional Water Reclamation Facility Hurricane Florence Project, Amended Project Ordinance shall be made available to the Budget Officer for direction in carrying out these projects.

Adopted this 16th day of June 2022.



ONLOW WATER & SEWER
AUTHORITY - BOARD OF
DIRECTORS

Jerry A Bittner

Jerry Bittner, Chairman

Heather Norris

Heather Norris, Clerk to the Board

Amended Project Ordinance
Northwest Regional Water Reclamation Facility Hurricane Florence Project
Budget Amendment
June 16, 2022

Budget Amendment – Fund 40

Department Number	General Ledger Name	General Ledger Number	Amount
	Revenue – FEMA Reimbursement	3709984	\$1,000,000
8784	Expenditure – Repair & Replacement	8845800	\$1,000,000

**ONslow WATER & SEWER AUTHORITY
SOUTHWEST SERVICE AREA UPGRADES, PROJECT III
PROJECT NUMBER CIP-026**

AMENDED PROJECT ORDINANCE

BE IT ORDAINED by the Board of Directors of Onslow Water & Sewer Authority (ONWASA) that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following Southwest Service Area Upgrades, Project III is hereby adopted:

Section I.

The Southwest Service Area Upgrades, Project III consists of the design and construction of new water mains to replace existing undersized mains that create flow and pressure problems in this region. This project also includes an update to water system modelling, originally completed in 2010 for the first phase of construction, which will be used to define the mains to be replaced in Project II.

Section II.

The officers of Onslow Water & Sewer Authority are hereby directed to proceed with the Southwest Service Area Upgrades, Project III, Project Number CIP-026.

Section III.

The following revenue is anticipated to be available to complete the project:

Future Financing	\$ 3,500,000
Total	\$ <u>3,500,000</u>

Section IV.

The following amounts are appropriated for the project:

Professional Services, Admin, Permits and Easements	\$ 700,000
Construction	\$ 2,800,000
Total	\$ <u>3,500,000</u>

Section V.

The Finance Officer is hereby directed to maintain within the Water & Sewer Fund sufficient specific detailed accounting records to provide the accounting required by federal and state regulations and in accordance with generally accepted accounting procedures.

Section VI.

The Finance Officer is directed to report monthly on the financial status of the project and on the total revenues received.

Section VII.

The Budget Officer is directed to include an analysis of past and future cost and revenues on this project as a part of every budget submission made to this Board.

Section VIII.

Copies of this Southwest Service Area Upgrades, Project III Ordinance shall be made available to the Budget Officer for direction in carrying out these projects.

Adopted this 16th day of June 2022.

ONslow WATER & SEWER
AUTHORITY BOARD OF
DIRECTORS

Jerry A Bittner

Jerry Bittner, Chairman

Heather Norris

Heather Norris, Clerk to the Board



EXHIBIT C

Amended Project Ordinance
Southwest Service Area Upgrades, Project III
Project Number CIP-004
Budget Amendment
June 16, 2022

Budget Amendment

Department Number	General Ledger Name	General Ledger Number	Amount
	Revenue – Fund Balance/Future Financing	3809940	\$3,100,000
8204	Expenditure – Professional Services	8204400	\$300,000
8204	Expenditure - Construction	8245800	\$2,800,000

**ONslow WATER & SEWER AUTHORITY
SUMMERHOUSE WWTP INTERIM CAPACITY IMPROVEMENTS
(PREVIOUSLY SUMMERHOUSE INFILTRATION PONDS)
PROJECT NUMBER CIP-005**

AMENDED PROJECT ORDINANCE

BE IT ORDAINED by the Board of Directors of Onslow Water & Sewer Authority (ONWASA) that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following Summerhouse WWTP Interim Capacity Improvements project is hereby adopted:

Section I.

The Summerhouse WWTP Interim Capacity Improvements project shall consist of the design, permitting and construction necessary to temporarily increase the treatment and effluent disposal capacities at the Summerhouse WWTP, in order to meet anticipated system demand until such time as the new Southeast WWTP is constructed and made fully operational.

Section II.

The officers of Onslow Water & Sewer Authority are hereby directed to proceed with the Summerhouse WWTP Interim Capacity Improvements project, Project Number CIP-005.

Section III.

The following revenue is anticipated to be available to complete the project:

Fund Balance	\$ 1,132,000
Total	\$ <u>1,132,000</u>

Section IV.

The following amounts are appropriated for the project:

Professional Services, Admin, Permits	\$ 350,000
Construction	\$ 782,000
Total	\$ <u>1,132,000</u>

Section V.

The Finance Officer is hereby directed to maintain within the Water & Sewer Fund sufficient specific detailed accounting records to provide the accounting required by federal and state regulations and in accordance with generally accepted accounting procedures.

Section VI.

The Finance Officer is directed to report monthly on the financial status of the project and on the total revenues received.

Section VII.

The Budget Officer is directed to include an analysis of past and future cost and revenues on this project as a part of every budget submission made to this Board.

Section VIII.

Copies of this Summerhouse WWTP Interim Capacity Improvements Project Ordinance shall be made available to the Budget Officer for direction in carrying out these projects.

Adopted this 16th day of June 2022.

ONslow WATER & SEWER
AUTHORITY BOARD OF
DIRECTORS



Jerry Bittner, Chairman



Heather Norris, Clerk to the Board

EXHIBIT C

Amended Project Ordinance
 Summerhouse WWTP Interim Capacity Improvements
 Project Number CIP-005
 Budget Amendment
 June 16, 2022

Budget Amendment Fund 61

Department Number	General Ledger Name	General Ledger Number	Amount
	Fund Balance Appropriated	3919940	\$531,100
9910	Transfer to Capital Projects	8000040	\$531,100

Budget Amendment Fund 40

Department Number	General Ledger Name	General Ledger Number	Amount
	Revenue – Transfer from Operating	3709983	\$531,100
8783	Expenditure – Professional Services	8830400	\$349,100
8783	Expenditure - Construction	8835800	\$182,000

**ONSTLOW WATER & SEWER AUTHORITY
SWANSBORO WWTP RENOVATION
PROJECT NUMBER CIP-006**

AMENDED PROJECT ORDINANCE

BE IT ORDAINED by the Board of Directors of Onslow Water & Sewer Authority (ONWASA) that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following Swansboro WWTP Renovation Project is hereby adopted:

Section I.

The Swansboro WWTP Renovation Project is created to study the physical condition and available treatment capacity of this facility, calculate a 20-year estimated future sewer flow volume from the existing and potential new local service areas, then develop alternatives that will provide sufficient treatment capacity to meet the projected future flow amount. Alternatives shall include, but not be limited to, expansion or upgrades to existing facilities, building a new treatment plant and use of a third party for contracted sewer treatment services. Based on the final alternative selected by ONWASA for implementation, this Project Ordinance also includes development of a scope of work and cost estimate, preliminary/final design, bidding and construction oversight services necessary to complete one or more construction contracts.

Section II.

The officers of Onslow Water & Sewer Authority are hereby directed to proceed with the Swansboro WWTP Renovation Project, Project Number CIP-006.

Section III.

The following revenue is anticipated to be available to complete the project:

Future Financing	\$	19,450,000
Total	\$	<u>19,450,000</u>

Section IV.

The following amounts are appropriated for the project:

Professional Services, Admin, Permits	\$	3,000,000
Construction	\$	16,450,000
Total	\$	<u>19,450,000</u>

Section V.

The Finance Officer is hereby directed to maintain within the Water & Sewer Fund sufficient specific detailed accounting records to provide the accounting required by federal and state regulations and in accordance with generally accepted accounting procedures.

Section VI.

The Finance Officer is directed to report monthly on the financial status of the project and on the total revenues received.

Section VII.

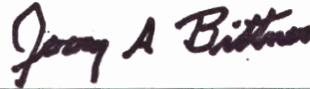
The Budget Officer is directed to include an analysis of past and future cost and revenues on this project as a part of every budget submission made to this Board.

Section VIII.

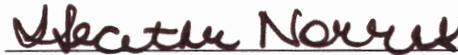
Copies of this Swansboro WWTP Renovation Project Ordinance shall be made available to the Budget Officer for direction in carrying out these projects.

Adopted this 16th day of June 2022.

ONSLOW WATER & SEWER
AUTHORITY BOARD OF
DIRECTORS



Jerry Bittner, Chairman



Heather Norris, Clerk to the Board



Amended Project Ordinance
Swansboro WWTP Renovation
Project Number CIP-020
Budget Amendment
June 16, 2022

Budget Amendment

Department Number	General Ledger Name	General Ledger Number	Amount
	<i>Revenue – Fund Balance/Future Financing</i>	3809940	<i>\$16,450,000</i>
8205	Expenditure - Construction	8205800	\$16,450,000

**ONslow WATER & SEWER AUTHORITY
WATER AND SEWER OPERATIONAL IMPROVEMENTS**

PROJECT ORDINANCE

BE IT ORDAINED by the Board of Directors of Onslow Water & Sewer Authority (ONWASA) that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following Water and Sewer Operational Improvements project is hereby adopted:

Section I.

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 of more than \$5,000 and which take more than a single fiscal year to complete. This includes local water main upgrades or relocations, critical equipment (pumps and motors) replacements, and sewer main repairs or relocations. Projects will be completed on a priority basis once a need is identified.

Section II.

The officers of Onslow Water & Sewer Authority are hereby directed to proceed with the Water and Sewer Operational Improvements project.

Section III.

The following revenue is anticipated to be available to complete the project:

Fund Balance	\$ 2,000,000
Total	<u>\$ 2,000,000</u>

Section IV.

The following amounts are appropriated for the project:

Professional Services, Admin, Permits	\$ 400,000
Construction	\$ 1,600,000
Total	<u>\$ 2,000,000</u>

Section V.

The Finance Officer is hereby directed to maintain within the Water & Sewer Fund sufficient specific detailed accounting records to provide the accounting required by federal and state regulations and in accordance with generally accepted accounting procedures.

Section VI.

The Finance Officer is directed to report monthly on the financial status of the project and on the total revenues received.

Section VII.

The Budget Officer is directed to include an analysis of past and future cost and revenues on this project as a part of every budget submission made to this Board.

Section VIII.

Copies of this Water and Sewer Operational Improvements Project Ordinance shall be made available to the Budget Officer for direction in carrying out these projects.

Adopted this 16th day of June 2022.

ONslow WATER & SEWER
AUTHORITY BOARD OF
DIRECTORS



Jerry Bittner, Chairman



Heather Norris, Clerk to the Board



Project Ordinance
 Water and Sewer Operational Improvements
 Budget Amendment
 June 16, 2022

Budget Amendment Fund 61

Department Number	General Ledger Name	General Ledger Number	Amount
	Fund Balance Appropriated	3919940	\$2,000,000
9910	Transfer to Capital Projects	8000040	\$2,000,000

Budget Amendment Fund 40

Department Number	General Ledger Name	General Ledger Number	Amount
	Revenue – Transfer from Operating	3709992	\$2,000,000
8789	Expenditure – Professional Services	8790400	\$400,000
8789	Expenditure - Construction	8795800	\$1,600,000

**ONslow WATER & SEWER AUTHORITY
WATER MAIN INTERCONNECTIONS – PHASE 3
PROJECT NUMBER CIP-003**

AMENDED PROJECT ORDINANCE

BE IT ORDAINED by the Board of Directors of Onslow Water & Sewer Authority (ONWASA) that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following Water Main Interconnections – Phase 3 project is hereby adopted:

Section I.

The Water Main Interconnections – Phase 3 project shall consist of the design, permitting and construction necessary to install new water mains at multiple locations where existing mains had been cut during previous bridge or culvert installation projects, and to replace selected aerial stream crossings subject to damage by storms or vehicle impact. New mains will be installed via horizontal directional drilling methods to avoid impacts to streams or adjacent structures.

Section II.

The officers of Onslow Water & Sewer Authority are hereby directed to proceed with the Water Main Interconnections – Phase 3, Project Number CIP-003.

Section III.

The following revenue is anticipated to be available to complete the project:

Fund Balance	\$ 300,000
Total	<u>\$ 300,000</u>

Section IV.

The following amounts are appropriated for the project:

Professional Services, Admin, Permits	\$ 50,000
Construction	\$ 250,000
Total	<u>\$ 300,000</u>

Section V.

The Finance Officer is hereby directed to maintain within the Water & Sewer Fund sufficient specific detailed accounting records to provide the accounting required by federal and state regulations and in accordance with generally accepted accounting procedures.

Section VI.

The Finance Officer is directed to report monthly on the financial status of the project and on the total revenues received.

Section VII.

The Budget Officer is directed to include an analysis of past and future cost and revenues on this project as a part of every budget submission made to this Board.

Section VIII.

Copies of this Water Main Interconnections – Phase 3 Project Ordinance shall be made available to the Budget Officer for direction in carrying out these projects.

Adopted this 16th day of June 2022.

ONslow WATER & SEWER
AUTHORITY BOARD OF
DIRECTORS



Jerry Bittner, Chairman



Heather Norris, Clerk to the Board



Amended Project Ordinance
 Water Main Interconnections – Phase 3
 Project Number CIP-003
 Budget Amendment
 June 16, 2022

Budget Amendment Fund 61

Department Number	General Ledger Name	General Ledger Number	Amount
	Fund Balance Appropriated	3919940	\$106,119
9910	Transfer to Capital Projects	8000040	\$106,119

Budget Amendment Fund 40

Department Number	General Ledger Name	General Ledger Number	Amount
	Revenue – Transfer from Operating	3709982	\$106,119
8782	Expenditure – Professional Services	8820400	\$1,127
8782	Expenditure - Construction	8825800	\$104,992

**ONslow WATER & SEWER AUTHORITY
WATER SUPPLY PLANNING AND DEVELOPMENT (PREVIOUSLY
UNION CHAPEL WATER TREATMENT PLANT & WELLS)
PROJECT NUMBER CIP-025**

AMENDED PROJECT ORDINANCE

BE IT ORDAINED by the Board of Directors of Onslow Water & Sewer Authority (ONWASA) that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following Water Supply Planning and Development project is hereby adopted:

Section I.

The Water Supply Planning and Development project shall consist of site assessments and investigations, review of prior studies and system information, test well installations, preliminary and final design, permitting and construction necessary to develop and implement near-term, intermediate and long-term approaches to increase ONWASA's raw and potable water supplies. This includes evaluation of existing raw water sources, development of new raw water sources, and the construction of new water treatment facilities.

Section II.

The officers of Onslow Water & Sewer Authority are hereby directed to proceed with the Water Supply Planning and Development project, Project Number CIP-025.

Section III.

The following revenue is anticipated to be available to complete the project:

Fund Balance	\$ 1,988,247
Total	\$ <u>1,988,247</u>

Section IV.

The following amounts are appropriated for the project:

Professional Services, Admin, Permits	\$ 700,000
Construction	\$ 1,288,247
Total	\$ <u>1,988,247</u>

Section V.

The Finance Officer is hereby directed to maintain within the Water & Sewer Fund sufficient specific detailed accounting records to provide the accounting required by federal and state regulations and in accordance with generally accepted accounting procedures.

Section VI.

The Finance Officer is directed to report monthly on the financial status of the project and on the total revenues received.

Section VII.

The Budget Officer is directed to include an analysis of past and future cost and revenues on this project as a part of every budget submission made to this Board.

Section VIII.

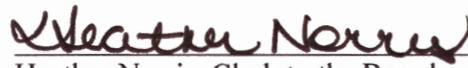
Copies of this Water Supply Planning and Development Project Ordinance shall be made available to the Budget Officer for direction in carrying out these projects.

Adopted this 16th day of June 2022.

ONslow WATER & SEWER
AUTHORITY BOARD OF
DIRECTORS



Jerry Bittner, Chairman



Heather Norris, Clerk to the Board

Amended Project Ordinance
Water Supply Planning and Development
Project Number CIP-025
Budget Amendment
June 16, 2022

Budget Amendment Fund 40

Department Number	General Ledger Name	General Ledger Number	Amount
8770	Expenditure – Professional Services	8700401	\$601,261
8770	Expenditure - Construction	8705800	(\$601,261)

Pine State Forestry, PLLC

6180 Gum Branch Road Jacksonville NC 28540
akfaircloth62@gmail.com



During the Timber Sale Process

- 1- The stand to be sold is identified by consultant and ONWASA's CEO or his designee.
- 2- A timber cruise is conducted to determine the timber stand inventories and values.
- 3- A cruise report is sent to the CEO containing the inventory and value information for the timber sale area.
- 4- An acceptable bid minimum for the timber sale is established by the consultant and the CEO.
- 5- Prior to the sale, the tract will be flagged/marked, and access roads are designated.
- 6- A timber sale notice is created by the consultant outlining the conditions of sale, timber description, sale date and time for delivery of bids (typically 2-3 weeks is provided to allow prospective bidders to examine and cruise the tract), timber sale is emailed to buyer lists, and copy is sent to the CEO.
- 7- On the date of the timber sale: all bids must be sent in by email, text, phone call, or hand delivered by set a time, usually 10:00 A.M. the morning of the sale.
- 8- A timber sale results report is created showing all of the bids, bidders and method of bid delivery. This report is emailed to ONWASA's CEO or his designee for review. A customary condition of sale is to make a decision whether or not to accept the highest bid within 2 business days. Timber buyers purchase tracts in the short-term so that they can lock in their mill delivery rates, and plan on potential harvesting time frames. Most timber buyers allow no more than 7 business days for a response, before their offer is withdrawn.
- 9- The bid results are also sent to the bidders, with the established minimum disclosed. Only timber buyers that turn in a bid will receive the results of the timber sale.

Concluding the Timber Sale Process

- Once the top bid is accepted, it is customary to close on the tract within 10 business days.
- A timber sale information packet, including the winning bidder's information is delivered to an attorney. (This can be internal or external depending on the seller's preference).
- A timber deed is created for the timber sale area, which is a recorded document. The seller usually pays for the timber deed and revenue stamps. The buyer usually pays for the title opinion and recording fees.
- Once the timber deed has been created, the seller, their consultant and the buyer review the deed for any corrections or omissions. If no corrections are necessary then the timber deed is signed by the authorized or designated persons.
- If an outside attorney is used, then the proceeds are wired, or certified check delivered to the closing attorney's escrow account. Disbursements are made to pay the attorney fees, recording fees, and consultant's commission.
- The timber deed is recorded at the county courthouse.
- When the buyer is ready to harvest, they must notify the consultant within 48 hours of moving a logger onto the tract. The consultant notifies the CEO or his designee.
- During harvesting, the consultant will be checking on harvesting operations to ensure compliance with the conditions of the timber sale as well as state and federal regulations pertaining to forestry/logging operations.
- Post-harvest, the forestry consultant does a final compliance inspection and notifies the logger/buyer if any issues are found that need to be corrected.

ONWASA- Wachovia Tract

Onslow County, NC
Timber Sale #1 - 2022
~90 acres

EXHIBIT D

Good Place to Start
Harvesting Cycle

Clean crisp Timber Lines
and the Access Road can
be stabilized and packed by
the log trucks.

Primary Access Road

Map is for Forest Management
Purposes and not Survey Grade

Prepared by: Ashley K. Faircloth
NC Registered Forester #677
Pine State Forestry, PLLC

Big Shakey Swamp

50



2000 ft