

**ONWASA BOD REGULAR MEETING**

**September 19, 2019**

**JACKSONVILLE CITY HALL**

**APPROVED MINUTES**

**CALL TO ORDER** - Chairman Gregory Hines called the meeting to order at 6:00 PM.

Present: Chairman Gregory Hines, Vice Chairman Jerry Bittner, Secretary/Treasurer Paul Conner, Director Royce Bennett, Director Dan Tuman, and Director Tim Foster. Absent: Director Michael Lazzara, Director Pat Turner

**INVOCATION** – Pastor Timothy Dupree with Redemption Church provided the invocation.

**PLEDGE OF ALLEGIANCE** – Director Gregory Hines lead the Board and Audience in the Pledge of Allegiance.

**APPROVAL OF AGENDA**

Vice Chairman Jerry Bittner made a motion to approve the agenda as amended. Director Royce Bennett made a second. All were in favor. The motion carried.

**APPROVAL OF CONSENT AGENDA**

A motion was made by Secretary/Treasurer Paul Conner to accept the consent agenda as presented. Director Tim Foster made a second. All were in favor. The motion carried.

**CONSENT AGENDA ITEMS**

**A. Acceptance of Monthly Departmental Reports**

May, June, July, and August 2019 Financial Reports  
April, May, June, and July 2019 Ops Reports

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

**B. Approval of Minutes**

Regular Meeting Minutes – May 16, 2019  
Special Meeting Minutes – May 30, 2019

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

**C. 2020 Proposed Schedule of Board of Directors Meetings**

Each year Onslow Water and Sewer Authority Board of Directors approves and publishes a set schedule of meetings. All Board of Directors regular meetings shall be held at Jacksonville City Hall, 815 New Bridge St. Jacksonville, NC at 6:00 PM unless otherwise advertised.

**Action Requested:** Consider a “Motion to approve the 2020 Proposed Schedule of Regular Meetings of the ONWASA Board of Directors.”

**D. Purchase Order Rollover**

After the closing of Fiscal Year 2018-2019, four Operating Fund Purchase Orders were not able to be completed and closed. All of these purchase orders have been previously funded in prior fiscal years. These purchase orders need to be rolled over

into the current fiscal year to be completed and will be re-appropriated from fund balance which will require a budget amendment.

Purchase Order Rollover List				
Vendor	PO#	PO Date	Balance	Description
APPLIED TECHNOLOGY SOLUTIONS, INC	6172	7/17/18	11,200.00	Upgrade ATS Linux Servers to Red Hat Enterprise
WK DICKSON & CO INC	6838	2/14/19	44,340.50	Water Model Updates and Training
LEONARD ALUMINUM BUILDINGS	6994	4/16/19	7,925.00	*Replace Aluminum Building damaged in Hurricane Florence
MOBILE COMMUNICATIONS AMERICA, INC	7061	5/13/19	4,095.50	Catherine Lake Elevated Tank Telemetry Repair
Total Purchase Order Rollover			\$67,561.00	

**\*Note:** Insurance monies were received for this loss during FY 2019-2020. Because the replacement purchase and the payment for claim did not occur in the same fiscal year it is necessary to budget for this purchase.

**Action Requested:** Consider a "Motion to approve the rollover of the purchase orders listed above and the attached budget amendment in the amount of \$67,561.00."

**E. Chemical Products Bid**

On June 4, 2019 a request for bids (RFB) was posted on the ONWASA website for Various Chemicals or Materials RFB 2019-20C. On June 18, 2019 bids were opened. Vendors that submitted were Amerochem, Cargill Salt, Carus Corp., Shannon Chemical and Water Guard, Inc. This contract includes an allowance for yearly renewals, upon mutual agreement, for up to four consecutive years. The lowest responsible and responsive bids on chemicals for FY 2019-2020 are:

Amerochem - Granulated Chlorine HTH \$1.132 per pound, Liquefied Hydro-Fluro-Silic Acid \$2.46 per gallon, Liquid Lime \$1.42 per gallon, Orthophosphate at \$5.40 per gallon and Sodium Bisulfite \$1.96 per gallon.

Cargill Salt - Salt \$138.00 per ton.

Shannon Chemical - Potassium Permanganate 55 pound container \$1.49 per pound and 330 pound drums \$1.49 per pound.

Water Guard, Inc. - Chlorine Sticks 50 pound container \$2.40 per pound, Liquid Sodium Hypochlorite bulk \$.759 per gallon, Liquid Sodium Hypochlorite mini bulk \$.81 per gallon, Avista Tech 1400 bulk \$9.451 per gallon, Citric Acid 55 gallon drum \$6.951 per gallon, Carbon Glycerin drums \$4.23 per gallon and totes \$4.13 per gallon.

**Action Requested:** Consider a "Motion to award RFP 2019-20C to the lowest responsible bidders for the period of one year beginning September 20, 2019 and

authorize the CEO to execute purchase contracts plus any other documents as may be required in connection with these purchase contracts."

**F. Maintenance and Repair for Light and Medium Duty Vehicles and Equipment Bid**

On May 14, 2019 a request for bids (RFB) was posted on the ONWASA website for Maintenance and Repair for Light and Medium Duty Vehicles and Equipment RFB 2019-20LDV. On June 13, 2019 bids were opened. Vendors that submitted were Lejeune Motor Company, Sanders Garage, Smiths Auto Service and Tint World 079. This contract includes an allowance for yearly renewals, upon mutual agreement, for up to four consecutive years. The lowest bid for Maintenance and Repair for Light and Medium Duty Vehicles and Equipment contract was received from Lejeune Motor Company.

**Action Requested:** Consider a "Motion to award RFB 2019-20LDV to Lejeune Motor Company for the period of one year beginning September 20, 2019 and authorize the CEO to execute contracts plus any other documents as may be required in connection with these contracts."

**G. Maintenance and Repair for Diesel, Heavy Duty Vehicles and Equipment Bid**

On June 18, 2019 a request for bids (RFB) was posted on the ONWASA website for Maintenance and Repair for Diesel, Heavy Duty Vehicles and Equipment RFB 2019-20HDV2. On July 2, 2019 bids were opened. Vendors that submitted were Clarke Power Services Inc., Lejeune Motor Company, and Sanders Garage. This contract includes an allowance for yearly renewals, upon mutual agreement, for up to four consecutive years. The lowest bid for Maintenance and Repair for Diesel, Heavy Duty Vehicles and Equipment was received from Clarke Power Services, Inc.

**Action Requested:** Consider a "Motion to award RFB 2019-20HDV2 to Clarke Power Services, Inc. for the period of one year beginning September 20, 2019 and authorize the CEO to execute contracts plus any other documents as may be required in connection with these contracts."

**H. Bond Counsel Letter of Engagement**

In conjunction with the approved CIP, ONWASA will be potentially issuing revenue bonds to fund various projects. ONWASA will need bond counsel representation for issuing revenue bonds. Womble Bond Dickinson (US) LLP has worked for ONWASA for previous revenue bond issuances.

The services to be received consist of preparing and issuing revenue bonds on behalf of ONWASA. Funds for these expenses will be included as part of the revenue bond issuance or the annual budget.

**Action Requested:** Consider a "Motion to approve the firm of Womble Bond Dickinson (US) LLP to represent ONWASA under the letter of engagement and authorize CEO to execute the contract and any other documents required."

**I. The Swamp Bound Hunting Club**

The Swamp Bound Hunting Club wishes to renew the lease of ONWASA property associated with the North West Regional Waste Water Reclamation and Swansboro Waste Water Infiltration pond sites for the purpose of hunting this land. ONWASA

has had no problem with the hunting club who regularly inspects the property and advises ONWASA of any problems or trespass. This item will match the length of term of the existing Oak Island Hunting Club lease for the ONWASA property near Holly Ridge.

**Action Requested:** Consider a “Motion to renew the lease between ONWASA and The Swamp Bound Hunting Club and allow Chief Executive Officer, Jeffrey Hudson, to sign on behalf of ONWASA executing the lease agreement with Swamp Bound Hunting Club for a period of three years and three months ending September 30, 2022.”

### **Amended Project Ordinance for Water Main Interconnections – Phase 1 and Phase 2**

Mr. David Mohr, P.E., Engineering Director, explained the amendment is being requested due to a change in the original scope of work for Phase II, which adds the replacement of two (2) existing water main aerial stream crossings that were damaged during Hurricane Florence and are at high risk for future damage. Mr. Mohr shared that ONWASA was informed that the replacement of the aerial crossings with underground pipe is not eligible for FEMA or insurance funding at this time.

A motion was made by Vice Chairman Jerry Bittner to amend the existing Project Ordinance for Project No. CIP-003 and adopt the corresponding Budget Amendment. Director Royce Bennett seconded the motion. All were in favor, the motion carried.

### **PUBLIC COMMENT**

There were no members of the public signed up to speak.

### **CHIEF EXECUTIVE OFFICER’S COMMENTS**

Mr. Hudson thanked the Board for their consideration and approval of the underground burial of the stream crossings. He shared that staff was triaging the 52 stream crossings throughout Onslow County. Mr Hudson provided an update on the Northwest Regional Reclamation facility. Vice Chairman Jerry Bittner asked what the elevation of the electrical buildings would be. Mr. Mohr answered that they would be 2 feet above the 500 year flood plain level. Director Foster asked if the plant was still operating with the temporary filtration system. Mr. Eddie Carron replied yes.

### **BOARD OF DIRECTOR’S COMMENTS**

Director Royce Bennett stated staff is doing a great job and expressed his thanks.

Secretary/Treasurer Paul Conner said he appreciates Mr. Hudson always picking up the phone to answer his questions.

Director Dan Tuman thanked staff for the communication with the Town of North Topsail Beach during the Dorian event.

Director Tim Foster stated that he appreciates the responsiveness of Mr. Hudson.

Vice Chairman Jerry Bittner had no comments.

Chairman Gregory Hines thanked the staff for their hard work during Dorian.

**Adjourn**

A motion was made to adjourn by Vice Chairman Jerry Bittner. A second was made by Secretary/Treasurer Paul Conner.

The meeting was adjourned at 6:19 PM.

The minutes were approved on December 12, 2019.

Onslow Water & Sewer Authority Board of Directors



*Gregory R Hines*

Gregory Hines, Chairman

ATTEST:

*Heather Norris*

Heather Norris, Clerk