



AGENDA

**Board of Directors' Meeting - Jacksonville City Hall
Thursday, November 13, 2025 - 6:00 PM**

- CALL TO ORDER -** Chairman Royce Bennett will call the meeting to order.
- PLEDGE OF ALLEGIANCE -** Chairman Royce Bennett will lead the board and audience in the Pledge of Allegiance.
- INVOCATION -** Pastor Brian Young, Senior Pastor of Love Grace & Mercy Church will provide the invocation.

CHAIRMAN'S REMARKS: Please turn cell phones to "off" or "vibrate". Individuals making presentations or public comments are asked to adjust the microphones as necessary and to speak directly into the microphone. This meeting is being recorded.

1. APPROVAL OF AGENDA

Action Requested: Consider a "Motion to approve agenda as amended/submitted."

- 2. APPROVAL OF ITEMS ON CONSENT AGENDA:** The consent agenda includes items that may be acted upon in a single vote with the minutes reflecting the motion and vote on each item. Any ONWASA Director may remove items from the consent agenda for separate discussion and consideration during the business portion of the meeting.

Action Requested: Consider a "Motion to approve the consent agenda."

CONSENT AGENDA ITEMS

Any Director may request that any Consent Agenda item(s) be moved to the Business portion of the agenda. An item moved to Business will be considered separately. Items remaining on the Consent Agenda may then be considered as a whole.

A. Acceptance of Monthly Departmental Reports

August 2025 and September 2025 Financial Reports
August 2025 and September 2025 Operations Reports

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

B. Approval of Minutes

July 24, 2025 Proposed Special Meeting Minutes
September 18, 2025 Proposed Regular Meeting Minutes
October 9, 2025 Proposed Special Meeting Minutes

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

C. Extension of Master Agreement for Consulting Services (MACS) Contracts

ONWASA utilizes professional engineering consulting firms to assist with the design, bidding, and construction oversight of projects within the Capital Improvement Program (CIP). These firms also provide technical expertise and support on specialized issues beyond the scope of in-house staff. To ensure qualified firms are readily available to perform this work, ONWASA maintains Master Agreement for Consulting Services (MACS) contracts with a select group of engineering firms. These master agreements establish general terms and conditions under which the firms operate. For each assigned project, ONWASA issues individual task orders specifying the scope of work, schedule, and associated fees.

The current MACS contracts with six firms were originally executed in October and November of 2021 and were extended in October 2024 for one additional year. ONWASA has advertised a Request for Qualifications (RFQ) to select firms for new MACS contracts, with responses due by December 4, 2025. To ensure continuity of services and avoid disruption to ongoing projects while the new selection process is underway, staff recommends extending the existing MACS contracts for an additional one-year period with the following firms:

Groundwater Management Associates, Inc.	Highfill Infrastructure Engineering, P.C.
McKim & Creed, Inc.	WithersRavenel, Inc.
Ardurra Group	The Wooten Company

Action Requested: Consider a “Motion to approve the one-year contract extension of the Master Agreements for Consulting Services and to authorize the Chief Executive Officer to execute these contract extensions and any additional documents as required in connection with this action.”

D. 2026 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 2026 Proposed Schedule of Regular Meetings of the ONWASA Board of Directors.”

3. BUSINESS



A. Resolution to Amend the Articles of Incorporation of the Onslow Water and Sewer Authority

Presenting: Mr. Brett J. DeSelms, Authority Attorney

The Onslow Water and Sewer Authority Board of Directors is comprised of eight (8) directors, two appointed by the Onslow County Board of Commissioners, two appointed by the City Council of the City of Jacksonville, one appointed by the Board of Commissioners of the Town of Swansboro, one appointed by the Board of Aldermen of the Town of Richlands, one appointed by the Board of Aldermen of the Town of North Topsail Beach, and one appointed by the Town Council of the Town of Holly Ridge.

ONWASA's Articles of Incorporation currently provide that only elected officials of the governing bodies of member political subdivisions may be appointed to the Board of Directors of ONWASA. Each of ONWASA's member governments have now adopted a resolution approving an amendment to the existing Articles of Incorporation to remove this requirement; thereby allowing each member government the flexibility to appoint either an elected official or another qualified individual to represent their jurisdiction on the ONWASA Board.

With all member governments having formally adopted the amendment, the next step in the process is for the ONWASA Board of Directors to consider adoption of a resolution amending ONWASA's Articles of Incorporation to remove the requirement that directors be elected officials.

Action Requested: Consider a “Motion to adopt the Resolution to Amend the Articles of Incorporation of the Onslow Water and Sewer Authority and authorize the Chairman to execute all documents necessary to finalize the amendment.”



B. Resolution Amending the Bylaws of the Onslow Water and Sewer Authority

Presenting: Mr. Brett J. DeSelms, Authority Attorney

ONWASA's ByLaws provide that the Directors have the power to alter, amend, and repeal the Bylaws; provided, however, that such action shall be taken only after sixty (60) days written notice of the text of such proposed amendment(s) is given to each Director and each Director's appointing political subdivision. Furthermore, any proposed amendment may only be adopted by the Directors following a public hearing, notice of which is given at least ten (10) days in advance of the date set for such hearing in a paper having general circulation within the jurisdiction of the Authority. ONWASA has provided the requisite notices to amend the bylaws, if that is the desire of the Board. The proposed amendments serve to accomplish two things:

1. Removing the requirement that Board members be elected officials, which will align the bylaws with the newly adopted amendment to the Articles of Incorporation
2. Assigning seat numbers to each respective seat on the Board in order to clarify the expiration dates of members' terms.

Action Requested: Receive the presentation.



C. Public Hearing – ONWASA Bylaw Amendments

The Onslow Water and Sewer Authority Board of Directors will hold a public hearing to receive comments on proposed amendments to ONWASA's Bylaws. The proposed amendments were provided to all member governments on July 31, 2025. Public notice of the hearing was published beginning on October 22, 2025, and copies of the proposed amendments were made available for public review on ONWASA's website and at the ONWASA Main Office.

The purpose of the public hearing is to receive public comment on the proposed amendments prior to consideration and possible adoption by the Board of Directors.

1. **Open Public Hearing:** Chairman Bennett will open the public hearing.

2. **Conduct the Public Hearing:** Members of the public are invited to address the Board of Directors on any aspect of the Proposed ONWASA Bylaw Amendments. A sign-up sheet is being maintained at the door for those who desire to speak. The Clerk shall call the names of all persons signed up to speak. Each speaker shall be given five (5) minutes to address the board during the public hearing.
3. **Close the Public Hearing:** Chairman Bennett will close the public hearing.
4. **Director Discussion:** Discussion and questions to the staff and/or public.

Action Requested: It is respectfully requested that the Board of Directors consider adoption of the Resolution Amending the Bylaws of The Onslow Water and Sewer Authority.



D. **Interlocal Agreement for Fleet Maintenance**



Presenting: Mr. J. Eric Adams, CFO

ONWASA has reached the end of its current fleet maintenance contracts. To ensure continued service, ONWASA staff met with Onslow County and the County's Maintenance Department leadership to explore a potential partnership for vehicle and equipment maintenance.

Following these discussions, ONWASA staff were highly satisfied with the proposed service model and implementation plan presented by Onslow County. Attachment A outlines key details including service fees, scheduling procedures, and the onboarding process.

As a result, Onslow County has prepared an interlocal agreement for the County to provide maintenance services for ONWASA's fleet and equipment, effective upon execution of the agreement.

Action Requested: Consider a "Motion to approve the Interlocal Agreement and authorize the Chairman to execute the agreement and any additional documents as required in connection with this action."

4. **PUBLIC COMMENT**



Citizens are invited to address any comments or concerns to the Board of Directors. Each speaker is granted three (3) minutes during this period of public comment.

5. **CLOSED SESSION**

The ONWASA Board of Directors will enter closed session pursuant to NCGS § 143-318.11(a)(5) to establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract.

Action Requested: Consider a "Motion to enter into closed session pursuant to NCGS § 143-318.11(a)(5)."

6. Consideration of Acceptance of Real Property Donation



Presenting: Mr. Brett J. DeSelms, Authority Attorney

NC Hwy 172 LLC has offered to donate Parcel 427903010549 to ONWASA. Staff believes acquiring this parcel would benefit ONWASA's goals and objectives. The Seller is requesting that this closing occur prior to the end of the calendar year and that the donation be documented for tax purposes. If the Board approves moving forward with accepting this donation, ONWASA's attorney will perform a title search, and Staff will conduct due diligence to determine whether there are any issues with the property that would impact ONWASA's intended use of the property. If no issues are found during this due diligence process, Staff recommends that ONWASA proceed with the acceptance of the property.

Action Requested: It is respectfully requested that the Board approve the acceptance of Parcel 427903010549, provided no issues are discovered during Staff's due diligence. It is further requested that the Chairman be authorized to execute any documents necessary to effectuate this acceptance, including but not limited to executing documents necessary to document Seller's donation of the property to ONWASA for its tax purposes.

7. CHIEF EXECUTIVE OFFICER'S COMMENTS

8. BOARD OF DIRECTOR'S COMMENTS

9. ADJOURN

For Reference: ONWASA Strategic Plan Goals

Business Items and Major Budget Initiatives are all tied to the goals that are part of ONWASA's adopted strategic plan. Icons indicate which goals the item(s) support.



Workforce Development

Attracting, developing, and retaining a professional, highly skilled, engaged, and versatile team.



Operational Quality

Delivering high-quality service through reliable and sufficient infrastructure, qualified personnel, and efficient operations.



Financial Sustainability

Generating revenues sufficient to support operations and growth, while utilizing financial resources in a strategic and efficient manner.



Customer Satisfaction

Sustaining a culture that delivers and enhanced customer experience through superior service.



Communication and Engagement

Fostering an environment that encourages open communication and accessibility, builds awareness, and supports strong partnerships.