



## AGENDA

Board of Directors' Meeting - Jacksonville City Hall  
Thursday, November 16, 2023 - 6:00 PM

**CALL TO ORDER -** Chairman Royce Bennett will call the meeting to order.

**PLEDGE OF ALLEGIANCE -** Chairman Bennett will lead the board and audience in the Pledge of Allegiance.

**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 & September 2023 Financial Reports  
August & September 2023 Operations Reports

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

#### **B. Approval of Minutes**

September 21, 2023 Proposed Regular Meeting Minutes

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

### **C. Farm Lease Agreement**

ONWASA currently leases approximately 232.5 acres of cropland on the property at the Northwest Regional Water Reclamation Facility. The current farm lease agreement between ONWASA and Double R Farm Service, LLC with a rate of \$103.00 per acre expires on December 31, 2023. Staff posted the Public Notice of Property Lease on August 11, 2023 and notified the current lessee and other interested parties from the past bid advertisement. The bid opening was held October 10, 2023 and three (3) offers were received. Belgrade Farms, LLC placed the highest offer of \$204.00 per acre.

**Action Requested:** Consider a “Motion to accept the offer from Belgrade Farms, LLC for the amount of \$204.00 per acre to farm the Northwest Regional Water Reclamation Facility for a period of three years and authorize the CEO to execute the agreement plus other documents as may be required in connection with this lease.”

### **D. Springdale Acres Wastewater Service Agreement**

In 2010 ONWASA and the City of Jacksonville (City) entered into an Interlocal Agreement to provide sewer service to the Springdale Acres subdivision, which was at the time served by a failing wastewater treatment plant. The result of this agreement was the construction of a City-owned pumping station that sends flow from the Springdale Acres collection system to the City's wastewater treatment facility. Under the agreement, ONWASA pays the City for the sewer volume that flows through the pump station from the collection system (based on the City's sewer bulk rate) and ONWASA is responsible for maintenance of the collection system and billing the customers. This agreement also limits average daily flow to the City at 110,000 gallons per day (GPD), based on estimates at the time the original connection was made.

Earlier this year, ONWASA was approached by the Countrywood Estates Homeowners Association about the potential to request sewer allocation in order to replace their failing septic with off-site leach fields system. This development, located roughly 0.8 miles west of Springdale Acres, proposed the construction of a pumping station and connection to an existing ONWASA force main that terminates at the City pumping station. After informal discussions with the City about this situation, ONWASA submitted a request to consider an amendment to the existing agreement to increase the average daily flow from 110,000 GPD to 150,000 GPD in order to provide the estimated additional capacity required to serve Countrywood Estates. The City has prepared the attached Amendment #1 to the Interlocal Agreement for that purpose and provided it to ONWASA for consideration and approval prior to action by the City Council.

**Action Requested:** Consider a “Motion to approve Draft Amendment #1 to the Interlocal Agreement for Wastewater Service to Springdale Acres, and to authorize the Chief Executive Officer to execute this Amendment and any additional documents as required in connection with this action upon approval and execution by the City of Jacksonville.”

### **E. 2023-2024 90HP Backhoe – RFB#2023BH**

For the purchase of one (1) 90HP diesel engine backhoe with 4-in-1 front bucket and 24" digging bucket, the purchase was included in this year's operating budget for Distribution, from the lowest, responsive bidder. A formal Request For Bids (RFB) for this project was advertised beginning October 16, 2023 and a total of three (3) bids were received by the October 27, 2023 due date. The lowest, responsive bidder for the contract was Premier Equipment Company of Ayden, North Carolina.

ONWASA staff have reviewed the bids submitted and recommended both acceptance and execution of the purchase contract with this company.

The total cost for all options and delivery is \$112,985.00.

**Action Requested:** Consider a “Motion to award RFB#2023BH to the lowest responsive bidder Premier Equipment Company and authorize the CEO to execute purchase contracts plus any other documents as may be required in connection with these contracts.”

**F. 2023-2024 56.9HP Excavator - RFB#2023EX**

For the purchase of one (1) 56.9HP diesel engine excavator with 24 inch bucket and 48in clean out bucket, the purchase was included in this year's operating budget for Distribution, from the lowest, responsive bidder. A formal Request For Proposal (RFP) for this project was advertised beginning October 16, 2023 and a total of five (5) bids were received by the October 27, 2023 due date. The lowest, responsive bidder for the contract was Ditch Witch Sales of North Carolina. ONWASA staff have reviewed the bids submitted and recommended both acceptance and execution of the purchase contract with this company.

The total cost for all options and delivery is \$114,409.78.

**Action Requested:** Consider a “Motion to award RFB#2023EX to the lowest responsive bidder Ditch Witch Sales of North Carolina and authorize the CEO to execute purchase contracts plus any other documents as may be required in connection with these contracts.”

**G. 2023-2024 Vacuum Excavators (3) – RFB#2023VAC**

For the purchase of three (3) 24.8HP diesel engine vacuum excavators, the purchase was included in this year's operating budget for Distribution, from the lowest, responsive bidder. A formal Request For Bids (RFB) for this project was advertised beginning October 16, 2023 and a total of five (5) bids were received by the October 27, 2023 due date. The lowest, responsive bidder for the contract was Ditch Witch Sales of North Carolina. ONWASA staff have reviewed the bids submitted and recommended both acceptance and execution of the purchase contract with this company.

The unit cost for all options and delivery is \$62,159.56. Total cost for three units is \$186,478.68.

**Action Requested:** Consider a “Motion to award RFB#2023VAC to the lowest responsive bidder Ditch Witch Sales of North Carolina and authorize the CEO to execute purchase contracts plus any other documents as may be required in connection with these contracts.”

**3. BUSINESS**



**A. North Topsail Beach Booster Pumping Station (CIP-032) Construction Contract**

This item consists of a single prime contract to construct a new potable water booster pumping station and supporting infrastructure adjacent to the North Topsail Beach Town Hall. Once completed, this facility will be used on an as-needed basis to help maintain system operating pressure within the Topsail Island distribution system during periods of seasonal high demand.

Main items of work in the contract include: a 392 SF elevated pump house on piling supports to protect from storm flooding/over wash; a package booster pumping system with dual pumps and variable frequency drives (VFD's) for motor control; 10-inch diameter water main piping to connect the pump station to the island distribution system; a new check valve/meter vault on the secondary water main serving Topsail Island; and, electrically-actuated valves and motor controls that can be operated remotely from the ONWASA System Control Center at the Main Office. Final completion of all work is anticipated in June 2024.

This contract was originally advertised for formal bid on the ONWASA website beginning September 26, 2023, and a single bid was received by the October 24, 2023 due date. As this was less than the minimum number of bids required under State Law (3), the project was re-advertised for bid on October 26, 2023. A total of two (2) bids were subsequently received and opened on November 2, 2023. The apparent low bidder for this project was Carolina Utilities Company, LLC of Jacksonville, NC in the amount of \$ 2,397,513.00. This bid submittal has been reviewed by the Design Engineer (WK Dickson) and determined responsive and responsible, so I recommend execution of the contract with this firm.

Please note that in addition to providing funding for the construction contract, the Amended Project Ordinance also includes a total of \$50,000 to be held as a contingency reserve in the event modifications are necessary during the construction period.

**Action Requested:** Consider a “Motion to approve the Amended Project Ordinance with corresponding budget amendment and proceed with a construction contract in the amount of \$2,397,513.00 with Carolina Utilities, LLC for the North Topsail Beach Booster Pumping Station Project, and to authorize the Chief Executive Officer to execute this contract and any additional documents as required in connection with this action after plat and deed approval by the Town of North Topsail Beach.”



**B. Pluris Acquisition Update**



**Presenting:** Mr. J. Eric Adams – Chief Financial Officer &  
Mr. David Mohr, PE – Chief Operations Officer

Mr. Adams and Mr. Mohr will be available to present a brief update on the acquisition of Pluris North Topsail and Pluris Webb Creek.

**Actions Requested:** No action requested."

**4. SPECIAL PRESENTATION**

**5. 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.

6. CHIEF EXECUTIVE OFFICER'S COMMENTS
7. BOARD OF DIRECTOR'S COMMENTS
8. 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.



Communication and Partnerships

*Fostering an environment that encourages open communication and supports partnerships*



Enhanced Customer Experience

*Creating a culture that delivers an enhanced customer experience*



Financial Stewardship

*Generating revenues sufficient to support operations and growth, while maintaining reasonable rates*



Reliable and Sufficient Infrastructure

*Planning, delivering, and maintaining dependable infrastructure necessary to address the changing needs of the service area*



Workforce Development

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