

**Onslow Water & Sewer Authority**  
**Board of Directors' Regular Meeting Jacksonville City Hall**  
**Thursday, May 16, 2024**  
**APPROVED MINUTES**

**CALL TO ORDER:** Having a quorum, Chairman Royce Bennett called the meeting to order at 6:00 pm. Board members present included Chairman Royce Bennett, Secretary/Treasurer Richard Grant, and Directors Jerry Bittner, John Davis, Greg Hines, and Robert Warden. Absent was Vice Chairman Paul Conner and Director Timothy Foster.

**PLEDGE OF ALLEGIANCE:** Chairman Royce Bennett led the Board and audience in the Pledge of Allegiance.

**INVOCATION:** Mr. Josh McCord with Blue Creek Baptist Church in Jacksonville provided the invocation.

**CHAIRMAN'S REMARKS** –Chairman Royce Bennett provided general guidance to the audience regarding the meeting.

**1. APPROVAL OF AGENDA** – Director Jerry Bittner made a motion to approve the agenda and Director Greg Hines made a second. All were in favor. The agenda was approved as presented.

**2. APPROVAL OF CONSENT AGENDA**

**[A COPY OF THE PLURIS PURCHASE AMENDED PROJECT ORDINANCE & BUDGET AMENDMENT, RESOLUTION AMENDING THE ONWASA PERSONNEL POLICY, RFB 1.5 TON CREW CAB & CHASSIS WITH UTILITY BODY & AUTO CRANE, RFB 1.5 TON REGULAR OR EXTENDED CAB CHASSIS WITH UTILITY BODY & AUTO CRANE, AND BID TAB RFB#2024CAMERATRILER MAY BE FOUND AT EXHIBIT A, AND ARE FULLY INCORPORATED HEREIN BY REFERENCE]**

A motion was made by Director Greg Hines to approve the Consent Agenda as presented. A second was made by Director Bob Warden. The motion passed unanimously. Therefore, the February & March 2024 Finance Reports and February & March 2024 Operations Reports were accepted, the March 21, 2024 Regular Meeting Minutes were approved as presented, the motion to approve the Amended Project Ordinance for Pluris Acquisition was approved, the Resolution Amending ONWASA Personnel Policy to Comply with the Pregnant Workers Fairness Act was adopted, the Motion to approve the purchase from Capital Chrysler Jeep Dodge LLC in the amount of \$178,000.00 for the 1.5 Ton Crew Cab and Chassis with Utility Body and Auto Crane was approved and the CEO was authorized to execute purchase contracts plus any other documents as may be required in connection with the contracts, the Motion to approve the purchase of the 1.5 Ton Regular or Extended Cab and Chassis with Utility Body and Auto Crane in the amount of \$180,320.00 was approved and the CEO was authorized to execute the purchase contracts plus any other documents as may be required in connection with the contracts, and the Motion to approve the purchase of one underground pipeline inspection equipment and trailer from Cityworks Equipment and Supply, LLC DBA Southern Vac was approved and the CEO was authorized to execute purchase contracts plus any other documents as may be required in connection with these contracts.

**3. BUSINESS**

**Presentation of the Fiscal Year 2024-2025 Proposed Budget**

**[A COPY OF THE FISCAL YEAR 2024-2025 PROPOSED BUDGET PRESENTATION POWERPOINT SLIDES MAY BE FOUND AT EXHIBIT B, AND ARE FULLY INCORPORATED HEREIN BY REFERENCE]**

Chairman Bennett called on CEO, Franky Howard to present the item. Mr. Howard asked CFO, Eric Adams to join him. Mr. Adams began by thanking the team that played a critical role in preparing the budget proposal. He went on to explain an overview of the budget process.

Mr. Howard shared the By the Numbers metrics beginning with Gallons of Water Pumped Annually and Gallons of Wastewater Treated Annually pointing out that the Gallons of Wastewater Treated Annually has almost doubled since last year because we picked up the new collection system and treatment plants that were previously privately owned adding that the Lab Analysis annually went up significantly also due to the new plants.

Director Richard Grant asked if the pumped annually was metered versus what we are billing inquiring what is the loss? Mr. Howard said we do track that on a monthly basis and he believes the April report shows around 17% and on average we are at about 14 to 16% adding that is a number we are trying to get a handle on but that is industry average but we would like it to be lower. Director Grant replied he remembers him mentioning that in Surf City there was water being delivered but not billed for. Mr. Howard replied that we are still trying to track that down and have installed a new meter there in hopes of getting more accurate readings. Mr. Howard said and on the island unfortunately if it goes into the sand it is quite hard to find so we are looking into other options and have interviewed a company that uses satellite imagery to find water leaks. Mr. Howard shared that in the budget proposal there are positions that have been added because of the water loss into our Sewer Collection System I&I which causes concern even more so than the water loss.

Mr. Adams explained the budget drivers stating that current revenues must equal current expenses adding that the proposed budget for FY25 is balanced at \$57 million. Mr. Howard went on to explain the Unreserved Fund Balance less pay-go projects is at \$34.5M which is 60.5% of operating budget and user fees which are the primary revenue are at \$47.8M. He also shared that included in the proposed budget is a \$1M Disaster Contingency as well as \$5.1M appropriated from Fund Balance for one time capital requests. Director Grant said you have operational budget of 57M and user fees of 47M with five coming out of fund balance so where is the other 5M coming from how will it be balanced. Mr. Adams answered that the user fees do not include the administrative revenue sources. Director Grant asked if as far as staffing do you budget for every position to be full for the year. Mr. Howard said yes and not only did we do that but we budgeted them at their highest potential because some of them can earn certifications and move up within their position so that builds in worse case scenario. Director Grant asked if at the end of the year do we expect to be better or worse than we budgeted. Mr. Adams said he does think we will be better adding we did budget for positions that unfortunately we have not filled throughout the year and we have realized revenues greater than we projected. Director Grant said so what you take out of Fund Balance you will be able to backfill it? Mr. Howard said that is a fair statement adding that is what the plan is. Director Grant added because you can't keep pulling from fund balance if you are not refilling it. Mr. Adams said that is correct and that is what we discussed with using it for one time capital cost. Mr. Howard added that when Raftelis did the rate study update they did have it built into the model that we will cash fund certain capital projects so it actually purposely draws down that. Director Warden asked what the projection of fund balance at the end of this budget. Mr. Adams answered he expects it to be pretty close to where it is now with not much difference. Director Davis said his only other suggestion adding it doesn't really change the budget but he isn't a COLA fan. He shared that he gets that you have to do some COLA but his preference would be that you would balance that COLA and performance merit pay adding that it being lopsided to COLA is not fair to the performers

and he thinks the hard workers need to get paid more. Secretary/Treasurer Grant said it is disincentive and Director Davis replied yes.

Mr. Howard provided an overview of the Sources of Revenue and Expenditures. Mr. Howard pointed out the disproportionate share that water covers compared to sewer. Director Grant asked if that was a rate issue. Mr. Howard replied it is a rate issue and in the rate model in years out more will go on sewer than water to try and help put the cost of sewer on the sewer users. Director Grant said he would expect the incremental cost of sewer is greater than the incremental cost of water. Mr. Howard replied absolutely. Mr. Howard said the rate study has a 10.75% rate increase and what that does for the average 4,000 gallons per month user is \$3.59 per month on the water only. He said most of our customers are water only but we do have about 14,000 that are water and sewer and the water and sewer customers will see an additional \$6.44 for a total of around \$10.00. Secretary/Treasurer Grant asked how that compares to the last five years saying one of the lessons he learned is you are better going a little bit at a time than you are trying to do a chunk. Mr. Howard said he would have to look but in the last five years we have done the most increases because we have been doing a rate model but previous to that for about 10 plus years we did zero increases so if you average it since ONWASA was formed it is about 2.5%. Mr. Howard said of course cost have increased but it is a little bit of a catch up too. Director Davis said I know you have the 1 million for an emergency fund so the 32 or 37 million unencumbered what is the purpose of having that. Mr. Howard said it will eventually be in the teens by the forecasted rate model because of spending it on capital projects verses taking out debt so it has been built up over the years with system development fees for future projects adding the capital improvement plan we have about \$367 million in capital projects over the next 10 years so it will be drawn down just over time. Secretary/Treasurer Grant said so you have taken the position which I think is a good position that you can not borrow your way out of the stuff with interest rates going up like they are and everything has gotten so much more expensive if you don't put more money down you will not be able to fund the projects. Mr. Howard replied there are additional debt issuances planned in the rate model.

Mr. Howard provided a snapshot of projects in the Capital Improvement Plan. Secretary/Treasurer Richard Grant said to not forget the tank. Mr. Howard replied that the budget books contain the full Capital Improvement Plan and there was a line item for a potential water tank out on North Topsail Beach. He explained we will be working with our newly hired hydrologist Hazen and our Engineering Department to figure out what makes the most sense adding they are the experts on moving water around so we will make sure it works in concert with the booster station. Secretary/Treasurer Richard Grant said to give people background the town wrote a letter to the legislators and he actually reached out to Franky. He went on to explain the benefits of having shovel ready projects when requesting funding. Chairman Bennett asked how much money was allocated for the engineering for the study. Mr. Howard said the study is \$150,000 and we got a grant for doing the Water System Master Plan. He further explained that is just task order number one and that project is probably going to be close to \$600,000 to \$700,000 by the time we do a full scale county wide study.

A motion was made by Director John Davis to set the public hearing on the proposed FY25 Budget at the Board of Directors meeting in the Jacksonville City Hall Council Chambers on June 20, 2024 at 6pm or as soon thereafter as is practicable. A second was made by Director Robert Warden.

Director John Davis asked for discussion and said he would like to put before the Board and CEO that merit versus COLA he feels strongly about that adding one keeping your employees that are performing and two you are able to use your raised budget for critical skills so that you are not losing critical skills and the other think he would like discussed at the next meeting is there any application for secondary income resources to keeping our rates down. He

expressed that while \$10 does not sound like a lot with inflation and everything he expects there might be some feedback on raising rates at that level at least for 14,000 people and he suggested seeing how we can apply those secondary incomes to assisting in keeping the rates down a little longer. Director Greg Hines said you have the 3.5 in here will that be a separate sheet what he is asking about for the merit if you add that in. Mr. Howard explained that the 2.5% merit is included and is a performance evaluation process and the 3.5% COLA was based on the Consumer Price Index. He also explained that employees do have the ability to get certifications and move up within their positions which is another new program started last year that has boosted some morale. Secretary/Treasurer Richard Grant said his experience with something like that is if we give you x% whether you call it COLA or merit or whatever adding what he did with his people is your department gets this amount of money and you figure out who gets it because then if everybody gets the same number then you know the person is not managing their department right because everyone doesn't perform the same. He said we can have a discussion at the next meeting about giving you and your managers the discretion to do things outside of a strict COLA versus merit type of thing. Chairman Royce Bennett said he does think we do the best we can to keep rates down and that has always been a concern of this Board to keep the rates as low as we can and that is one of the reasons we are making the deals down in Camp Davis and selling timber and everything else that we do with the cost of producing water and sewer going up every day it is definitely a challenge but yes we can look at other ways to keep those cost down. He asked if there was any other discussion.

All were in favor. The motion passed unanimously.

#### **4. PUBLIC COMMENT**

No members of the public wished to comment.

#### **5. CHIEF EXECUTIVE OFFICER COMMENTS**

Chairman Bennett called on CEO, Franky Howard, to provide comments. Mr. Howard thanked the leadership team and formerly introduce Mr. Lohr as the Chief of Engineering adding he has separated Engineering from Operations. Mr. Howard said Mr. Lohr has been with ONWASA for two years and previously worked as the Engineering Manager under Mr. David Mohr. Mr. Howard congratulated Mr. Padgett for taking on the role of COO who is already over most of the facilities and operations and beside him Mr. Brown is his Deputy COO and he is over the treatment facilities. Mr. Howard went on to express appreciation for everyone's involvement in the budget. He shared that a letter was received from the Base informing us they could not grant ONWASA any additional flow on our agreement we have with them to treat wastewater.

#### **6 BOARD OF DIRECTOR'S COMMENTS**

Director Robert Warden shared that the City of Jacksonville will be sharing their findings with ONWASA from the recent hazmat incident at their water treatment plant. He said the good news is nobody was hurt but there will be some cost obviously to clean up some stuff and there is an opportunity to learn and improve safeguards on how we handle those dangerous chemicals. He went on to say the City of Jacksonville intends to be a good team player and acknowledged they have always been a good partner with ONWASA saying they will share lessons learned.

Director John Davis thanked the staff for the time and energy they put into the budgets. He said as the ONWASA Board and CEO we really need to look at getting away from this idea of going to the Base. He said he thinks we have found that to be a red herring and

we have been saying it for years that that it is a good idea and it is a good idea but we have always known in the back of our minds and we have said it out loud quietly what if what if the Base says I don't want to do this or I don't want to do that. Director Davis expressed his desire to see the Board consider a change of strategic direction. He said he thinks we are finding what we all kind of knew in the back of our minds that the Base is not a reliable solution and it is probably for security reasons all very good reasons but in terms of us as a company and our need to provide for our customers it is not a reliable solution so we need to move on.

Director Greg Hines said he agrees with Director Davis adding he does appreciate everything the Base has done for us but it is time to move on. He also expressed his appreciation for all of the work that went into the budget and for all of the people watching the meeting.

Chairman Royce Bennett said Director Hines is right they have yanked the rug out from under us a couple of times in the years he has been on the Board as well.

Secretary/Treasurer Richard Grant expressed thanks for the work put into the budget. He said they did the first shovel at the new firehouse and said Franky assured him we could get water for the firemen. He explained the architect said they had been looking at the project since 16 and we are now in 24 and it will not be done until 25 so it is a lesson that if you kick it down the road it just gets more expensive.

Mr. Howard replied it is a similar thing we chose the force main option because it was the cheap option at he thinks 17 million and now it is at 30 million adding nothing is getting cheaper.

Director Robert Warden said it was done with the economy in mind trying to make sure we held the cost down for our customers and it looked like the best option at the time.

Director John Davis replied like I said it is a great idea the idea is the right idea but unfortunately, we can't get the partnership to work consistently.

Director Warden said we saw the handwriting on the wall as Director Hines said with the Holly Ridge area that was our first kind of rude awakening.

Director Greg Hines said we did a lot of engineering work on some of these things that we thought would work.

Chairman Royce Bennett said we have always had in the back of our minds that we needed a back up plan. He said he thinks the idea of being able to put this line down 24 and engineering it so it can go either way is going to be a benefit to us no matter where the flow goes so to speak.

Mr. Howard said when we meet on the 13<sup>th</sup> he will have alternatives if the bids come in high adding staff has been reviewing options to double the capacity in Swansboro, looking at the discharge permit that use to exist, and we have Webb Creek.

Chairman Bennett expressed his thanks to staff and Franky because he believes he is looking to the future and trying to look at all the options that we may have for providing service to our citizens.

No other Directors wished to make comments.

Director Robert Warden made a motion to adjourn. Director Greg Hines made a second. All were in favor, the meeting adjourned.

The meeting was adjourned at 6:50 PM.

Onslow Water & Sewer Authority Board of Directors



A handwritten signature in black ink, appearing to read "Michael Royce Bennett".

Michael Royce Bennett, Chairman

ATTEST:

A handwritten signature in black ink, appearing to read "Heather Norris".

Heather Norris, Clerk

**ONSLow WATER & SEWER AUTHORITY  
PLURIS ACQUISITION**

**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 Pluris Acquisition Project is hereby adopted:

**Section I.**

The Pluris acquisition project will provide needed sewer capacity for the Hubert and Holly Ridge areas of Onslow County. Two plants will be acquired, the North Topsail Beach Wastewater plant and the Webb Creek wastewater plant. This acquisition will add approximately 7,000 wastewater customers, thereby increasing sewer revenues for ONWASA. The authority with LGC approval will sell revenue bonds to generate funding for the acquisition of these plants.

**Section II.**

The officers of Onslow Water & Sewer Authority are hereby directed to proceed with the revenue bond sale and acquisition of both Pluris plants in Onslow County.

**Section III.**

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

Revenue Bond Proceeds	<u>\$ 50,000,000</u>
Total	\$ 50,000,000

**Section IV.**

The following amounts are appropriated for the project:

Professional Services, Admin & Permits	\$ 1,500,000
Plant Acquisition	<u>\$ 48,500,000</u>
Total	\$50,000,000

**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 costs and revenues on this project as a part of every budget submission made to this Board.

**Section VIII.**

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

Adopted this 16th day of May 2024.

ONslow WATER & SEWER  
AUTHORITY BOARD OF  
DIRECTORS



  
\_\_\_\_\_  
Michael Royce Bennett, Chairman

  
\_\_\_\_\_  
Heather Norris, Clerk to the Board

Project Ordinance  
Pluris Acquisition  
Budget Amendment  
May 16, 2024

Budget Amendment

Department Number	General Ledger Name	General Ledger Number	Amount
	Revenue Bond Proceeds - Pluris	3809320	\$48,800,000
	Revenue Bond Premium – Pluris	3809325	\$1,200,000
8209	Expenditure – Professional Services	8209400	\$1,500,000
8209	Expenditure - Acquisition	8295800	\$48,500,000

## EXHIBIT A

### RESOLUTION AMENDING THE ONWASA PERSONNEL POLICY TO COMPLY WITH THE PREGNANT WORKERS FAIRNESS ACT

WHEREAS, final rules have been adopted pursuant to the Pregnant Workers Fairness Act; and

WHEREAS, the Onslow Water and Sewer Authority (hereinafter "ONWASA") desires to bring its personnel policy into compliance with the new final rules.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE ONSLOW WATER AND SEWER AUTHORITY DO TH RESOLVE:

1. Article II, section 1 of the ONWASA Personnel Policy is amended to read as follows:

#### **"Statement of Equal Employment Opportunity, Affirmative Action and ADA Compliance**

It is the policy of ONWASA to provide equal employment opportunity for all employees and applicants seeking employment. All employment policies and practices will be nondiscriminatory in compliance with federal laws, state statutes and local ordinances.

ONWASA will take affirmative action to ensure that all employment practices are administered without regard to race, religion, color, creed, national origin, sex, age, political affiliation, disability or any other protected category under local, state, or federal law. These employment practices include, but are not limited to recruitment, hiring compensation, transfer, promotion, demotion, layoff, recall, benefits, training, and termination. ONWASA's policy is to ensure that all employment decisions are based solely on individual qualifications and suitability for the job.

The Human Resources Director serves as the Equal Opportunity Officer and is responsible for carrying out the Equal Employment Opportunity policy. Employees can bring grievances or complaints, ask questions, and raise concerns under this article without fear of reprisal. Charges or complaints of discrimination should be referred to the Human Resources Director. ONWASA will not tolerate retaliation, harassment, intimidation, threats, coercion or discrimination against anyone who files a grievance or complaint, exercises a right, opposes improper conduct or assists in an investigation.

ONWASA is committed to complying with all applicable provisions of the Pregnant Workers Fairness Act ("PWFA"). The PWFA requires ONWASA to provide reasonable accommodations to a worker's known temporary limitations related to pregnancy, childbirth, or related medical conditions, unless the accommodation will cause the employer an undue hardship. Employees should contact Human Resources with any questions or requests for accommodations."

2. Article II, section 2 of the ONWASA Personnel Policy is amended to read as follows:

#### **"Reasonable Accommodations under the Americans with Disabilities Act and Pregnant Workers Fairness Act**

ONWASA will not discriminate against a qualified individual because of disability with regard to job application procedures, hiring, promotion, compensation, job training, employee benefits, discharge of employees, and other terms or conditions of employment. Disability means having a physical or mental impairment that substantially limits one or more of the major life activities of such individuals, having a record of such impairment or being regarded as having such impairment.

ONWASA expressly prohibits any form of discipline, reprisal, intimidation, retaliation, or discrimination against any individual for requesting or taking lactation breaks, requesting an accommodation under the PWFA, or filing a complaint for violations of this policy, the Fair Labor Standards Act, or applicable state law. ONWASA is committed to enforcing this policy and prohibiting retaliation against employees who request or take break time under this policy, receive a reasonable accommodation, or who file a related complaint. If employees feel that they or someone else may have been subjected to conduct that violates this policy, they should report it immediately to Human Resources.

Reasonable accommodations, which do not present an undue hardship to ONWASA, will be provided for testing and job placement upon request from an applicant. ONWASA will also provide reasonable accommodations, which do not present an undue hardship to ONWASA, for the continued employment of individuals who become disabled, pregnant, or have a child while employed by ONWASA. Examples of reasonable accommodations to be considered by ONWASA may include reassigning non-essential duties, modifying work schedules, acquisition or modification of assistive equipment or devices; and/or other similar actions, unless it can be demonstrated that a particular adjustment or alteration would impose an undue hardship on ONWASA. The Human Resources Director serves as ONWASA's ADA and PWFA Coordinator."

3. Article III, section 5 of the ONWASA Personnel Policy is amended to read as follows:

**"Breaks for Nursing Mothers**

ONWASA will provide reasonable break time for an employee to express milk for her nursing child for a period of one year after the child's birth each time such employee has a need to express the milk. Eligible employees should notify their direct supervisor or their department head of the frequency, timing, and duration of lactation breaks they need to take. Eligible employees should contact a member of management or Human Resources for information about the designated location for lactation breaks in closest proximity to their work area. ONWASA will provide a private location for the employee's use for this purpose. In keeping with the policy established for rest periods, ONWASA will pay for two-fifteen (15) minute breaks for this purpose in a regular eight-hour work day. A reasonable amount of additional time will be granted, if needed, but may be counted towards the employee's vacation time if desired by the employee; otherwise, the additional break time will be unpaid. Employees who are required to record time must accurately record the start and end of lactation breaks in accordance with Article III, Section 8 of this policy. Uninterrupted lactation breaks do not count as hours worked.

Human Resources is responsible for the administration of this policy. For any questions

## EXHIBIT A

regarding this policy or questions about lactation breaks that are not addressed in this policy, please contact Human Resources.

Employees who believe they have been subjected to any conduct that violates this policy should promptly contact Human Resources, who will ensure that a prompt investigation is conducted and take prompt corrective action, if appropriate.”

4. The rest and remainder of the ONWASA Personnel Policy shall remain unaffected and in full force and effect.

5. This resolution shall become effective when it is adopted.

This the 16<sup>th</sup> day of May, 2024.

**Underground Pipeline Inspection Equipment  
BID TABULATION RFB# 2024CameraTrailer**

BIDDER	UNIT PRICE
Southern Vac	\$ 109,700
Rodders + Jets	\$ 134,820
Cues	\$ 184,600.15

**Present:**

Eric Adams, Chief Financial Officer *JEA*

*Amanda Ramirez, Purchasing Administrator* *ARK*

*Matthew Sobert, Field Admin* *MS*

*Austin Smith, Collections Field Foreman* *AS*

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\_\_\_\_\_  
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onwasa.com

228 Georgetown Rd  
Jacksonville, NC 28540

**REQUEST FOR BID**

**TITLE:**

**1.5 Ton Crew Cab and Chassis with Utility Body and Auto Crane**  
Informal Request for Bid # 2024CollectionsCraneTruck

**FORMAL RFB**

**Date of Issue: February 1, 2024**

**Bids Due: February 8, 2024**

For more information contact:

J. Eric Adams

Chief Financial Officer

228 Georgetown Road

Jacksonville, NC 28540

Phone (910) 937-7567

Email: eadams@onwasa.com

Exhibit 1  
Onslow Water & Sewer Authority  
Vendor Form  
Finance Office  
228 Georgetown Road  
Jacksonville, NC 28540

Name (as reported on your income tax return) \_\_\_\_\_

Business Name CAPITAL CHRYSLER JEEP DODGE, LLC Vendor# \_\_\_\_\_ (to be assigned)

Federal ID# 20-1683508 or SS# \_\_\_\_\_

Check one of the following:

Corporation  Sole Proprietorship  Partnership  Other \_\_\_\_\_

Order Address

Payment Address

Street 200 WATERFIELD RIDGE DRIVE

Street SAME

PO Box \_\_\_\_\_

PO Box \_\_\_\_\_

City GARNER

City \_\_\_\_\_

State NC

State \_\_\_\_\_

Zip Code 27529

Zip Code \_\_\_\_\_

Contact Person KEITH PEARCE

Contact Person \_\_\_\_\_

Phone Number 919-889-6091

Phone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

Fax Number \_\_\_\_\_

Terms \_\_\_\_\_

Discount \_\_\_\_\_

E-Mail Address KEITH.PEARCE@CAPITALCD.COM

Are you related to or have a professional relationship with any ONWASA employee?  Yes  No  
(If you answered yes, a Relationship Vendor form will have to be completed before any payments can be made.)

Are you a minority business enterprise?  Yes  No

If you answered yes, please check the appropriate box:

- African American  Hispanic
- American Indian  Female
- Asian American
- Socially and economically disadvantaged as defined in 15 U.S.C. 637

Product(s) and/or Service(s)

Please list the type of product(s) and/or service(s) that your company can provide:

CARS + TRUCKS

Signature: Keith Pearce  
Title: Comm/ Fleet mgr.

**Exhibit 2  
E-Verify Affidavit**

I, KEITH PEARCE (the individual attesting below), being duly authorized by and on behalf of CAPITAL C.I.D (the entity identified as the "Employer") after first being duly sworn hereby swears or affirms as follows:

1. Employer understands that E-Verify is the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law in accordance with NCGS §64-25(5).
2. Employer understands that Employers Must Use E-Verify. Each employer, after hiring an employee to work in the United States, shall verify the work authorization of the employee through E-Verify in accordance with NCGS§64-26(a).
3. Employer is a person, business entity, or other organization that transacts business in this State and that employs 25 or more employees in this State.

Employer employs the following number of employees in this State (check which is applicable):

- |                        |       |                       |   |
|------------------------|-------|-----------------------|---|
| a. Less than 25        | _____ | b. Between 25 and 100 | <input checked="" type="checkbox"/> _____ |
| c. Between 100 and 500 | _____ | d. 500 or more        | _____                                     |

4. Employer will ensure compliance with E-Verify by any subcontractors subsequently hired by Employer for specified contracts subject to E-Verify entered into with the Onslow Water & Sewer Authority Employer.

This 10 day of FEBRUARY, 2024.  
Keith Pearce  
Signature of Affiant

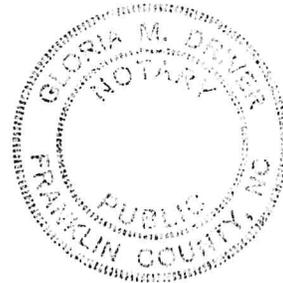
Print or Type Name: KEITH PEARCE  
State of NC County of WAKE

Signed and sworn to (or affirmed) before me, this the 6  
day of FEBRUARY, 2024

My Commission Expires:

10-22-24  
Gloria M. Driver  
Notary Public

(Affix Official/Notarial Seal)



**Bid Form**

To: Onslow Water and Sewer Authority

The undersigned, as the bidder, hereby declares that this bid is made without connection to any other person, company, or parties making a similar bid or proposal and that the bid is in all respects fair and in good faith, without collusion or fraud.

The bidder has carefully examined the specifications and instructions to bidders and hereby declares that bidder will furnish the equipment called for in the manner prescribed in the specifications and instructions to bidders for the following price:

General Description	Qty	Year	Make/Model	Unit Price
1.5 ton crew cab & chassis, four-wheel drive with utility body and auto crane	1	2023	RAM 5500 CREW CAB	\$ 178,000.00

Estimated Delivery Date 3/15/24

CAPITAL CHRYSLER JEEP DOBIE, LLC  
Name of Business Submitting Proposal

Keith Pearce  
Signature of Authorized Representative/Title

KEITH PEARCE  
Print Name

JOB WATERFIELD RIDGE PLACE, GARNER, NC 27529  
Address

KEITH.PEARCE@CAPITALCJD.COM  
Email Address of Representative

## Equivalents For 1.5 Ton Crew Cab with Chassis, Utility Body and Auto Crane

1	FACTORY SIDE STEPS IN PLACE OF LUGER GRIP STEPS
2	
3	
4	
5	
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8	
9	
10	
11	

EXHIBIT A



onwasa.com

228 Georgetown Rd  
Jacksonville, NC 28540

REQUEST FOR BID

TITLE:

**1.5 Ton Regular or Extended Cab and Chassis with Utility Body and Auto Crane**  
Informal Request for Bid #2024FacilitiesMaintenanceCraneTruck

FORMAL RFB

**Date of Issue: February 1, 2024**

**Bids Due: February 8, 2024**

For more information contact:

J. Eric Adams

Chief Financial Officer

228 Georgetown Road

Jacksonville, NC 28540

Phone (910) 937-7567

Email: eadams@onwasa.com

Exhibit 1  
Onslow Water & Sewer Authority  
Vendor Form  
Finance Office  
228 Georgetown Road  
Jacksonville, NC 28540

Name (as reported on your income tax return) \_\_\_\_\_

Business Name CAPITAL CHRYSLER JEEP DODGE LLC Vendor# \_\_\_\_\_ (to be assigned)

Federal ID# 20-1683508 or SS# \_\_\_\_\_

Check one of the following:

Corporation  Sole Proprietorship  Partnership  Other \_\_\_\_\_

Order Address

Payment Address

Street 200 WATERFIELD RIDGE PLANE

Street SAME

PO Box \_\_\_\_\_

PO Box \_\_\_\_\_

City GARNER

City \_\_\_\_\_

State NC

State \_\_\_\_\_

Zip Code 27529

Zip Code \_\_\_\_\_

Contact Person KEITH PEARCE

Contact Person \_\_\_\_\_

Phone Number 919-889-6091

Phone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

Fax Number \_\_\_\_\_

Terms \_\_\_\_\_

Discount \_\_\_\_\_

E-Mail Address KEITH.PEARCE@CAPITALCD.COM

Are you related to or have a professional relationship with any ONWASA employee?  Yes  No  
(If you answered yes, a Relationship Vendor form will have to be completed before any payments can be made.)

Are you a minority business enterprise?  Yes  No

If you answered yes, please check the appropriate box:

African American  Hispanic

American Indian  Female

Asian American

Socially and economically disadvantaged as defined in 15 U.S.C. 637

Product(s) and/or Service(s)

Please list the type of product(s) and/or service(s) that your company can provide:

CARS + TRUCKS  
\_\_\_\_\_  
\_\_\_\_\_

Signature: Keith Pearce

Title: Comm / Fleet Mgr

**Exhibit 2  
E-Verify Affidavit**

I, KEITH PEARCE (the individual attesting below), being duly authorized by and on behalf of CAPITAL CJD (the entity identified as the "Employer") after first being duly sworn hereby swears or affirms as follows:

1. Employer understands that E-Verify is the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law in accordance with NCGS §64-25(5).
2. Employer understands that Employers Must Use E-Verify. Each employer, after hiring an employee to work in the United States, shall verify the work authorization of the employee through E-Verify in accordance with NCGS§64-26(a).
3. Employer is a person, business entity, or other organization that transacts business in this State and that employs 25 or more employees in this State.

Employer employs the following number of employees in this State (check which is applicable):

- |                        |       |                       |                |
|------------------------|-------|-----------------------|----------------|
| a. Less than 25        | _____ | b. Between 25 and 100 | <u>X</u> _____ |
| c. Between 100 and 500 | _____ | d. 500 or more        | _____          |

4. Employer will ensure compliance with E-Verify by any subcontractors subsequently hired by Employer for specified contracts subject to E-Verify entered into with the Onslow Water & Sewer Authority Employer.

This 6 day of FEBRUARY, 2024.  
Keith Pearce  
Signature of Affiant

Print or Type Name: KEITH PEARCE

State of NC County of WAKE

Signed and sworn to (or affirmed) before me, this the 6 day of FEBRUARY, 2024.

My Commission Expires:

10-22-24 Gloria M. Driver  
Notary Public

(Affix Official/Notarial Seal)

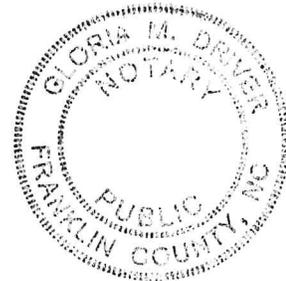


EXHIBIT A

Bid Form

To: Onslow Water and Sewer Authority

The undersigned, as the bidder, hereby declares that this bid is made without connection to any other person, company, or parties making a similar bid or proposal and that the bid is in all respects fair and in good faith, without collusion or fraud.

The bidder has carefully examined the specifications and instructions to bidders and hereby declares that bidder will furnish the equipment called for in the manner prescribed in the specifications and instructions to bidders for the following price:

General Description	Qty	Year	Make/Model	Unit Price
1.5 ton regular or extended cab & chassis, four-wheel drive with utility body and auto crane	1	2024	RAM 5500 REG CAB	\$ 180,320.00

Estimated Delivery Date 10/15/2024

CAPITAL CHRYSLER JEEP DODGE, LLC  
Name of Business Submitting Proposal

Keith Pearce  
Signature of Authorized Representative/Title

KEITH PEARCE  
Print Name

200 WATERFIELD RIDGE PLACE, GARNER, NC 27529  
Address

KEITH.PEARCE@CAPITALCJD.COM  
Email Address of Representative

Equivalents For 1.5 Ton Regular or Extended Cab  
with Chassis, Utility Body and Auto Crane

1	FACTORY SIDE STEPS IN PLACE OF LUGS/GRIP STEPS
2	
3	
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# **FY25 Proposed Budget**

**Franky Howard**  
**Chief Executive Officer**

# The Process

1. Budget team reviews Board directives (CIP, financial plans, board goals) as well as environmental pressures and revenue projections
2. Budget team develops guidelines for departments
3. Departments research cost increases, equipment repairs/replacements and create budget requests
4. Budget Team and Departments work together to craft a proposed budget
5. Delivered to the Board for your consideration

# ONWASA By-the-Numbers

◆ 3,751,835,963	Gallons of Water Pumped Annually
◆ 635,612,363	Gallons of Wastewater Treated Annually
◆ 16,050,000	Gallons of Stored Water
◆ 14,506,640	Gallons of Water Stored in Underground Pipes
◆ 1,005,463	Miles Driven Annually
◆ 702,770	Meter Readings Annually
◆ 295,065	Transactions Processed Annually
◆ 245,184	Main Office - Phone Calls Handled Annually
◆ 156,515	Estimated Number of Individual Customers
◆ 104,511	Lab Analysis' Processed Annually
◆ 70,902	Work and Service Orders Processed Annually
◆ 58,154	Number of Metered Accounts
◆ 1,244	Miles of Water Mains
◆ 445	Square Miles of Service Area
◆ 312	Miles of Wastewater Mains
◆ 247	Facilities to Maintain
◆ 172	Full Time Positions



# Budget Details

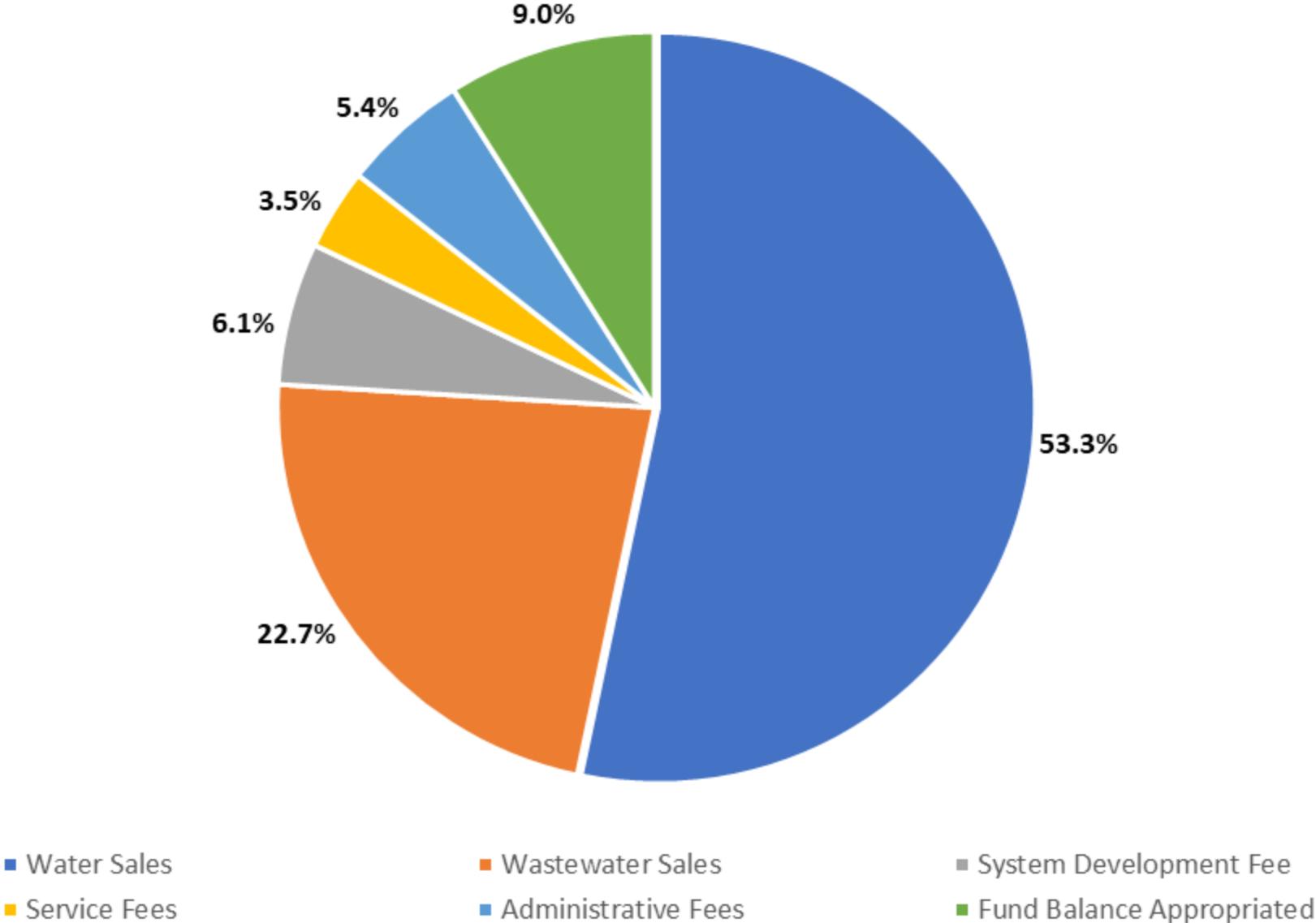
# Budget Drivers

- Current revenues must equal current expenses (Balanced Budget)
- Increased Customer Demand and Growth
- Increased Operational Costs
- 2024 Capital Improvement Plan Update
- 2023 Raftelis Rate Study update requirements
- ONWASA Strategic Plan

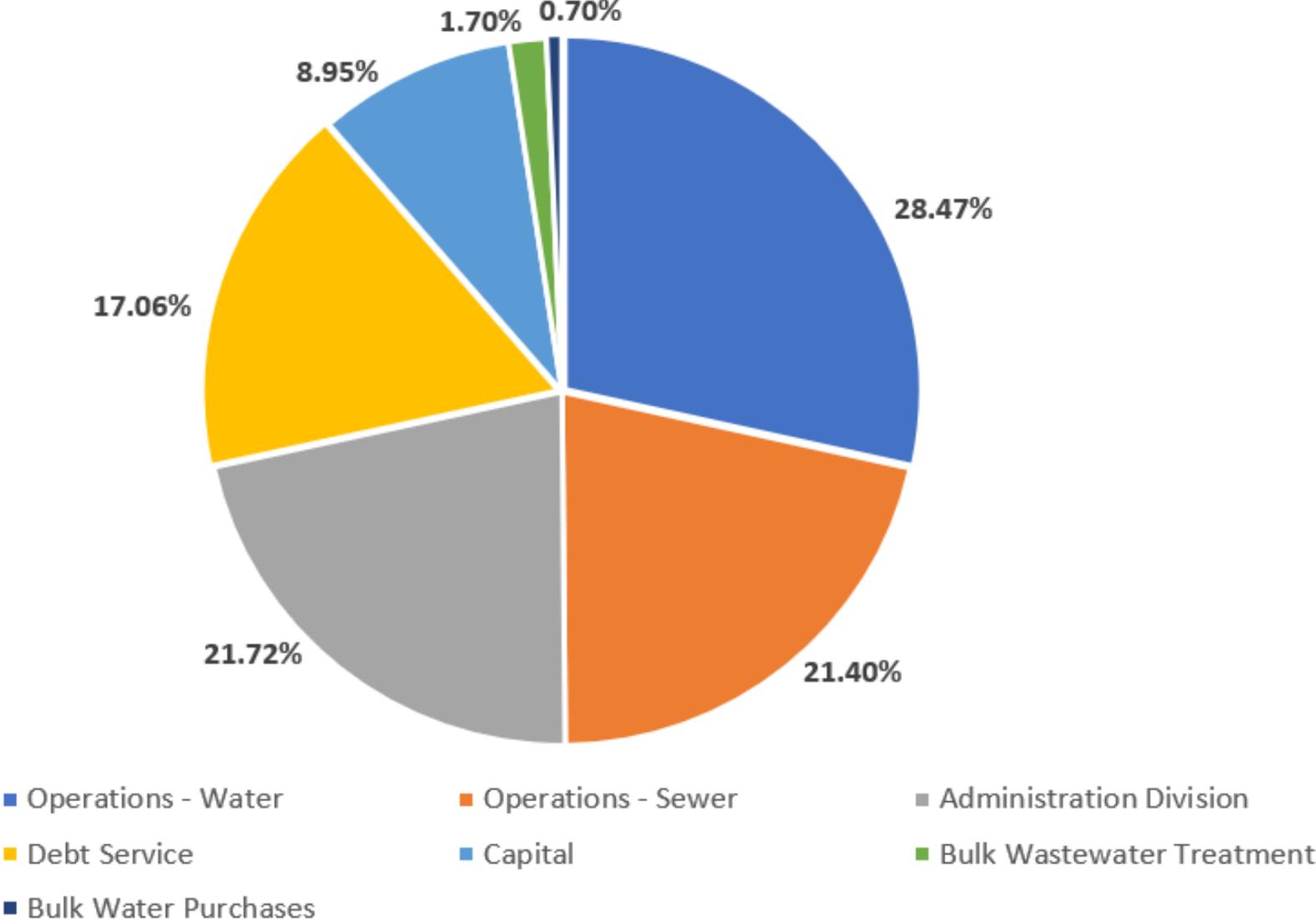
# FY25 Budget – At a Glance

- Operational Budget balanced at \$57M
- Unreserved Fund balance less pay-go projects - \$34.5M (60.5% of operating budget)
- User Fees are the primary revenue at \$47.8M
- \$1M Disaster Contingency
- Fund balance of \$5.1M appropriated for 1-time capital requests.
- 3.5% COLA for all staff budgeted
- 11 new positions
- Continue Pay Plan Steps (2.5%) for Merit Program.

# SOURCES OF REVENUE



### TOTAL EXPENDITURES



# Capital Improvement Plan Highlights

- ✓ Bidding and the start of construction for the Hwy 24/Swansboro Wastewater Force Main and Pumping Stations projects.
- ✓ Completing construction for the Topsail Island Booster Pumping Station project.
- ✓ Permitting and implementation of Interim Capacity Improvements at the Summerhouse Wastewater Treatment Plant.
- ✓ Permitting and construction of the Southeast Sewer Force Main project to connect the Holly Ridge/Summerhouse collections systems to the newly acquired wastewater treatment plant in Sneads Ferry.
- ✓ Permitting and bidding for the Highway 24 Regional Trunk Water Main Replacement project.
- ✓ Bidding and installation of raw water wells at the Dixon WTP and on ONWASA's Wachovia Tract property.
- ✓ Completion of site evaluations and process design for a new water treatment plant in the Burton Park or Union Chapel Church Road area.
- ✓ Preliminary design for a proposed project to increase the capacity of the Dixon WTP from 4.0 to 6.0 MGD.

# Public Information & Feedback

- Proposed budget is online at [www.onwasa.com](http://www.onwasa.com)
- Both written and emailed comments from the public are invited.

[budgetcomment@onwasa.com](mailto:budgetcomment@onwasa.com)

Budget Comment  
c/o ONWASA Administration  
228 Georgetown Road  
Jacksonville, NC 28540



# **Board Action Requested**

**Franky Howard**  
**Chief Executive Officer**

## Next steps.

Motion to set the public hearing on the proposed FY25 budget at the Board of Directors meeting in the Jacksonville City Hall Council Chambers on June 20, 2024 at 6pm or as soon thereafter as is practicable.

*and*

Schedule a Budget Workshop.