



Orange Water and Sewer Authority

Our community's trusted partner for clean water and environmental protection.

January 10, 2024

Mayor Barbara Foushee
Town of Carrboro
310 West Main Street
Carrboro, NC 27510

Dear Mayor Foushee:

This letter is to inform you that Melody (Mel) Kramer's term as a Board Member of the Orange Water and Sewer Authority (OWASA) will expire on June 30, 2024. Ms. Kramer took her Oath of Office on July 12, 2022, served one partial term, is willing and eligible to serve another term according to the wishes of the Council. OWASA Board Members ordinarily serve two three-year terms.

Attached please find information to assist you and the Board of Commissioners with recruiting and selecting members for the OWASA Board of Directors. We know you share our view of the importance of maintaining a good balance of skills, experience, and diversity on the OWASA Board.

If we can assist you, please let us know.

Sincerely,

Bruce Boehm, Chair
Board of Directors

Attachment

c: Ms. Mel Kramer
Ms. Marie Parker, Interim Town Manager
Ms. Wendy Welsh, Interim Town Clerk
Todd Taylor, P.E., OWASA Executive Director
Andrea Orbich, OWASA Clerk to the Board



OWASA Board of Directors

Board Member Job Description

January 2024

Board Member Recruitment Statement

Governing a critical public utility effectively requires a group of dedicated volunteers with a broad range of knowledge and experiences. The Orange Water and Sewer Authority (OWASA) Board of Directors is unique in that it is in fact a governing Board and, therefore, does not simply advise the elected bodies on issues. Our Board of Directors addresses a wide variety of issues including infrastructure investment, employee compensation and benefits, finance and rate setting, customer service and affordability, environmental protection, forestry, public health, and community engagement, among others. Experience in these areas can be helpful, but specific technical experience is not required; the only true qualification needed is a genuine commitment to serve the community. Former Board members have found serving on the Board to be a meaningful and rewarding experience, though this level of community service does require a significant investment of time and energy to prepare for and attend meetings. OWASA embraces diversity and inclusion in everything we do, and we encourage all interested candidates to apply with Carrboro, Chapel Hill, or Orange County for appointments to our Board of Directors.

Organization

OWASA is a public, non-profit agency, designated by the NC General Statutes as a special purpose unit of local government, to provide water, sewer and reclaimed water services to the Chapel Hill-Carrboro community. OWASA is governed by a nine-member Board of Directors.

Mission Statement

As a community-owned utility, our goal is to reliably provide you with high-quality water, wastewater and reclaimed-water services through responsible and creative stewardship of the resources we manage.

Board Appointments

Appointments to the OWASA Board of Directors are made by the Chapel Hill Town Council (appoints 5); the Carrboro Town Council (appoints 2); and the Orange County Board of Commissioners (appoints 2). Board members serve staggered three year-terms, subject to the power of each appointing body to remove its appointees with or without cause.

Local government appointment information is available at:

- Chapel Hill Town Clerk - Office Contact Number: 919-969-5055
Website: <https://www.townofchapelhill.org/government/mayor-and-council/boards-commissions>
- Carrboro Town Clerk - Office Contact Number: 919-918-7310
Website: <https://townofcarrboro.org/228/Advisory-Boards-Commissions>
- Orange County Clerk - Office Contact Number: 919-245-2130
Website: <https://www.orangecountync.gov/971/About-Volunteer-Boards-Commissions>

Board Authority

The Board of Directors is solely responsible for the governance of OWASA, and acts in a fiduciary position with respect to the entire service community. Its primary duties include establishing policy to assure that OWASA accomplishes its statutory mission and complies with its contractual and other legal duties, including sole responsibility for adopting budgets, rates, fees and charges. The Board is responsible for hiring the Executive Director, General Counsel and Auditor.

Board Member Responsibilities

Must take an Oath of Office to discharge faithfully the duties of his/her office, to abide by the constitution and laws of the United States and of North Carolina, and to exercise his/her best judgment as a member of the Board of Directors.

Regularly attend Board and Committee meetings.

Each Board member should prepare for and participate fully in an effort to contribute his or her knowledge and skills to the collective deliberations of the Board, to the end that the Board's decisions and policies are the product of nine members' efforts, skills, and experiences, and thus stronger by way of the Board's deliberative process, and thus more assuredly in the best interest of the organization.

Must vote and shall not be excused from voting except on matters involving consideration of his/her own official conduct, or where his/her financial or personal interests are involved; must disclose potential conflicts of interest, and may ask the Board of Directors to recuse him/her from duty to vote based upon conflict of interest.

Must be aware and abstain from any conflict of interests.

Keep an open mind, deliberate together, and foster a positive working relationship with other Board members and staff, and take care to act in compliance with Open Meetings and Public Records Laws.

Acts in a position of trust for OWASA's current and future customers and for the community and other stakeholders.

Have a genuine interest in OWASA's continued success.

Board Member Time Commitment

The OWASA Board meets on the second (2nd) Thursday of the month, beginning at 6:00 P.M., held in OWASA's Community Room (400 Jones Ferry Road in Carrboro).

Board members are expected to prepare for Board meetings by reading the agenda and supporting documents, which typically total 50-100 pages and may take two to three hours of document review.

Board Member Compensation

Board members receive lifetime pass to the OWASA recreational facilities, \$100 compensation for attendance at each Board Meeting, Special Meeting, and Work Session of the Board. In lieu of a

meeting attendance payment, the Board Chair receives a \$300 monthly stipend regardless of the number of meetings attended.

For More Information

For more information about the organization, please visit the OWASA website at www.owasa.org or contact the Clerk to the Board at 919-537-4217.

OWASA Board Member Demographics as of January 1, 2024

| Non-Board Specific Criteria | Current Membership Composition/Factors |
|------------------------------------|--|
| Age | [0] 18-25 [1] 25-34 [4] 35-54 [4] Over 55 |
| Race/Ethnicity | [1] African American [0] American Indian/Alaskan Native Aleutian [0] Asian or Pacific Islander [5] Caucasian/Non-Hispanic [1] Hispanic [1] More than one race [1] (Other/Unknown/Prefer not to Answer) |
| Gender Identification | [5] Female [4] Male |