



ORANGE WATER AND SEWER AUTHORITY

*A public, non-profit agency providing water, sewer and reclaimed water services
to the Carrboro-Chapel Hill community.*

January 29, 2019

Mayor Lydia Lavelle
Town of Carrboro
300 West Main Street
Carrboro, NC 27510

Dear Mayor Lavelle:

This letter is to inform you that my term as a Board Member of the Orange Water and Sewer Authority (OWASA) will expire on June 30, 2019.

I took my Oath of Office on July 14, 2016 and have served one full term. Currently, I am Chair of the Board of Directors and serve as ex officio on all Board committees.

OWASA Board Members ordinarily serve two three-year terms. I am eligible and willing to be re-appointment according to the wishes of the Carrboro Board of Aldermen.

Attached please find information to assist you and the Board of Aldermen with recruiting and selecting members to 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,

Yinka Ayankoya, Chair
OWASA Board of Directors

Enclosures

c: Mr. David Andrews, Carrboro Town Manager
Ms. Cathy Wilson, Carrboro Town Clerk
Ed Kerwin, OWASA Executive Director
Andrea Orbich, OWASA Clerk to the Board

OWASA Board of Directors

Board Member Job Description

January 2019

Organization

The Orange Water and Sewer Authority (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

We are a community-owned utility providing our customers high quality and reliable 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 five); the Carrboro Board of Aldermen (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: 919-969-5014
Website: <http://www.townofchapelhill.org/boards>
- Carrboro Town Clerk - Office Contact Number: 919-918-7309
Website: <http://www.ci.carrboro.nc.us/228/Advisory-Boards-Commissions>
- Orange County Clerk - Office Contact Number: 919-245-2125 or 919-245-2130
Website: <http://www.co.orange.nc.us/971/Volunteer-Advisory-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 of 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 2nd and 4th Thursday of the month. The first meeting of the month begins at 6:00 P.M. and is held in the OWASA Community Room (400 Jones Ferry Road in Carrboro); and the second meeting of the month begins at 7:00 P.M. and is held in the Council Chamber at Chapel Hill Town Hall (405 Martin Luther King Jr. Boulevard in Chapel Hill). The Board of Directors does not meet the fourth Thursdays of November and December due to the holidays. Preparation for Board meetings may entail two plus hours of document review (50-100 pages).

Board members are also expected to serve on one or more Standing Committees of the Board. The number of Committee meetings can vary greatly, but there are generally one or two different committee meetings per month.

Board Member Compensation

Board members receive \$50 compensation for attendance at each Board Meeting, Special Meeting, Work Session, and Standing Committee meeting of the Board. In lieu of a meeting attendance payment, the Board Chair receives a \$250 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 of Directors

Member	Appointment	Ethnicity & Gender	Professional Experience
Yinka Ayankoya Chair	Carrboro 2016	Black female	Business Owner – Tax preparation for individuals and businesses. Administrative/general management consulting services for staffing and healthcare support.
Jeff Danner Vice Chair	Chapel Hill 2015	White male	Director of Technology & Strategic Development at Entex Technologies
Ray DuBose Secretary	Orange County 2017	White male	Professional Engineer; (Retired) Director for Energy Services at UNC-Chapel Hill
Bruce Boehm	Chapel Hill 2018	White male	Investment Management/Venture Capital Investor and Fund Advisor
Jody Eimers	Orange County 2018	White female	Scientist Emeritus at the U.S. Geological Survey in the Office of International Programs
Robert Morgan	Carrboro 2015	White male	Self Employed Consultant; previous: Town Manager of Carrboro and Assistant City Manager and Deputy City Manager of the City of Greensboro
John N. Morris	Chapel Hill 2017	White male	(Retired) Director of the NC Division of Water Resources; water resources consultant
Ruchir Vora	Chapel Hill 2014	Asian male	Project Manager with the firm of Environmental Resource Management Inc.
John A. Young	Chapel Hill 2011	White male	Senior Advisor to the Director General and CxOs of The International Baccalaureate; previous: senior executive positions at Visiting International Faculty Program, HP/Compaq and Red Hat

OWASA Board Member Term Expirations

	Seat and incumbent	2019	2020	2021	2022	2023	2024
Chapel Hill	Morris (1 st term)		✓			✓	
	Young (served a partial term and this is his 2 nd full term)	✓			✓		
	Boehm (Completing H. Payne's 2 nd term)	✓			✓		
	Vora (2 nd term)		✓			✓	
	Danner (2 nd term)	✓		✓			✓
Orange County	DuBose (1 st term)		✓			✓	
	Eimers (1 st term)			✓			✓
Carrboro	Ayankoya (1 st term)	✓			✓		
	Morgan (2 nd term)			✓			✓
	Total appointments by all boards	4	3	3	3	3	3

✓ Jeff Danner resigned March 1, 2019 (moved out of Chapel Hill)

Background

OWASA Board Members terms are for three years. The schedule of term expirations was established so that no more than three new Board Members would be appointed in a given year for continuity and knowledge management purposes.

January 2019