**Triangle Water Supply Partnership**

**MEETING SUMMARY**

December 7th, 2018

Harnett County Department of Public Utilities

700 McKinney Parkway Lillington, NC

 **Action Items**

* + Fountainworks add method to website for public to request to be notified of upcoming meetings.
	+ Partners send names and contact information of designated Representative and Alternative Representative to Warren Miller by January 4, 2019
	+ Fountainworks send roster of Representatives to Partners by January 11, 2019
	+ After receiving roster of Representatives, Partners send nominations for Chair and Vice Chair to Warren Miller by January 25, 2018.
	+ Partners let Sarah Braman know if they want to provide updated water use reduction percentages for Water Shortage Response Planning.
	+ Warren Miller/Leila Goodwin follow up with each Partner regarding schedules for master planning activities (demand projection updates, hydraulic model updates, etc.) and other projects that may rely on/impact large projects (water shortage response planning and regional water supply planning) and develop a summary for discussion at the next meeting.
	+ Partners send information to Sydney Miller on amount (and basis) they would likely charge for mutual aid water sales.
	+ Vicki Westbrook and Sarah Braman to work on Partnership communications including, logo, and language about Partnership for the website.
	+ Sydney Miller contact Jeff Adkins, Ruth Rouse, and a representative from Raleigh to work on RFP for management support services.
	+ Durham send out information for paying initial dues.

***Operating Protocols for Transparency***

Partners reviewed and confirmed operating protocols including and in addition to what is articulated in the MOA.

1. Meetings open to public (MOA)
2. Meetings conducted in facilities that will accommodate the public (MOA)
3. Meeting times, dates, locations on Partners’ website in location accessible to public; and publicly posted on principal bulletin board of Administrative Agent (or entity represented by Chair) (MOA)
4. Meeting notices publicly posted at location of meetings
5. Audio recordings made of meetings
6. Written summary of meetings provided on website
7. Site provided on Partnership website for public to request notification of meetings

Action Items:

* Fountainworks add method to website for public to request to be notified of upcoming meetings.
* Fountainworks will maintain record of audio recordings.

***Water Shortage Response Plan Working Group*** – The working group reviewed and tabulated the water use reduction projections in partners’ Water Shortage Response Plans, and proposed that for purposes of modeling and regional planning, Partners either provide updated reductions projections, or they use one half of the reduction percentages in the existing plans. This is because they were almost all developed following the 2007-2008 drought, and demands – especially for irrigation – have dropped significantly since that time so the same level of reduction is not expected to occur.

Action item:

* Partners are to let Sarah Braman know if they want to provide updated water use reduction projections.

The Partners discussed whether the reduction levels can be compared to each other and generally the consensus was that they are comparable and likely appropriately differ because of differences in customer base. It will be easier to discuss the drought performance of the region as a whole and the water sources after getting some modeling results.

The work group met with Klause Albertin/DWR who has agreed to make the model available for testing drought scenarios; a dedicated web account and password will be provided.

***5-Year Project and Funding Plan***

The group discussed that they have budgeted $150,000 in FY19 for contracting related to Water Shortage Response Planning. Currently the work group is doing everything related to OASIS model input development and modeling, but that budget was also designed for updating the hydraulic model and evaluating some specific regional drought scenarios.

While funding for an updated regional water supply plan is not included until FY21, the group discussed that there may be activities that need to be undertaken to prepare.

Action Item:

* Warren Miller/Leila Goodwin will follow up with each Partner regarding schedules for master planning activities (demand projection updates, hydraulic model updates, etc.) and other projects that may rely on/impact large projects (water shortage response planning and regional water supply planning), and develop a summary for discussion at the next meeting.

***Regional Mutual Aid Agreement***

Sydney Miller has done extensive research on “recovering cost” since the main item left to address is compensation for transferred water. Because of differences in customer base and policy, different partners suggested wholesale rates, lowest tier 1 residential rate, or cost of production. Syd asked each member to provide amount and basis for what they might charge for water under mutual aid circumstances. Some members indicated they are satisfied with their current status of having multiple agreements. One suggestion is that some communities could become a party at later date, depending on when current agreements expire. Talking points regarding benefits of having a single regional mutual aid agreement might be useful.

Action item:

* Partners are to send information to Sydney Miller on amount (and basis) they would likely charge for mutual aid water sales.

***Administrative Items***

*Chair and Vice Chair*: The group discussed electing a Chair and Vice Chair; Representatives and Alternative Representatives need to be designated first. There was discussion that perhaps it carries more weight with outside groups such as regulatory agencies if the Chair is at a utility or department director level.

Action Items:

* Partners send names and contact information of designated Representative and Alternative Representative to Warren Miller by January 4, 2019
* Fountainworks send roster of Representatives to Partners by January 11, 2019
* After receiving roster of Representatives, Partners send nominations for Chair and Vice Chair to Warren Miller by January 25, 2018.

*Website/Logo*: The need to transition the Partnership website and logo to reflect the new name were discussed and a committee was formed to work on those items.

Action Item:

* Vicki Westbrook and Sarah Braman will work on logo and language for the website.

*Jordan Lake Allocation Contracts*: Warren Miller talked to DWR on December 6 and they are working on the Jordan Lake Allocation Contracts.

*Management Support Services RFP*: Sydney Miller said he had developed a draft RFP for Management Support Services and the group discussed the process for finalizing the RFP and then selecting one or more firms. The RFP is structured such that firms can propose to provide administrative agent services, fiscal agent services, or both. Consensus is to give all partners the opportunity to look at all proposals; then whoever is interested can meet to rank proposals and make a recommendation. There was a suggestion that maybe the committee should constitute a quorum. The committee can hear presentations if needed. Everyone should have input into ranking if there are a lot of proposals.

Action Item:

* Sydney Miller will contact Jeff Adkins, Ruth Rouse, and a representative from Raleigh to finalize the RFP for management support services before the next meeting.

*Dues*: A question was asked about how/when to pay the Initial Dues. Durham is the Administrative Agent until such time as the group elects to change that, so Don Greeley said they would send out more information on paying dues including an invoice in January.

Action Item:

* Durham to send out information for paying initial dues.

***Partner Updates***

Hillsborough: working on interconnects with OWASA and Durham; coordinating with both (no active agreement with Durham). Dealing with water main break and budget are main activities right now.

Pittsboro: working on water supply and treatment plant expansion. Participating w/Chatham County on water/sewer master plan.

Morrisville: no specific updates

Cary: Annual utility advisory committee meeting w/Morrisville next week. Completing long range water resource plan started 1.5 yr. ago; glad to share with group. Part of plan is to look at future of reclaimed water system in the coming months because of lower irrigation use than in the past. Pressure zone change delayed by hurricanes (shifting line eastward between central and western) – interactive map on website for citizens. RFQ closes next Friday for performing AWWA water audit; seeing increasing losses so looking at this more closely; also includes looking at unidirectional flushing program. (Harnett -flushing is everyday part of water quality and glad to share experience.)

Johnston County: trying to get Authorization to Construct to expand intake on Neuse and WTP; dependent on renewing NPDES permit which expired a year ago. First draft of NPDES received in July and sent back w/comments; 2nd draft received last week. New industry and really needed new supply by this summer – will likely be using interconnects. Also working on interconnect to GW supply with Sampson County- also helps DBP. $30M water distribution system improvements in design or construction to serve growth in western part of county. Working on asset mgmt. planning – behind where they want to be; RFP coming out soon. On WW side, have WWTP expansion under design (4 mgd); have to locate it on a new site because existing site flooded during Matthew and modeling also showed flooding at proposed new site.

Apex: had a water tank offline and refurbished Oct-Nov. Apex WWTP upgrade design underway. In Jan will work with Cary to test Penny Rd and Lake Pine interconnections. Last fiscal year 8.7% growth, this fiscal year estimating additional 7.2%.

Harnett Co: rebranding - changing to Harnett Regional Water – new logo and website, legal agreements, etc. With recent wet weather, most capital projects on WW side - plant expansion (mainly biosolids, some filtering)

Orange Co: one prospect for water improvements in Hillsborough EDD, project going to bid in January; 12-month construction expected, financing a challenge because lots of rock found. Efland system being turned over to Mebane within a few weeks; working on legal transfers. Working with OWASA developing historic Rogers Rd area WW system (rock issue here also so delayed project but should finish mid-next year)

OWASA – another major emergency event (boil water entire service area due to pressure loss from large main break leaving water plant.) Study coming out soon – why did it break and is there anything that could have been done differently? (took 4 hours to isolate the break). Next month asking for approval of a new dedicated valve testing crew and a new valve truck. Long range water supply plan has draft demand thru 2070 and was presented to Board in November. Also doing some Monte Carlo analysis on projections. Working on sedimentation basins on WTP Jan-Apr (½ capacity so have interconnect partners on standby). Next summer University Lake raw water pump station work will begin and reduce capacity. Jessica Goodreau starts next week. Randy Horton retiring after 44 yrs.

Durham –WRF upgrades going smoothly. About to kick off 1st phase of American Tobacco district water line replacement – will start design work. Teer Quarry – figuring out to make use of that. Working with state and federal agencies to, have agreeable means of refilling quarry. Plan on launching long range water resources plan – may be close to contracting (Jan?), a big project that will take a few years. Developing agreement for western intake partnership – very close (Pittsboro, Chatham Co and OWASA), then will be able to move forward with some projects.

**Attendance:**

David Hardin – Town of Apex

Jeff Adkins – Town of Cary

Sarah Braman – Town of Cary

Don Greeley – City of Durham

Sydney Miller – City of Durham

Steve Ward – Harnett County

Marie Strandwitz– Town of Hillsborough

Chandra Farmer – Johnston County

Josh Baird – Town of Morrisville

Howard Fleming, Jr. – Orange County

Ruth Rouse – OWASA

Elizabeth Goodson – Town of Pittsboro

Warren Miller – Fountainworks

Leila Goodwin – Fountainworks

Kevin Irby – CDM Smith

Adam Sharpe - HDR