

Lower Cape Fear Water & Sewer Authority
Regular Board Meeting Minutes

August 10, 2020

Chairman Milliken called to order the Authority meeting scheduled on August 10, 2020 at 9:00 a.m. and welcomed everyone present. The meeting was held at the Authority's office located at 1107 New Pointe Boulevard, Suite 17, Leland, North Carolina. Director Burroughs gave the invocation.

Roll Call by Chairman Milliken:

Present: Norwood Blanchard, Trent Burroughs, Wayne Edge, Harry Knight, Patricia Kusek, William Milliken, Charlie Rivenbark, William Sue, and Frank Williams

Present by Internet or Telephone: Al Leonard, Bill Saffo, Jackie Newton, Phil Norris

Absent: Larry Johnson

Staff: Tim H. Holloman, Executive Director; Mathew Nichols, General Counsel; Tony Boahn P.E., McKim & Creed, Amy Scruggs, Financial Administration Assistant, Allison Covington, Financial Administration Assistant, and Patrick Flanagan, Cape Fear Council of Governments Regional Planner & Cape Fear RPO Director

Guests Present: John Wessell

PLEDGE OF ALLEGIANCE: Director Rivenbark led the Pledge of Allegiance.

APPROVAL OF CONSENT AGENDA

C1 - Minutes of Regular Board July 13, 2020

C2 - Kings Bluff Monthly Operations and Maintenance Report

C3 - Bladen Bluffs Monthly Operations and Maintenance Reports

C4 - Bladen Bluffs Weekly Report: July 1, 2020

C5- Bladen Bluff Weekly Report: August 1, 2020

C6- Resolution of the Lower Cape Fear Water and Sewer Authority Authorizing the Chairman to Execute and Interlocal Agreement for a Group Self-Insurance Pool for Property and Liability Risk Sharing with the North Carolina League of Municipalities as Administrator of the Fund

C7- Resolution of the Lower Cape Fear Water and Sewer Authority Authorizing the Chairman to Execute an Interlocal Agreement for a Group Self-Insurance Pool for Workers; Compensation Risk Sharing with the North Carolina League of Municipalities as Administrator of the Agency

Motion: Director Burroughs **MOVED**; seconded by Director Rivenbark, approval of the Consent Agenda Items as presented. Upon roll call vote, the **MOTION CARRIED**.

	<u>For</u>	<u>Against</u>	<u>Abstained</u>	<u>Absent</u>
Norwood Blanchard	X			
Trent Burroughs	X			
Wayne Edge	X			
Larry Johnson				X
Harry Knight	X			
Patricia Kusek	X			
Al Leonard	X			
Jackie Newton	X			
Phil Norris	X			
Al Milliken	X			
Charlie Rivenbark	X			
Bill Saffo	X			
Bill Sue	X			
Frank Williams	X			

OLD BUSINESS

None

NEW BUSINESS

NB1 - Resolution Honoring Attorney John C. Wessell, III

Chairman Milliken presented for approval, the Resolution Honoring Attorney John C. Wessell, III along with a plaque to honor his 11 years of dedicated service to the Authority in providing sound legal advice. Upon Board approval, a copy of this resolution is hereby recorded in the permanent minutes of this Board.

NB2 - Resolution Honoring Amy B. Scruggs

Chairman Milliken presented for approval, the Resolution Honoring Amy B. Scruggs along with a plaque, in recognition and appreciation of her 11 years of dedicated service as the Finance Administration Assistant for Lower Cape Fear Water and Sewer Authority. Upon Board approval, a copy of this resolution is hereby recorded in the permanent minutes of this Board.

Motion: Director Williams **MOVED**; seconded by Director Rivenbark, approval of the *Resolution Honoring Attorney John C. Wessell, III* and the *Resolution Honoring Amy B. Scruggs* as presented. Upon roll call vote, the **MOTION CARRIED**.

	<u>For</u>	<u>Against</u>	<u>Abstained</u>	<u>Absent</u>
Norwood Blanchard	x			
Trent Burroughs	x			
Wayne Edge	x			
Larry Johnson				x
Harry Knight	x			
Patricia Kusek	x			
Al Leonard	x			
Jackie Newton	x			
Phil Norris	x			
Al Milliken	x			
Charlie Rivenbark	x			
Bill Saffo	x			
Bill Sue	x			
Frank Williams	x			
	13	0	0	1

Both Mr. Wessell and Mrs. Scruggs graciously accepted these presentations with a speech of gratitude.

NB3 – Introduction of Allison Covington

Chairman Milliken introduced Allison Covington as the new Financial Administration Assistant for the Lower Cape Fear Water and Sewer Authority, as of August 10, 2020. She will be working with Mrs. Scruggs until her retirement on September 1, 2020. She expressed gratitude for the introduction and the opportunity to work with the organization.

NB4 - Evaluation Inspection of a Portion of the Kings Bluff 48-Inch Raw Water Transmission Main Aerial Crossing above Livingston Creek (Tony Boahn, P. E., McKim & Creed)

Mr. Boahn clarified that the area for evaluation is Livingston Creek near International Paper (IP). There is an existing 48-inch pipeline there since the early 1980s. There is currently a 54-inch pipeline project running parallel with the existing pipeline that crosses Livingston Creek which is on the IP property. The wetlands on each side make the pipeline difficult to get to. The existing pipeline is on an Aerial crossing, meaning part of the pipeline is above ground and the other part is below ground. The new 54-inch pipeline will have a similar structure. Executive Director Tim Holloman and Brunswick County have spoken and agreed that area is exceedingly difficult to access, and it would be beneficial to inspect the structures and utilize the contractors currently in place if the existing piles and piers need modification, being that it has been in place almost 40 years. The proposal has been broken into 2 tasks, below water level and above water level. The above water level should be easy to inspect; however, the below water level has a lot of decomposition, making the

visibility low. Having contractors already in place, will allow the benefit of being able to resolve any issues found during the inspection.

A) A Resolution of Lower Cape Fear Water & Sewer Authority Exempting Lower Cape Fear Water & Sewer Authority from The Provisions of N.C.G.S. §143-64.31

Attorney John C. Wessell explained that under North Carolina law, when a public entity such as the Authority solicits bids from engineers, surveyors and architects; they are required to go through a request for proposal process where the applicants’ qualifications are considered without consideration of price. However, if the projected cost of the service is less than \$50,000.00 the entity has the right to exempt itself from that process.

Approval of the presented resolution waives this requirement for a proposal submitted by McKim & Creed per proposal 201788 in the fixed fee amount of \$14,500.00 for the above water and underwater structural evaluation inspection of an aerial crossing above the Livingston Creek water line which is a portion of the Kings Bluff 48-inch raw water transmission main.

Motion: Director Blanchard **MOVED**; seconded by Director Sue, approval of the *Resolution of Lower Cape Fear Water & Sewer Authority Exempting Lower Cape Fear Water & Sewer Authority from the Provisions of N.C.G.S. §143-64.31*, as presented. Upon roll call vote, the **MOTION CARRIED**.

	<u>For</u>	<u>Against</u>	<u>Abstained</u>	<u>Absent</u>
Norwood Blanchard	x			
Trent Burroughs	x			
Wayne Edge	x			
Larry Johnson				x
Harry Knight	x			
Patricia Kusek	x			
Al Leonard	x			
Jackie Newton	x			
Phil Norris	x			
Al Milliken	x			
Charlie Rivenbark	x			
Bill Saffo	x			
Bill Sue	x			
Frank Williams	x			
	13	0	0	1

B) Proposal for Professional Consulting Engineering Services Kings Bluff 48-Inch Raw Water Transmission Main Aerial Crossing Structural Assessment

As referenced in NB4-A, the General Statutes requires the Authority to conduct an initial selection of firms to provide engineering services without regard to fee; however, there is a provision to waive that requirement if the project is less than \$50,000.00. Since McKim & Creed’s fee is under \$50,000.00, Chairman Milliken recommended the Board consider a resolution waiving the requirements of the Above Water and Underwater Structural Evaluation Inspection regarding the proposal 201788 with McKim & Creed.

Motion: Director Rivenbark **MOVED**; seconded by Director Kusek, approval of the *Proposal for Professional Consulting Engineering Services Kings Bluff 48-inch Raw Water Transmission Main Aerial Crossing Structural Assessment* as presented. Upon roll call vote, the **MOTION CARRIED**.

	<u>For</u>	<u>Against</u>	<u>Abstained</u>	<u>Absent</u>
Norwood Blanchard	x			
Trent Burroughs	x			
Wayne Edge	x			

Larry Johnson				x
Harry Knight	x			
Patricia Kusek	x			
Al Leonard	x			
Jackie Newton	x			
Phil Norris	x			
Al Milliken	x			
Charlie Rivenbark	x			
Bill Saffo	x			
Bill Sue	x			
Frank Williams	x			
	13	0	0	1

C) Fiscal Year 2020 - 2021 Budget Amendment #1

This amendment would increase the Operating Fund 4048-01 Engineer Expense by \$14,500 to provide an unbudgeted appropriation to McKim & Creed for engineering services per proposal 201788 for the for the above water and underwater structural evaluation inspection of an aerial crossing above the Livingston Creek water line which is a portion of the Kings Bluff 48-inch raw water transmission main.

Motion: Director Edge **MOVED**; seconded by Director Kusek, approval of the *Fiscal Year 2020- 2021 Budget Amendment #1*, as presented. Upon roll call vote, the **MOTION CARRIED**.

	<u>For</u>	<u>Against</u>	<u>Abstained</u>	<u>Absent</u>
Norwood Blanchard	x			
Trent Burroughs	x			
Wayne Edge	x			
Larry Johnson				x
Harry Knight	x			
Patricia Kusek	x			
Al Leonard	x			
Jackie Newton	x			
Phil Norris	x			
Al Milliken	x			
Charlie Rivenbark	x			
Bill Saffo	x			
Bill Sue	x			
Frank Williams	x			
	13	0	0	1

EXECUTIVE DIRECTOR REPORT

EDR1 - Customers' Water Usage and Raw Water Revenue Report for Month Ending July 31,2020

Executive Director Holloman reported that during the Month of July 2020, Pender County's usage was below projection for the month. He spoke with the county manager and found out that they were purchasing more treated water from the town of Wallace, but they were going to balance out the consumption. Brunswick County's usage was above projection for the month as well as \$15,000 above projection in revenue. Cape Fear Public Utility Authority's usage was below projection for the month, and over \$27,000 below projections in revenue. Executive Director Holloman said that this was due to conservation to prevent the higher demand and shortage issues that occurred last year when their pump was under repair. They had also switched back to a higher volume. Executive Director Holloman expressed concern that if this trend continued, the projected revenue for the year would decrease by 7%, which would equal a loss of around \$190,000. Raw water revenue at month end was lower than budgeted revenue by (\$18,878.73).

EDR2 – Update Potential Right-of-Way Maintenance Project

Executive Director Holloman reported that the work on this project is completed, and in the final stage of closeout.

EDR3 – Status Report on the Bladen Bluff Regional Surface Water Plant Cape Fear River Bank Restoration Project

Executive Director Holloman reported that the inspection is scheduled for this week, and the project is on schedule to closeout at the end of the month.

EDR4 – Update on Board Room Audio/Video System

Executive Director Holloman reported that there is a new sound system structure that allows WebEx and Polycom to work through it. The audio and video features will be implemented soon.

DIRECTOR’S COMMENTS AND/OR FUTURE AGENDA ITEMS

None

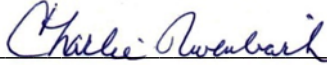
PUBLIC COMMENT

None

ADJOURNMENT

There being no further business, Chairman Milliken adjourned the meeting at 9:40 a.m.

Respectfully Submitted:



Charlie Rivenbark, Secretary