

Lower Cape Fear Water & Sewer Authority
Regular Board Meeting Minutes

January 11, 2021

Chairman Leonard called to order the Authority meeting scheduled on January 11, 2021 at 8:00 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 Norris gave the invocation.

Roll Call by Chairman Leonard:

Present: Norwood Blanchard, Patrick DeVane, Harry Knight, Al Leonard, William Milliken, Jackie Newton, Charlie Rivenbark, and Frank Williams

Present by Internet or Telephone: Wayne Edge, Phil Norris, and Bill Saffo, Chris Smith, William Sue

Absent: none

Staff: Tim H. Holloman, Executive Director; Matthew Nichols, General Counsel; Tony Boahn P.E., McKim & Creed, and Allison Covington, Financial Administration Assistant

Guests Present: Kenny Kee, John Nichols, Glen Walker, Chad McEwen, Anthony Colon, and Carl Vandermeiden.

PLANNING RETREAT

Executive Director, Tim Holloman discussed major accomplishments and milestones that took place in FY 19-20 and FY 20-21. There was a complete change in the staff at LCFWASA that included a new Executive Director, Tim Holloman in April 2020, and a new attorney, Mathew Nichols and a new Financial Administration Assistant, Allison Covington in August 2020. He also mentioned the progress with the ongoing Pipe Installation, Aerial Crossing, and Bore Encasements projects. New audio equipment was installed to improve audio quality for Polycom and Webex for board meetings. A new cash management Policy and an Emergency Water Supply plan have been adopted. The Hwy 421 Relocation Project and the Bladen Bluffs bank restoration project were completed. The Authority has also established a LinkedIn, Twitter, and Facebook information page. The Facebook page also serves as a secondary source to view the monthly Board meetings.

The Executive Director also discussed ongoing issues and concerns at the Authority. The first issue of concern is storage. Tony Boahn spoke on having another tank. He stated that we currently have a concrete tank and recommends considering ground storage as well. Potable water from the Tarheel plant for Gray's Creek is no longer an issue for the Authority. It was determined that PWC is looking for an alternate solution. The lock and dam project remains on hold due to the COVID-19 pandemic. The Pender Commerce Park project is also on hold.

The next discussion pertained to the future needs of the Authority. The establishment of a Long Range Planning Committee to review the CIP and accompanying rate needs was approved and implemented during the December 2020 board meeting. Executive Director Holloman has asked School of Government Financial Specialist, William Rivenbark, to conduct a presentation to the Committee. Executive Director recommended that the Board consider in the near future upgrading the office computer server, email server, phone system, and video components. He also stated there was a need to replace the second Heating and Air unit. It was also brought up in discussion the possibility of expanding to a Sewer Regional Facility. Chairman Milliken and Chairman Williams both agreed that there was no money in expanding into sewer. Executive Director also recommended the Board consider having an additional full-time employee at the Kings Bluff plant. We currently have one full-time and two part-time employees. The need to have someone besides full-time employee, Jack Hogan, is familiar with facility and all its procedures is crucial. This would move towards succession planning for Kings Bluff.

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

APPROVAL OF CONSENT AGENDA

C1 - Minutes of Regular Board Meeting December 14th, 2020
C2 - Kings Bluff Monthly Operations and Maintenance Report
C3 - Bladen Bluffs Monthly Operations and Maintenance Reports
C4- Approval of the Authority's 2021 Regular Schedule Meetings Calendar

Motion: Director Williams MOVED; seconded by Director Blanchard, 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			
Wayne Edge	X			
Patrick DeVane	X			
Harry Knight	X			
Al Leonard	X			
Jackie Newton	X			
Phil Norris	X			
Al Milliken	X			
Charlie Rivenbark	X			
Bill Saffo	X			
Chris Smith	X			
Bill Sue	X			
Frank Williams	X			
	13	0	0	0

OLD BUSINESS

OB1- Consider approving a new raw water rate effective July 1, 2021

Executive Director, Tim Holloman made a final recommendation that the water rate per 1,000 gallons be increased from the current rate of \$0.2717 to \$0.33 effective July 1, 2021. Chairman Leonard opened the floor for discussion as it pertained to the recommendation. Director Williams thanked Executive Director Holloman for having a Capital Improvement discussion. He stated that Brunswick County submitted a counter proposal rate increase of \$0.315, due to multiple projects currently in processes that will decrease the County's revenue as they progress in the near future. Director Norris commented that in his experience as a County Commissioner that he strived to make sure that the County had enough money do to what it needed to do to function, but not a penny more. He recommended that if we went forward with a lower rate that in a year's time we could revisit an additional rate increase. Director Sue recommended keeping the increase as low as possible to meet our obligations. Director Milliken stated that the rate increase of \$0.33 is low, but a start, especially considering that there has not been a rate increase in the last 7 years.

Motion: Director Rivenbark MOVED; seconded by Director Milliken, approval of *the Increase of the Water Rate to \$0.33 Effective July 1, 2021.* Upon roll call vote, the **MOTION CARRIED.**

	<u>For</u>	<u>Against</u>	<u>Abstained</u>	<u>Absent</u>
Norwood Blanchard	X			
Wayne Edge	X			
Patrick DeVane	X			
Harry Knight	X			
Al Leonard	X			
Jackie Newton		X		
Phil Norris		X		
Al Milliken	X			
Charlie Rivenbark	X			
Bill Saffo	X			
Chris Smith	X			
Bill Sue	X			

Frank Williams		X		
	10	3	0	0

NEW BUSINESS

NB1- Appointment of FY 2021-2022 Finance Committee by Chairman Al Leonard

For information purposes, Chairman Leonard announced the appointed members of the Finance Committee that will work with staff in preparing the recommended budget for consideration by the full Board.

NB 2- Appointment of FY 2021-2022 Personnel Committee by Chairman Al Leonard

Chairman Leonard announced the appointed members of the Personnel Committee. They will review the Executive Director’s annual performance and address other matters on an as needed basis.

NB 3- Appointment of FY 2021-2022 Long Range Planning Committee by Chairman Al Leonard

Chairman Leonard announced the appointed members of the Long Range Planning Committee. This Committee will review the Capital Improvement Plan in regards to rate setting and prioritizing projects.

ENGINEER’S COMMENTS

Tony Boahn reported that the inspection at Livingston Creek Aerial Crossing is still postponed due to high waters from rain. The 54-Inch Parallel Raw Water Main project was progressing on schedule, but not a lot of work done in December due to contractors shutting down for a couple of weeks for the holidays. Pipe installation is about 51% complete. The final permit package for the 4th pump was submitted to the NCDEQ-PWS is moving forward on schedule still with the anticipated approval date to be between February and March 2021.

ATTORNEY COMMENTS

None.

EXECUTIVE DIRECTOR REPORT

EDR1 – Comments on Customers’ Water Usage and Raw Water Revenue for Fiscal Year to Date Ending December 31, 2020

Executive Director Holloman reported that during the Month of December 2020, Brunswick and Pender County are slightly below projections, but we are overall only \$1,000 off projections for this time of year.

DIRECTOR’S COMMENTS AND/OR FUTURE AGENDA ITEMS

None

PUBLIC COMMENT

None

ADJOURNMENT

There being no further business, Chairman Leonard adjourned the meeting at 9:55 a.m.

Respectfully Submitted:

Norwood Blanchard, Secretary