

Lower Cape Fear Water & Sewer Authority
Regular Board Meeting Minutes
October 13th, 2025

Chairman DeVane called to order the Authority meeting scheduled on October 13th, 2025, 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 Sue gave the invocation.

Roll Call by Chairman DeVane:

Present: Damien Buchanan, Patrick DeVane, Jerry Groves, Harry Knight, Al Leonard, Scott Phillips, Charlie Rivenbark, Chris Smith, Bill Sue, Phil Tripp, Frank Williams, and Rob Zapple

Present by Virtual Attendance: Wayne Edge and Bill Saffo

Absent: None

Staff: Tim H. Holloman, Executive Director; Matthew Nichols, General Counsel; Sam Boswell, COG; Jess Powell, P.E., McKim & Creed; Tony Boahn P.E., McKim & Creed; and Danielle Hertzog, Financial Administration Assistant

Guests Present: Mark Garland, Computer Warriors; David Carson, Brunswick County Kings Bluff Water Resource Supervisor; Chris Giesting, Brunswick County Water Resources Manager; John Nichols, Brunswick County Public Utilities Director; Glenn Walker, Brunswick County Water Resources Manager; Kevin Morris, Cape Fear Public Utility Authority Deputy Director; Anthony Colon, Pender County Utilities Director; James Proctor, Pender County Utilities Deputy Director; David Fournier, HDR Construction Services; Russell Underwood, President of Charles R. Underwood Inc; Randy Hudson, Company Representative, Charles R. Underwood Inc.; Keith VanWyngaarden, Client Account Manager, Computer Warriors; Brian Satz, President of Computer Warriors

Guests Virtual Attendance: James Kern, Smithfield Wastewater Supervisor; Heidi Cox, NC DEQ Regional Engineering Supervisor, Division of Water Infrastructure; Aaron Smith, Brunswick County Director of Fiscal Operations; Eileen Callori, Brunswick County Deputy Finance Officer; Craig Wilson, Cape Fear Public Utility Authority Engineering Manager

PLEDGE OF ALLEGIANCE: Chairman DeVane led the Pledge of Allegiance.

APPROVAL OF CONSENT AGENDA

C1 – Minutes of September 8, 2025, Regular Board Meeting

C2 – Kings Bluff Monthly Operations and Maintenance Report

C3 – Bladen Bluffs Monthly Operations and Maintenance Reports

C4 – Line-Item Adjustment for August 31, 2025

Motion: Director Zapple **MOVED**; seconded by Director Rivenbark, approval of the Consent Agenda Items C1, C2, and C4. Upon voting, the **MOTION CARRIED UNANIMOUSLY**.

Comment on Consent Agenda item C2. Director Zapple wanted to thank the staff for defining the acronyms throughout the reports.

Motion: Director Knight **MOVED**; seconded by Director Zapple, approval of the Consent Agenda Item C2. Upon voting, the **MOTION CARRIED UNANIMOUSLY**.

PRESENTATION: Keith VanWyngaarden with Computer Warriors Cyber Security Update

A copy of the presentation will be attached to the minutes. Director Zapple wanted to know if we have a ransomware policy. Executive Holloman advised he will look into if we have a ransomware policy.

NEW BUSINESS

NB1- Resolution Honoring Glenn Walker for Dedicated Oversight of the Kings Bluff Raw Water Plant

Motion: Director Williams **MOVED**; seconded by Director Leonard, approval of the Resolution Honoring Glenn Walker for Dedicated Oversight of the Kings Bluff Raw Water Plant. Upon voting, the **MOTION CARRIED UNANIMOUSLY**.

NB4- Resolution of Lower Cape Fear Water and Sewer Authority Board of Directors to Award Contract for Purchase of New Pump and Variable-Frequency Drive for Kings Bluff Pump Station.

Motion: Leonard **MOVED**; seconded by Director Rivenbark, approval of the Resolution of Lower Cape Fear Water and Sewer Authority Board of Directors to Award Contract for Purchase of New Pump and Variable-Frequency Drive for Kings Bluff Pump Station. Upon voting, the **MOTION CARRIED UNANIMOUSLY**

NB2- Resolution Accepting the Lower Cape Fear Water and Sewer Authority Kings Bluff Regional Raw Water Supply Facilities FY 2025-2026 Annual Inspections Report (Jess Powell, P.E., McKim & Creed)

As required by the Authority's authorizing bond order and water supply agreements with its customers, McKim & Creed conducted the annual inspection of the King Bluff Raw Water Pump Station (KBRWPB) and submitted the Lower Cape Fear Water & Sewer Authority Kings Bluff Regional Raw Water Supply Facilities FY 2025-2026 Annual Inspection Report. Mr. Powell provided a PowerPoint presentation of the King's Bluff annual report with an overview of the system, including intake and pier, pump station, electrical building, generator facilities, the three-million-gallon ground tank, the booster pump station, raw water main right of way, the 48-inch raw water main, and the 54-inch parallel raw water main. Mr. Powell commended Brunswick County for doing a magnificent job maintaining Kings Bluff due to only finding minor concerns during the inspections. A copy of the report is hereby incorporated as part of these minutes.

Motion: Director Williams **MOVED**; seconded by Director Zapple, approval of Resolution Accepting the Lower Cape Fear Water and Sewer Authority Kings Bluff Regional Raw Water Supply Facilities FY 2025-2026 Annual Inspections Report (Jess Powell, P.E., McKim and Creed). Upon voting, the **MOTION CARRIED UNANIMOUSLY**.

NB3- Resolution Accepting the Lower Cape Fear Water and Sewer Authority Bladen Bluffs Regional Surface Water Supply Facilities FY 2025-2026 Annual Inspections Report (Jess Powell, P.E., McKim and Creed)

The Authority's Special Facility Revenue Bond Series 2010 requires an annual inspection of the Bladen Bluffs Regional Surface Water Treatment facilities by a qualified engineer to report on readiness, identify deficiencies, and make recommendations on needed repairs and capital improvements. McKim & Creed conducted the inspection and submitted the report dated September 2025. Mr. Powell presented a PowerPoint presentation of the inspection's results and findings, including the intake and raw water pump station, treatment processes, residual basins, chemical systems, and administrative facilities. Mr. Powell concluded that the items identified in the report are minor maintenance items, and the facility is well maintained. Director Zapple wanted to know if there is any testing being conducted on the sludge to confirm no PFAS. Executive Director Holloman advised he would work with Matt Nichols to confirm whether Authorities in North Carolina are testing the sludge. A copy of the report is hereby incorporated as part of these minutes.

Motion: Director Buchanan **MOVED**; seconded by Director Zapple, approval of the Resolution Accepting the Lower Cape Fear Water and Sewer Authority Bladen Bluffs Regional Surface Water Supply Facilities FY 2025-2026 Annual Inspections Report (Jess Powell, P.E., McKim and Creed). Upon voting, the **MOTION CARRIED UNANIMOUSLY**.

ENGINEER'S COMMENTS

No comments

ATTORNEY COMMENTS

No comments

EXECUTIVE DIRECTOR REPORT

EDR1 – Comments on Customers' Water Usage and Raw Water Revenue for Fiscal Year to Date Ending September 30, 2025

Executive Director Holloman reported that during September, all customers exceeded projections.

DIRECTOR'S COMMENTS AND/OR FUTURE AGENDA ITEMS

Director Smith would like to review a map of the current water lines to get a clearer overview of the system.

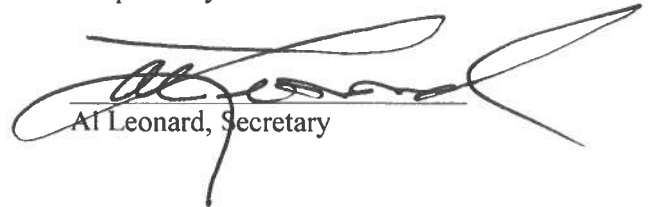
PUBLIC COMMENT

No comments.

ADJOURNMENT

There being no further business, Chairman DeVane adjourned the meeting at 10:04 a.m.

Respectfully Submitted:



Al Leonard, Secretary