

Lower Cape Fear Water & Sewer Authority  
Regular Board Meeting Minutes  
January 12<sup>th</sup>, 2026

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Chairman DeVane called to order the Authority meeting scheduled on January 12<sup>th</sup>, 2026, 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 DeVane gave the invocation.

**Roll Call by Vice-Chairman Phillips:**

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

**Present by Virtual Attendance:** Al Leonard 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:** Anthony Aldrick, Computer Warriors; David Carson, Brunswick County Kings Bluff Water Resource Supervisor; Chris Giesting, Brunswick County Water Resources Manager; Anthony Colon, Pender County Utilities Director; James Proctor, Pender County Utilities Deputy Director; David Fournier, HDR Construction Services; Kevin Morris, Cape Fear Public Utility Authority Deputy Director; Benjamin Kearns, Cape Fear Public Utility Authority Water Resources Manager Water Treatment; Ken Waldroup, Cape Fear Public Utility Authority Executive Director; Christopher "CJ" Cahoy, Garney Construction; Sam Shumate, Electus Governmental Affairs; Brittany Perkins, Thompson Price, Scott, Adams & Co., P.A.

**Guests Virtual Attendance:** 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; Caleb Stoker, Smithfield Foods, Senior EHS Manager; Will Shull, HDR Associate Vice President

**PLEDGE OF ALLEGIANCE:** Chairman Phillips led the Pledge of Allegiance.

**APPROVAL OF CONSENT AGENDA**

**C1 – Minutes of December 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 November 30, 2025**

**Motion:** Director Williams **MOVED**; seconded by Director Rivenbark, approval of the Consent Agenda Items. Upon voting, the **MOTION CARRIED UNANIMOUSLY**.

**PRESENTATION TO: Patrick DeVane, Bladen County, by Chairman Scott Phillips**

Chairman Phillips presented Director DeVane with a certificate and gift card in recognition and appreciation for his distinguished service to the Authority for serving as Chairman in 2025.

**NEW BUSINESS**

**NB1- Presentation of Annual Audit Report for Fiscal Year Ending June 30, 2025**

Mrs. Brittany Perkins reviewed a PowerPoint summarization of the audit report, a copy of which is hereby incorporated as part of these minutes. She explained the primary task of the audit firm is to reach an opinion on the financial statements as a whole. The audit findings resulted in an unmodified opinion of a clean report with no material misstatements and a net position of increase in assets by over one million dollars. She reported the records were in good order, and all required audit procedures were performed with complete access to management and information without any limitations. There were no instances of material errors, misrepresentation, or non-

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compliance. She reviewed a summary of essential audit items, including cash/cash equivalents, total revenue, and total expenses.

Executive Director Holloman wanted it noted as a hard copy or PDF file of the *Annual Financial Report for the Year Ended June 30, 2025*, available upon request.

**Motion:** Director Devane **MOVED**; seconded by Director Buchanan, approval of the Annual Financial Report for the Year Ended June 30, 2025. Upon voting, the **MOTION CARRIED UNANIMOUSLY**.

**NB2- Appointment of Calendar Year 2026 Finance Committee by Chairman Phillips**

Chairman Phillips noted the members he appointed to the Finance Committee for the calendar year 2026, including:

Scott Phillips, Chairman  
Al Leonard  
Charlie Rivenbark  
Damien Buchanan  
Harry Knight

**Motion:** Director Rivenbark **MOVED**; seconded by Director Williams, approval to Appointment of Calendar Year 2026 Finance Committee by Chairman Phillips. Upon voting, the **MOTION CARRIED UNANIMOUSLY**.

**NB3- Appointment of Calendar Year 2026 Personnel Committee by Chairman Phillips**

Chairman Phillips noted the members he appointed to the Personnel Committee for the calendar year 2026, including:

Scott Phillips, Chairman  
Al Leonard  
Charlie Rivenbark  
Damien Buchanan  
Harry Knight  
Matt Nichols

**Motion:** Director Williams **MOVED**; seconded by Director Edge, motion to approve Appointment of Calendar Year 2026 Personnel Committee by Chairman Phillips. Upon voting, the **MOTION CARRIED**.

**NB4- Appointment of Calendar Year 2026 Long Range Planning Committee by Chairman Phillips**

Chairman Phillips noted the members he appointed to the Long-Range Planning Committee for the calendar year 2026, including:

Scott Phillips, Chairman  
Al Leonard  
Charlie Rivenbark  
Damien Buchanan  
Harry Knight  
Patrick DeVane  
Phil Tripp  
Frank Williams  
Rob Zapple  
John Nichols  
Ken Waldroup  
Anthony Colon

**Motion:** Director Rivenbark **MOVED**; seconded by Director Zapple, approval to Appointment of Calendar Year 2026 Long Range Planning Committee by Chairman Phillips. Upon voting, the **MOTION CARRIED**.

**NB5- Resolution to Proceed with Purchase of Steel Coil for Project 2 (Phase 3) of the 10 Mile Phased Parallel Raw Water Line Project**

**Motion:** Director Knight **MOVED**; seconded by Director DeVane, approval of the Resolution to Proceed with Purchase of Steel Coil for Project 2 (Phase 3) of the 10 Mile Phased Parallel Raw Water Line Project. Upon voting, the **MOTION CARRIED UNANIMOUSLY**.

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**Christopher “CJ” Cahoy, with Garney Contraction, presented the Board with framed photographs of the Kings Bluff Raw Water Main Project.**

**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 November 30, 2025**

Executive Director Holloman reported that during December Pender County exceeded projections.

**DIRECTOR’S COMMENTS AND/OR FUTURE AGENDA ITEMS**

No comments.

**PUBLIC COMMENT**

No comments.

**CLOSED SESSION**

Chairman Phillips requested a motion to go into a closed session in accordance with NCGS §143-318.11(a)(3) to discuss with our attorney a matter within the attorney-client privilege.


**Motion:** Director Rivenbark **MOVED**; seconded by Director Knight, to go into closed session in accordance with N.C.G.S. §143-318.11(a)(3) to discuss with our attorney a matter within the attorney-client privilege). Upon voting, the **MOTION CARRIED UNANIMOUSLY**.

At 9:34 a.m., the board went into closed session. At 10:16a.m., the board returned to open session. Discussion only; no action taken.

**ADJOURNMENT**

There being no further business, Chairman Phillips adjourned the meeting at 10:17 a.m.

Respectfully Submitted:

  
Charlie Rivenbark, Secretary