

Lower Cape Fear Water & Sewer Authority  
Regular Board Meeting Minutes  
April 11<sup>th</sup>, 2022

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Chairman Rivenbark called to order the Authority meeting scheduled on April 11<sup>th</sup>, 2022, 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 Rivenbark:**

**Present:** Norwood Blanchard, Patrick DeVane, Wayne Edge, Harry Knight, Al Leonard, Jackie Newton, Phil Norris, Scott Phillips, Charlie Rivenbark, Chris Smith, Bill Sue, Frank Williams, and Rob Zapple

**Present by Virtual Attendance:** Bill Saffo

**Absent:** None

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

**Guests Present:** Glenn Walker, Brunswick County Water Resources Manager, and Heidi Cox, NC DEQ Regional Engineering Supervisor, Division of Water Infrastructure

**Guests Virtual Attendance:** Ken Waldroup, Cape Fear Public Utility Authority Executive Director; Matt Hourihan, Cape Fear Public Utility Authority Assistant Operations Director; and Shirley Lawler

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

**APPROVAL OF CONSENT AGENDA**

**C1 - Minutes of March 14, 2022, Regular Board Meeting**

**C2 - Minutes of March 14, 2022, Finance Committee Meeting**

**C3 - Minutes of February 14, 2022, Regular Board Meeting**

**C4 - Kings Bluff Monthly Operations and Maintenance Report**

**C5 - Bladen Bluffs Monthly Operations and Maintenance Reports**

**C6 - Line-Item Adjustment for February 28, 2022**

**C7 - Resolution Adopting the Lower Cape Fear Water & Sewer Authority's Local Water Supply Plan for Kings Bluff Raw Water Pump Station, PWSID 50-09-013, for the calendar year 2021**

**C8 - Resolution Adopting the Lower Cape Fear Water & Sewer Authority's Local Water Supply Plan for Bladen Bluff's Regional Surface Water System, PWSID 50-09-013, for the calendar year 2021**

**C9 - Resolution by Governing Body of Applicant for the 48" Parallel Raw Water Main Preliminary Engineering Report & Rate Study Project**

**C10 - Resolution by Governing Body of Applicant for the Generators at King's Bluff Raw Water Pump Station Project**

**Motion:** Director Zapple **MOVED**; seconded by Director DeVane, approval of the Consent Agenda Items C1-C10 as presented. Upon vote, the **MOTION CARRIED UNANIMOUSLY**.

	<u>For</u>	<u>Against</u>	<u>Abstained</u>	<u>Absent</u>
Norwood Blanchard	X			
Patrick DeVane	X			
Wayne Edge	X			
Harry Knight	X			
Al Leonard	X			
Jackie Newton	X			
Phil Norris				X
Scott Phillips	X			
Charlie Rivenbark	X			
Bill Saffo	X			
Chris Smith	X			
Bill Sue	X			
Frank Williams	X			
Rob Zapple	X			
	13	0	0	1

**NEW BUSINESS**

**A Resolution of the Board of Directors of Lower Cape Fear Water & Sewer Authority Approving an Exception from the Formal Bidding Process Pursuant to G.S. 143-129(E)(6) – Variable Frequency Drive, VFD critical spare parts for onsite stock, and revenue update**

Executive Director Holloman advised the Authority would need the board to approve exception 143-129(E)(6) to bypass bidding for the Variable Frequency Drive and spare parts; therefore, all three VFDs will have interchangeable parts.

**Motion:** Director DeVane **MOVED**; seconded by Director Blanchard, Exception from the Formal Bidding Process Pursuant to G.S. 143-129(E)(6) for VFD and VFD spare parts. Upon vote, the **MOTION CARRIED UNANIMOUSLY**.

	<u>For</u>	<u>Against</u>	<u>Abstained</u>	<u>Absent</u>
Norwood Blanchard	X			
Patrick DeVane	X			
Wayne Edge	X			
Harry Knight	X			
Al Leonard	X			
Jackie Newton	X			
Phil Norris	X			
Scott Phillips	X			
Charlie Rivenbark	X			
Bill Saffo	X			
Chris Smith	X			
Bill Sue	X			
Frank Williams	X			
Rob Zapple	X			
	14	0	0	0

**NB1 – Variable Frequency Drive, VFD critical spare parts for onsite stock, and revenue update**

Director Phillips wanted to confirm the VFD is on-site and ready for installation. Executive Director Holloman advised yes, it is on-site. Director Zapple questioned where the \$103,000 was coming from. Executive Director Holloman reported from the Enterprise Fund, which would take that account down to \$280,800.

**Motion:** Director Phillips **MOVED**; seconded by Director Knight, approval of the VFD, VFD parts, and revenue update. Upon vote, the **MOTION CARRIED UNANIMOUSLY**.

	<u>For</u>	<u>Against</u>	<u>Abstained</u>	<u>Absent</u>
Norwood Blanchard	X			
Patrick DeVane	X			
Wayne Edge	X			
Harry Knight	X			
Al Leonard	X			
Jackie Newton	X			
Phil Norris	X			
Scott Phillips	X			
Charlie Rivenbark	X			
Bill Saffo	X			
Chris Smith	X			
Bill Sue	X			
Frank Williams	X			
Rob Zapple	X			
	14	0	0	0

**NB2 – Budget Amendment #2 for the Variable Frequency Drive**

**Motion:** Director Norris **MOVED**; seconded by Director Edge, approval of Budget Amendment #2 for VFD. Upon vote, the **MOTION CARRIED UNANIMOUSLY.**

	<u>For</u>	<u>Against</u>	<u>Abstained</u>	<u>Absent</u>
Norwood Blanchard	X			
Patrick DeVane	X			
Wayne Edge	X			
Harry Knight	X			
Al Leonard	X			
Jackie Newton	X			
Phil Norris	X			
Scott Phillips	X			
Charlie Rivenbark	X			
Bill Saffo	X			
Chris Smith	X			
Bill Sue	X			
Frank Williams	X			
Rob Zapple	X			
	12	0	0	0

**NB3 - Replacement of Mitsubishi 24k btu mini split wall mount at Kings Bluff Plant.**

Executive Director Holloman advised we are trying to get all areas of the Kings Bluff plant up to speed; however, the former office at the plant needs additional maintenance repair, including the heating and air wall unit. Executive Director Holloman has two quotes, and he recommends approval of the lower bid.

**Motion:** Director Sue **MOVED**; seconded by Director Williams, approval of Replacement of Mitsubishi 24k BTU mini-split wall mount at Kings Bluff Plant. Upon vote, the **MOTION CARRIED UNANIMOUSLY.**

	<u>For</u>	<u>Against</u>	<u>Abstained</u>	<u>Absent</u>
Norwood Blanchard	X			
Patrick DeVane	X			
Wayne Edge	X			
Harry Knight	X			
Al Leonard	X			
Jackie Newton	X			
Phil Norris	X			
Scott Phillips	X			
Charlie Rivenbark	X			
Bill Saffo	X			
Chris Smith	X			
Bill Sue	X			
Frank Williams	X			
Rob Zapple	X			
	14	0	0	0

**NB4 - Resolution Recognizing National Drinking Water Week.**

**Motion:** Director Williams **MOVED**; seconded by Director Norris, approval of Resolution Recognizing National Drinking Water Week. Upon vote, the **MOTION CARRIED UNANIMOUSLY.**

	<u>For</u>	<u>Against</u>	<u>Abstained</u>	<u>Absent</u>
Norwood Blanchard	X			
Patrick DeVane	X			
Wayne Edge	X			
Harry Knight	X			
Al Leonard	X			
Jackie Newton	X			
Phil Norris	X			
Scott Phillips	X			
Charlie Rivenbark	X			
Bill Saffo	X			
Chris Smith	X			
Bill Sue	X			
Frank Williams	X			
Rob Zapple	X			
	14	0	0	

Director Zapple made a motion to reaffirm that the Executive Director could spend up to \$10,000 on essential maintenance repair items if they are already in the budget. He will list the item in his Executive Director's monthly report.

**Motion:** Director Zapple **MOVED**; seconded by Director Blanchard, Executive Director could spend up to \$10,000 on basic maintenance repair. Upon vote, the **MOTION CARRIED UNANIMOUSLY.**

	<u>For</u>	<u>Against</u>	<u>Abstained</u>	<u>Absent</u>
Norwood Blanchard	X			
Patrick DeVane	X			
Wayne Edge	X			
Harry Knight	X			
Al Leonard	X			
Jackie Newton	X			
Phil Norris	X			
Scott Phillips	X			
Charlie Rivenbark	X			
Bill Saffo	X			
Chris Smith	X			
Bill Sue	X			
Frank Williams	X			
Rob Zapple	X			
	14	0	0	

#### **ENGINEER'S COMMENTS**

Tony Boahn gave an update on the 54-inch parallel raw water main. The last phase is the interconnections, and we are down to the last interconnection. Two pressure reducing valves have been installed, one between our system and the Cape Fear System and the second on the old 48-inch line. These pressure-reducing valves will keep us from over pressurizing both pipelines. Both pipelines have pressure limits that we do not want to exceed. Mr. Boahn did advise a leak was discovered. It was the coupling adapters that joined the double iron to the PCP. The coupling had worked themselves loose just slightly, the contractor was able to tighten them, and the leak has been repaired. Director Zapple wanted to know if Mr. Boahn had any update on the possibility of open cutting into the Cape Fear River instead of boring? Tony advised we are not at that point yet, but we will need some design and permit applications.

#### **ATTORNEY COMMENTS**

No comments

#### **EXECUTIVE DIRECTOR REPORT**

##### **EDR1 – Comments on Customers' Water Usage and Raw Water Revenue for Fiscal Year to Date Ending March 31, 2022**

Executive Director Holloman reported that during the month of March 2022, Brunswick County, CFPUA, and Pender County were above projections. Monthly revenue was slightly up last month.

#### **Closed Session**

Chairman Rivenbark requested a motion to go into a closed session to discuss Attorney-Client Privilege and Personnel Matters.

**Motion:** Director Leonard **MOVED**; seconded by Director Williams, to go into closed session in accordance with N.C.G.S. §143-318.11(a)(3) and (6) to preserve Authority's Attorney-Client Privilege and for Personnel Matters. Upon vote, the **MOTION CARRIED UNANIMOUSLY**.

	For	Against	Abstained	Absent
Norwood Blanchard	X			
Patrick DeVane	X			
Wayne Edge	X			
Harry Knight	X			
Al Leonard	X			
Jackie Newton	X			
Phil Norris	X			
Scott Phillips	X			
Charlie Rivenbark	X			
Bill Saffo	X			
Chris Smith	X			
Bill Sue	X			
Frank Williams	X			
Rob Zapple	X			
	14	0	0	

At 9:37 a.m. the board went into closed session. At 9:57 a.m. the board returned to open session. Discussion only; no action required.

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

No comments

**PUBLIC COMMENT**

No comments

**ADJOURNMENT**

There being no further business, Chairman Rivenbark adjourned the meeting at 9:57 a.m.

Respectfully Submitted:

  
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 Harry Knight, Secretary