

Lower Cape Fear Water & Sewer Authority
Regular Board Meeting Minutes
April 13th, 2026

Chairman Phillips called to order the Authority meeting scheduled on April 13th, 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 Edge gave the invocation.

Roll Call by Chairman Phillips:

Present: Damien Buchanan, Chakema Clinton-Quintana, Wayne Edge, Jerry Groves, Harry Knight, Al Leonard, Scott Phillips, Chris Smith, Bill Sue, Frank Williams, and Rob Zapple

Present by Virtual Attendance: Patrick DeVane, Bill Saffo, and Phil Tripp

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: Jorgen Holmberg, Computer Warriors; David Carson, Brunswick County Kings Bluff Water Resource Supervisor; David Fournier, HDR Construction Services; James Proctor, Pender County Interim Utilities Director; Russell Underwood, President of Charles R. Underwood Inc; Randy Hudson, Company Representative, Charles R. Underwood Inc.

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;

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

AMENDING THE AGENDA

Chairman Phillips requested the Board's consideration to revise the agenda to remove NB2 Resolution Approving Memorandum of Understanding Regarding Interlocal Agreement for Phased 10-Mile Parallel Raw Water Line Project to allow staff additional time to work with partners.

Motion: Director Knight **MOVED**; seconded by Director Buchanan, approval to amend the agenda. Upon voting, the **MOTION CARRIED UNANIMOUSLY**.

APPROVAL OF CONSENT AGENDA

C1 – Minutes of March 9, 2026, Regular Board Meeting

C2 – Minutes of March 9, 2026, Personnel Committee Meeting

C3 – Minutes of March 9, 2026, Finance Committee Meeting

C4 – Minutes of March 9, 2026, Long Range Planning Committee Meeting

C5 – Kings Bluff Monthly Operations and Maintenance Report

C6 – Bladen Bluffs Monthly Operations and Maintenance Reports

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 calendar year 2025.

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 calendar year 2025.

C9 – Resolution Recognizing National Drinking Water Week.

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

NEW BUSINESS

NB1 - Resolution Authorizing Application for State Loan and/or Grant Funding – Kings Bluff Control Panel and Surge Tank Improvements

Executive Director Holloman advised that the fourth pump project requires a new surge tank for the fourth pump, along with a complete reworking of the control system. We are currently evaluating recommendations and exploring whether the project may qualify for SRF funding or other financial assistance opportunities to help offset costs. Regardless, the project will need to move forward. As always, our goal is to seek all available funding assistance on behalf of the Board and our customers.

Motion: Director Edge **MOVED**; seconded by Director Clinton-Quintana, approval of the Resolution Authorizing Application for State Loan and/or Grant Funding – Kings Bluff Control Panel and Surge Tank Improvements. Upon voting, the **MOTION CARRIED UNANIMOUSLY**.

ENGINEER'S COMMENTS

Jess Powell presented a picture of the water lines to the Board for review. A copy of the picture will be included with the meeting minutes.

ATTORNEY COMMENTS

No comments.

EXECUTIVE DIRECTOR REPORT

EDR1 – Comments on Customers' Water Usage and Raw Water Revenue for Fiscal Year to Date Ending February 2026

Executive Director Holloman reported that Pender County exceeded projections in March.

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 N.C.G.S. §143-318.11(a)(6) for Personnel Matters.

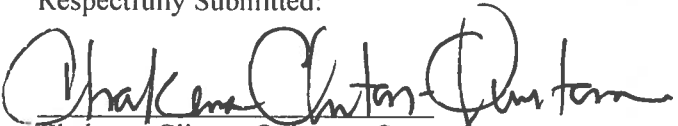
Motion: Director Zapple **MOVED**; seconded by Director Williams, to go into closed session in accordance with N.C.G.S. §143-318.11(a)(6) for Personnel Matters. Upon voting, the **MOTION CARRIED UNANIMOUSLY**.

At 9:35 a.m., the board went into closed session. At 9:49 a.m., the board returned to open session. Discussion only; no action taken.

ADJOURNMENT

There being no further business, Chairman Phillips adjourned the meeting at 9:50 a.m.

Respectfully Submitted:


Chakema Clinton-Quintana, Secretary