

AGENDA
Lower Cape Fear Water & Sewer Authority
1107 New Pointe Boulevard, Suite # 17, Leland, North Carolina
9:00 a.m. – Regular Monthly Board Meeting
December 9th, 2024

MEETING CALL TO ORDER: Chairman Knight

INVOCATION

PLEDGE OF ALLEGIANCE

APPROVAL OF CONSENT AGENDA

- C1 – Minutes of November 18, 2024, Regular Board Meeting
- C2 – Kings Bluff Monthly Operations and Maintenance Report
- C3 – Bladen Bluffs Monthly Operations and Maintenance Reports
- C4 – Resolution Pursuant to N.C Gen Stat. § 143-805 Adopting Policy Prohibiting viewing of pornography on Lower Cape Fear Water & Sewer Authority Networks and Devices

NEW BUSINESS

- NB1 – Election of Authority’s Board of Directors Officers for the term of January 1, 2025, until December 31, 2025
- NB2 – Approval of the Authority’s 2025 Regular Scheduled Meetings Calendar
- NB3 – Resolution to Allow for Purchase of New VFD for Pump No. 1 at Kings Bluff Pump Station Using Sole-Source Exception Pursuant to N.C.G.S. § 143-129(e)(6)

PRESENTATION: Jason Cook with HDR – Design Build Process with Owners Advisor

ENGINEER’S COMMENTS

ATTORNEY COMMENTS

EXECUTIVE DIRECTOR REPORT

- EDR1 – Comments on Customers’ Water Usage and Raw Water Revenue for Fiscal Year to Date Ending November 30, 2024
- EDR2 – Operating Budget Status, Ending October 31, 2024
- EDR3 – Summary of Activities

DIRECTOR’S COMMENTS AND/OR FUTURE AGENDA ITEMS

PUBLIC COMMENT

ADJOURNMENT

The next board meeting of the Lower Cape Fear Water & Sewer Authority is scheduled for Monday, January 13th at 9:00 a.m. in the Authority's office located at 1107 New Pointe Boulevard, Suite 17, Leland, North Carolina.

AGENDA ITEM

To: CHAIRMAN KNIGHT AND BOARD MEMBERS

From: TIM H. HOLLOMAN, EXECUTIVE DIRECTOR

Date: December 9, 2024

Re: Consent Agenda

Reviewed and approved as to form: MATTHEW A. NICHOLS, AUTHORITY ATTORNEY

Please find enclosed the items of a routine nature for consideration and approval by the Board of Directors with one motion. However, that does not preclude a board member from selecting an item to be voted on individually, if so desired.

C1 – Minutes of October 14, 2024, Regular Board Meeting

C2 – Kings Bluff Monthly Operations and Maintenance Report

C3 – Bladen Bluffs Monthly Operations and Maintenance Report

C4 – Resolution Pursuant to N.C Gen Stat. § 143-805 Adopting Policy Prohibiting viewing of pornography on Lower Cape Fear Water & Sewer Authority Networks and Devices

Action Requested: Motion to approve/disapprove Consent Agenda.

Lower Cape Fear Water & Sewer Authority
Regular Board Meeting Minutes
November 18th, 2024

Chairman Knight called to order the Authority meeting scheduled on November 18th, 2024, 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 Chairman Knight:

Present: Norwood Blanchard, Patrick DeVane, Wayne Edge, Harry Knight, Jackie Newton, Charlie Rivenbark, Chris Smith, Bill Sue, Phil Tripp, Frank Williams, and Rob Zapple

Present by Virtual Attendance: Al Leonard, Scott Phillips, and Bill Saffo

Absent: None

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

Guests Present: Jorgen Holmberg, Computer Warriors; Devon Moore, Computer Warriors; Katie Elliott P.E. Water Group, McKim & Creed; Glenn Walker, Brunswick County Water Resources Manager; David Carson, Brunswick County Kings Bluff Water Resource Supervisor; Craig Wilson, Cape Fear Public Utility Authority Engineering Manager; Ken Waldroup, Cape Fear Public Utility Authority Executive Director; Kevin Morris, Cape Fear Public Utility Authority Deputy Director; Jason Cook P.E. HDR Inc.

Guests Virtual Attendance: Larry Froelich, Stepan Company Plant Manager; Anthony Colon, Pender County Utilities Director; James Proctor, Pender County Utilities Deputy Director.

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

APPROVAL OF CONSENT AGENDA

C1 – Minutes of October 14, 2024, Regular Board Meeting

C2 – Kings Bluff Monthly Operations and Maintenance Report

C3 – Bladen Bluffs Monthly Operations and Maintenance Reports

C4 – Line-Item Adjustment for September 30, 2024

C5 – Resolution of the Lower Cape Fear Water and Sewer Authority Board of Directors Delegating Certain Contracting Authority to Executive Director

Motion: Director Williams **MOVED**; seconded by Director Rivenbark, approval of the Consent Agenda Items C1-C5. Upon voting, the **MOTION CARRIED UNANIMOUSLY**.

PRESENTATION TO: Jackie Newton, Pender County Commissioner, by Chairman Harry Knight

NEW BUSINESS

NB1- Resolution Authorizing Amendment to Owner-Advisor's Scope of Services for Project #1 of Phased 10-mile Parallel Raw Water Line Project

Executive Director Holloman advised that this is for the project funding and planning requirements. In consultation with LCFWASA's Owner-Advisor and participating entities, the 10-mile phased parallel raw water line project has been divided into two distinct phases. Project #1 encompasses the first approximately 7 miles of pipeline.

Project #2: Covers the remaining approximately 3 miles of the pipeline. This division will support more efficient allocation of resources and align with funding parameters. Jason Cook advised HDR is responsible for quality control, ensuring that things are happening per the plans and specifications, and having somebody on-site during construction to ensure we can verify quantity takeoffs. Chairman Knight advised that HDR is acting as LCFWASA's engineering department.

Motion: Director Blanchard **MOVED**; seconded by Director Williams, to approve Resolution Authorizing Amendment to Owner-Advisor's Scope of Services for Project #1 of Phased 10-mile Parallel Raw Water Line

Project with an updated contract amendments and clarifying language at the January 2025 meeting. Upon voting, the **MOTION CARRIED UNANIMOUSLY.**

NB2- Resolution Approving Owner-Advisor’s Scope of Services for Project #2 of Phased 10-mile Parallel Raw Water Line Project

Jason Cook with HDR advised that this resolution would mimic NB1 and is to assist with keeping ARPA and SRF funds separate.

Motion: Director Blanchard **MOVED**; seconded by Director Williams, approval of Resolution Approving Owner-Advisor’s Scope of Services for Project #2 of Phased 10-mile Parallel Raw Water Line Project with updated contract amendments and clarifying language at the January 2025 meeting. Upon voting, the **MOTION CARRIED UNANIMOUSLY.**

NB3- Resolution Accepting the 2023 Appropriations Act Directed Projects Grant Offer for DWI Project No.: SRP-D-134-0196

Motion: Director Williams **MOVED**; seconded by Director Newton, approval of the Resolution Accepting the 2023 Appropriations Act Directed Projects Grant Offer for DWI Project No.: SRP-D-134-0196. Upon voting, the **MOTION CARRIED UNANIMOUSLY.**

NB4- Resolution Accepting the 2023 Appropriations Act Directed Projects Grant Offer for DWI Project No.: SRP-D-134-0197

Motion: Director Rivenbark **MOVED**; seconded by Director Williams, approval of the Resolution Accepting the 2023 Appropriations Act Directed Projects Grant Offer for DWI Project No.: SRP-D-134-0197. Upon voting, the **MOTION CARRIED UNANIMOUSLY.**

NB5- Resolution Accepting the 2023 Appropriations Act Directed Projects Grant Offer for DWI Project No.: SRP-D-134-0198

Motion: Director Blanchard **MOVED**; seconded by Director Rivenbark, approval of the Resolution Accepting the 2023 Appropriations Act Directed Projects Grant Offer for DWI Project No.: SRP-D-134-0198. Upon voting, the **MOTION CARRIED UNANIMOUSLY.**

NB6- Resolution Approving Amendment No. 2 to Interlocal Agreement for a Phased 10-mile Parallel Raw Water Line Project

Executive Director Holloman advised the Interlocal Agreement (ILA) outlines the responsibilities, obligations, and rights of the parties involved in a joint project to design and construct approximately 36,200 linear feet of pipeline infrastructure. This infrastructure will be installed parallel to an existing raw water line, starting from a point near the 3-million-gallon ground storage tank at Brunswick County’s Northwest Water Treatment Plant. The pipeline will extend through 6.86 miles of unpaired infrastructure within easements held by the Lower Cape Fear Water & Sewer Authority (LCFWASA). It will connect to the existing 48-inch transmission main at a 48” X 36” tee near the Pender County supply line in New Hanover County. The ILA addresses various tasks, including design, construction, scheduling, funding, operation, maintenance, usage, and ownership of the pipeline and related facilities. This pipeline project aims to bolster redundancy and capacity for the water supply network in the region.

Motion: Director Rivenbark **MOVED**; seconded by Director Williams, approval of the Resolution Approving Amendment No. 2 to Interlocal Agreement for a Phased 10-mile Parallel Raw Water Line Project. Upon voting, the **MOTION CARRIED UNANIMOUSLY.**

ENGINEER’S COMMENTS

Jess Powell advised that he worked with Executive Director Holloman to tabulate a spreadsheet for the annual inspection for the past five years showing repeat items. McKim & Creed will work with Kings Bluff and Bladen Bluffs to check in quarterly to confirm repairs are being completed. This report will also be presented to the Board quarterly.

ATTORNEY COMMENTS

No comments.

EXECUTIVE DIRECTOR REPORT

EDR1 – Comments on Customers’ Water Usage and Raw Water Revenue for Fiscal Year to Date Ending October 31, 2024

Executive Director Holloman reported that during September, Brunswick was above projections.

DIRECTOR’S COMMENTS AND/OR FUTURE AGENDA ITEMS

No comments.

PUBLIC COMMENT

No comments.

CLOSED SESSION

Chairman Knight requested a motion to go into a 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 and N.C.G.S. § 143-318.11(a)(5) regarding the proposed acquisition of real property.

Motion: Director Rivenbark **MOVED**; seconded by Director DeVane, 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 and N.C.G.S. § 143-318.11(a)(5) regarding the proposed acquisition of real property. Upon voting, the **MOTION CARRIED UNANIMOUSLY.**

At 10:11 a.m., the board went into closed session. At 11:16 a.m., the board returned to open session. Discussion only; no action taken.

ADJOURNMENT

There being no further business, Chairman Knight adjourned the meeting at 11:17 a.m.

Respectfully Submitted:

Scott Phillips, Secretary

BRUNSWICK COUNTY PUBLIC UTILITIES

Kings Bluff Pump Station/LCFWASA

246 Private Rd. 703
Reigelwood, NORTH CAROLINA 28456

MAILING ADDRESS
P. O. Box 249
BOLIVIA, NORTH CAROLINA 28422

TELEPHONE (910) 655-4799
FAX (910) 655-4798

TO: Tim Holloman

FROM: David Carson

DATE: 12/1/2024

SUBJECT: Monthly maintenance report for November 2024

Mr. Holloman,

The Maintenance and Operations of the King's Bluff facility (KB) for the month of November were performed as prescribed in the station SOP'S and other items are as follows.

The diesel drive booster pumps along with the standby System Computer and Data Acquisition (SCADA) generator located at the raw tank and the SCADA generator located at INVISTA / CFPUA vaults off HWY 421 were run and tested weekly and verified standby ready.

KB personnel completed all locates issued by the Boss 811 system.

KB personnel assisted I&E with proper diagnosis and fix of fault on VFD #4.

KB personnel performed oil change on air compressors.

KB personnel cleaned ceiling and replaced all lights in both pump rooms.

KB personnel successfully fixed airlock issues with the prelube on both generators which prevented operation.

KB personnel inspected R.O.W. cutting.

KB personnel continued cleaning up plant and surrounding areas of old and discarded items and materials.

KB personnel along with I&E changed defective control panel on SCADA generator at Raw Tank.

KB personnel in collaboration with I&E replaced Rosemont meters in vault and in pump room and vaults of the KB customers.

KB personnel aided I&E with investigating and correction of faults on Gen & VFD's.

Contractors:

Pursuit Cleaning came to Kings Bluff offices for weekly cleaning.

LJ's landscaping cut grass at Kings Bluff, Authority property & began work on cutting of R.O.W.

Curtis Power Solutions gave Quote on servicing of pumps and generators.

O'Brien HVAC completed work on install of new HVAC unit.

David Carson

Smithfield®

To: Tim Holloman - LCFWASA

From: James Kern – Bladen Bluffs SWTP ORC

Date: 12/2/24

Subject: November 2024 Operations

During the month of November, Bladen Bluffs SWTP operated a total of 15 days, treating 42.24 million gallons of water.

We used:

22,165 lbs. of aluminum sulfate (Alum)

5,886 lbs. of sodium hydroxide (Caustic)

1,006 lbs. of sodium hypochlorite (2,020 gallons of 6% Chlorine Bleach)

James Kern
Water Treatment Plant
Supervisor

(910) 862-3114
(910) 862-3146
(910) 733-0016 mobile
jkern@smithfield.com

Smithfield.
Good food. Responsibly.®

Bladen Bluffs Surface Water Treatment
Plant
17014 Highway 87 West
Tar Heel, NC 28392
www.smithfieldfoods.com

Bladen Bluffs SWTP Maintenance Report

Date: 12/2/2024

ISSUE:

PLAN OF ACTION:

All PLC need updated	Getting new quote – Using new company
Vault intrusion electrical needs sealed	Quote approved
Need to do full chemical pump PM	Getting Parts - Tencarva
One section of insulation on GAC off during storm	Lift here – scheduled repair this week
Level indicator in septic pit not working	FIXED
Issue with polymer pump #1	Need to troubleshoot
Auto mechanism on louvers not working – blower room	Part ordered
Replace few handrails on walkway at river	Scheduled
Piping for diesel fuel needs painting	Planning for repair – Getting quote for power washing first
Leaks in water hose supply lines	IN PROGRESS – Partially complete
Multiple flooded vaults	Pumping out and getting plan in place
Corrosion on exposed GAC	Planning for repair – Part of pressure washing quote
Leak on chlorine day tank	Have parts – scheduling repair
Corrosion on column in chemical building	Will repair after leaking hose is replaced
Blower room needs to be cleaned	Will do thorough cleaning after louver is repair

Highlighted items are items noted on annual engineer inspection.

Monthly Operating Reports (MORs) Summary

(No user data entry – all values are auto-populated.)

Year: <u>2024</u>	PWS Name: <u>Bladen Bluffs Water System</u>	PWSID# : <u>NC5009012</u>
Month: <u>November</u>	Facility Name: <u>Bladen Bluff</u>	

Combined Filter Effluent (CFE) Turbidity

Samples exceeding 1 NTU (count): <u>0</u>	Number of samples required: <u>82</u>
Samples exceeding .3 NTU (count): <u>0</u>	Number of samples taken: <u>82</u>
Samples exceeding .3 NTU (pct): <u>0.0%</u>	Highest single turbidity reading NTU: <u>0.124</u>
	Monthly average turbidity NTU: <u>0.058</u>

Individual Filter Effluent (IFE) Turbidity

1) Was each filter <u>continuously</u> monitored for turbidity?	Yes	<u>X</u>	No	
2) Was each filter's monitoring results <u>recorded every 15 minutes</u> ?	Yes	<u>X</u>	No	
3) Was there a failure of the continuous turbidity monitoring equipment?	Yes		No	<u>X</u>
4) Was any individual filter turbidity level > 1.0 NTU in two consecutive measurements ?	Yes		No	<u>X</u>
5) Was any individual filter turbidity level > 0.5 NTU in two consecutive measurements at the end of 4 hours of operation after the filter has been backwashed or otherwise taken offline ?	Yes		No	<u>X</u>
6) Was any individual filter turbidity level > 1.0 NTU in two consecutive measurements in each 3 consecutive months ?	Yes		No	<u>X</u>
7) Was any individual filter turbidity level > 2.0 NTU in two consecutive measurements in 2 consecutive months ?	Yes		No	<u>X</u>

Entry Point Residual Disinfectant Concentration (EPRD)

Disinfectant Used <u>Chlorine</u>	Number of samples required <u>82</u>
Minimum EPRD concentration <u>0.8300</u>	Number of samples taken <u>82</u>

Distribution Residual Disinfectant Concentration

Number of samples under 0.010 mg/L (without any detectable) excluding where HPC is ≤ 500/mL	<u>0</u>
---	----------

Contact Time (CT) Ratio

Lowest CT ratio reading <u>14.70</u>	Number of CT ratios required <u>15</u>
Number of CT ratios below 1.0 <u>0</u>	Number of CT ratios calculated <u>15</u>

Remarks From General Info Worksheet

By checking this box, the ORC certifies that the requirements of 15A NCAC 18C .1301 "General Requirements", .1302 "Tests, Forms, and Reporting", and .1303 "Facility Oversight" have been met for the month of November, 2024 and that records documenting compliance with this rule are maintained on the premises and available for inspection upon request.

NCDENR/DEH PWSS Version: V02.10-00	COMPLETED BY: James Kern	CERTIFICATE GRADE: A - Surface
	CERTIFICATE NUMBER: 120147	

**RESOLUTION PURSUANT TO N.C. GEN. STAT. § 143-805 ADOPTING POLICY
PROHIBITING VIEWING OF PORNOGRAPHY ON LOWER CAPE FEAR WATER
AND SEWER AUTHORITY NETWORKS AND DEVICES**

WHEREAS, N.C. Gen. Stat. § 143-805, effective October 1, 2024, states that a public agency shall not permit the viewing of pornography by its employees, elected officials or appointees on any network of that public agency, and no public agency shall permit an employee, elected official, or appointee of that public agency to view pornography on any devices owned, leased, maintained, or otherwise controlled by that public agency;

WHEREAS, N.C. Gen. Stat. § 143-805 requires all public agencies to adopt a policy governing the use of its networks and devices owned, leased, maintained, or otherwise controlled by that public agency; and

WHEREAS, the Lower Cape Fear Water and Sewer Authority (“LCFWASA”) prohibits the viewing of pornography by LCFWASA’s employees, appointees and elected officials on LCFWASA’s networks or any devices owned, leased, maintained, or otherwise controlled by LCFWASA.

NOW, THEREFORE, be it resolved by the Chairman and Directors of the LCFWASA that the following policies shall apply to LCFWASA:

1. No employees, elected officials, or appointees of LCFWASA shall view pornography on any computer network owned, leased, maintained, or otherwise controlled by LCFWASA, whether on a device owned or controlled by LCFWASA or on a privately owned, leased, maintained, or otherwise controlled device.
2. No employees, elected officials, or appointees of LCFWASA shall view pornography on any device owned, leased, maintained, or otherwise controlled by LCFWASA.
3. Each year, and no later than August 1, the LCFWASA Executive Director shall report information required in N.C. Gen. Stat. § 143-805 to the State Chief Information Officer in the format required by the State Chief Information Officer, as set forth in N.C. Gen. Stat. § 143-805(f).
4. Sections 1 and 2 of this policy shall not apply to an official or employee that is engaged in any of the activities listed in N.C. Gen. Stat. § 143-805(d) in the course of that official’s or employee’s official duties, including investigating or prosecuting crimes, offering or participating in law enforcement training, or performing actions related to other law enforcement purposes; identifying potential security or cybersecurity threats; establishing, testing, and maintaining firewalls, protocols, and otherwise implementing the requirements of N.C. Gen. Stat. § 143-805; or other exceptions as specifically set forth in N.C. Gen. Stat. § 143-805(d).

5. The terms used herein shall be defined as set forth in N.C. Gen. Stat. § 143-805(g).
6. Any employee, elected official, or appointee of LCFWASA who has saved pornography to a device owned, leased, maintained, or otherwise controlled by LCFWASA shall remove, delete, or uninstall the pornography no later than January 1, 2025. This section shall not apply to an official or employee engaged in any of the activities listed in N.C. Gen. Stat. § 143-805(d) in the course of that official's or employee's official duties.
7. Any employee of LCFWASA who violates any provision of this policy shall be subject to disciplinary action under LCFWASA's personnel policy.
8. Any appointee of LCFWASA who violates any provision of this policy shall be subject to censure proceedings and/or removal by the LCFWASA Board of Directors.
9. Any elected official who violates any provision of this policy shall be subject to censure proceedings.
10. Any LCFWASA employee who becomes aware of a violation of any provision of this policy shall promptly report the violation to the LCFWASA Executive Director and Chairperson of the LCFWASA Board of Directors.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that a copy of this Resolution be recorded in the permanent minutes of this Board.

This Resolution shall be in full force and effect upon its passage.

Adopted this _____ day of December, 2024.

Harry Knight, Chairman

ATTEST:

Scott Phillips, Secretary

NEW BUSINESS (NB1)

**Lower Cape Fear Water & Sewer
Authority**

AGENDA ITEM

To: CHAIRMAN KNIGHT AND BOARD MEMBERS

From: TIM H. HOLLOMAN, EXECUTIVE DIRECTOR

Date: December 9, 2024

Re: Election of Authority's Board of Directors Officers for the Term of January 1, 2025, until December 31, 2025

Reviewed and approved as to form: MATTHEW A. NICHOLS, AUTHORITY ATTORNEY

In accordance with Article III, Section 1. of the Lower Cape Fear Water and Sewer Authority's Bylaws, new officers are to be elected for the term of January 1, 2025, to December 31, 2025. Provided is a list of current Board Officers who comply with the requirements outlined in the referenced Article and Section.

Action Requested: Motion to approve/disapprove election of proposed Board Officers for the term on January 1, 2025, to December 31, 2025

<p>Chairmanship Rotation Schedule Brunswick County Columbus County City of Wilmington Pender County New Hanover County Bladen County</p>

Lower Cape Fear Water & Sewer Authority

CURRENT

Board Officers, January 1 - December 31, 2024

Chairman	Harry Knight New Hanover County
Vice-Chairman	Patrick DeVane Bladen County
Secretary	Scott Phillips Brunswick County
Treasurer	Al Leonard Columbus County
Assistant Treasurer	Charlie Rivenbark City of Wilmington



Lower Cape Fear Water & Sewer Authority

PROPOSED

Board Officers, January 1 - December 31, 2025

Chairman	Patrick DeVane Bladen County
Vice-Chairman	Scott Phillips Brunswick County
Secretary	Al Leonard Columbus County
Treasurer	Charlie Rivenbark City of Wilmington
Assistant Treasurer	Norwood Blanchard Pender County

NEW BUSINESS (NB2)

**Lower Cape Fear Water & Sewer
Authority**

AGENDA ITEM

To: CHAIRMAN KNIGHT AND BOARD MEMBERS

From: TIM H. HOLLOMAN, EXECUTIVE DIRECTOR

Date: December 9, 2024

Re: 2024 Regular Scheduled Meetings Calendar

Reviewed and approved as to form: MATTHEW A. NICHOLS, AUTHORITY ATTORNEY

Approval of the Authority's 2025 Regular Schedule Meetings Calendar.

Action Requested: Motion to approve/disapprove 2025 Regular Scheduled Meetings Calendar

LOWER CAPE FEAR WATER & SEWER AUTHORITY

1107 New Pointe Blvd., Suite 17
 Leland, NC 28451
 Phone: 910-383-1919
 Fax: 910-383-1949
 www.lcfwasa.org

2025

HOLIDAYS OBSERVED
(DATES OFFICE CLOSED)

	- JANUARY -							- FEBRUARY -							- MARCH -							- APRIL -														
	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S								
<u>January 1:</u> New Years Day			<u>1</u>	2	3	4	1								1																					
<u>January 15:</u> Martin Luther King Jr. Birthday	5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8	6	6	6	6	6	6	6	6							
<u>April 18:</u> Good Friday	12	<u>13</u>	14	15	16	17	18	9	<u>10</u>	11	12	13	14	15	9	<u>10</u>	11	12	13	14	15	13	<u>14</u>	15	16	17	<u>18</u>	19								
<u>May 26:</u> Memorial Day	19	<u>20</u>	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22	20	21	22	23	24	25	26								
<u>June 19:</u> Juneteenth	26	27	28	29	30	31		23	24	25	26	27	28	23	24	25	26	27	28	29	27	28	29	30												

- MAY -

	- MAY -							- JUNE -							- JULY -							- AUGUST -										
	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S				
<u>September 1:</u> Labor Day																																
<u>November 11:</u> Veterans Day	4	5	6	7	8	9	10	1	2	3	4	5	6	7	6	7	8	9	10	11	12	3	4	5	6	7	8	9				
<u>November 27 & 28:</u> Thanksgiving	11	<u>12</u>	13	14	15	16	17	15	<u>16</u>	17	18	<u>19</u>	20	21	13	<u>14</u>	15	16	17	18	19	10	<u>11</u>	12	13	14	15	16				
<u>December 24 & 25:</u> Christmas	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23				
<u>BOARD MEETING DATES</u>	25	<u>26</u>	27	28	29	30	31	29	30					27	28	29	30	31	24	25	26	27	28	29	30							

- SEPTEMBER -

	- SEPTEMBER -							- OCTOBER -							- NOVEMBER -							- DECEMBER -						
	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S
Regular monthly Board Meetings are held the second Monday of each month at 9:00 a.m. Dates are shown in RED.																												
	1	2	3	4	5	6	7	1	2	3	4	5	6	7	2	3	4	5	6	7	8	1	2	3	4	5	6	7
	8	9	10	11	12	13	14	8	9	10	11	12	13	14	9	<u>10</u>	11	12	13	14	15	8	9	10	11	12	13	14
	15	16	17	18	19	20	21	15	16	17	18	19	20	21	16	17	18	19	20	21	22	14	15	16	17	18	19	20
	22	23	24	25	26	27	28	22	23	24	25	26	27	16	17	18	19	20	21	22	21	22	23	<u>24</u>	<u>25</u>	26	27	
	29	30						26	27	28	29	30	31	23	24	25	26	<u>27</u>	<u>28</u>	29	28	29	30	31				



WATER IS OUR BUSINESS.



LOWER CAPE FEAR WATER AND SEWER AUTHORITY

2025 REGULAR MEETING SCHEDULE

Regular Board Meeting Dates and Times

9:00 a.m. – Monday, January 13

9:00 a.m. – Monday, February 10

9:00 a.m. – Monday, March 10

9:00 a.m. – Monday, April 14

9:00 a.m. – Monday, May 12

9:00 a.m. – Monday, June 16

9:00 a.m. – Monday, July 14

9:00 a.m. – Monday, August 11

9:00 a.m. – Monday, September 8

9:00 a.m. – Monday, October 13

9:00 a.m. – Monday, November 10

9:00 a.m. – Monday, December 8

Meetings are held at the Lower Cape Fear Water and Sewer Authority's office located at 1107 New Pointe Blvd., Suite 17, Leland, NC.

NEW BUSINESS (NB3)

**Lower Cape Fear Water & Sewer
Authority**

AGENDA ITEM

To: CHAIRMAN KNIGHT AND BOARD MEMBERS

From: TIM H. HOLLOMAN, EXECUTIVE DIRECTOR

Date: December 9, 2024

Re: Lower Cape Fear Water and Sewer Authority Resolution to Allow for Purchase of New VFD for Pump No. 1 at Kings Bluff Pump Station Using Sole-Source Exception Pursuant to N.C.G.S. § 143-129(e)(6)

Reviewed and approved as to form: MATTHEW A. NICHOLS, AUTHORITY ATTORNEY

Background: After investigation of the procurement of the VFD, it has been determined that standardization and compatibility with the existing three pumps is the overriding consideration. This requires Board approval and must meet exceptions according to North Carolina General Statutes 143-129 (e) (6) which allows for the purchase of supplies, materials, and equipment.

Action Requested: Motion to approve/disapprove

Attachment: Quote

**Lower Cape Fear Water and Sewer Authority Resolution to Allow for Purchase of
New VFD for Pump No. 1 at Kings Bluff Pump Station Using Sole-Source
Exception Pursuant to N.C.G.S. § 143-129(e)(6)**

WHEREAS, the Lower Cape Fear Water and Sewer Authority (“LCFWASA”), needs to procure a variable-frequency drive (“VFD”) for Pump No. 1 at the Kings Bluff Pump Station;

WHEREAS, N.C.G.S. § 143-129(e) lists the authorized exceptions to the formal bidding procedures for the letting of public contracts;

WHEREAS, N.C.G.S. § 143-129(e)(6) allows for purchases of apparatus, supplies, materials, or equipment using a sole-source exception when: (i) performance or price competition for a product are not available; (ii) a needed product is available from only one source of supply; or (iii) standardization or compatibility is the overriding consideration;

WHEREAS, utilization of a sole-source exception pursuant to N.C.G.S. § 143-129(e)(6) and Section V.A of LCFWASA’s Contract and Purchasing Policy requires governing Board approval prior to the award of the contract;

WHEREAS, the Executive Director, having investigated the procurement of new VFD for Pump No. 1, including discussions with LCFWASA’s consulting engineers, has determined that standardization or compatibility of the new VFD with the existing pumps is the overriding consideration and that in this instance, the apparatus or equipment is sole source and competition is precluded from this purchase for the reasons stated herein;

WHEREAS, the Executive Director has provided to the LCFWASA Board of Directors a justification of why competitive procurement is precluded from the purchase of the new VFD for Pump No. 1, including the following reasons:

1. The station currently has three pumps, which are identical. This includes the motor, pump bowl assembly, VFD, and miscellaneous appurtenances.
2. Major components of the three pumps are interchangeable. For example, the pump bowl assembly can be moved from one pump to another and will not hinder operation or performance.
3. Purchasing an identical VFD will maintain this standardization with the existing pumps as all parts would be interchangeable between all three pumps.
4. Any spare parts that are in stock (or will be purchased) will be usable on any of the three pumps. If a different pump is purchased, separate spare parts would be required for that specific pump.
5. Maintenance on the three pumps would be identical, whether performed by Brunswick County Staff or an outside vendor.
6. The interchangeability of parts (and spare parts) is critical. These are not “off the shelf” pumps; therefore, spare pumps and parts are difficult to acquire on short notice should an emergency arise.
7. The parts/equipment are not interchangeable with similar parts of another manufacturer.
8. The parts/equipment are required from this source to permit standardization.

9. The VFD will match the existing VFDs for the reasons noted above.

WHEREAS, the LCFWASA Board of Directors, having considered the justification to waive the competitive procurement process for the purchase of a new VFD for Pump No. 1 at the Kings Bluff Pump Station, agree and find that standardization or compatibility of the new apparatus or equipment is the overriding consideration and precludes competitive procurement for this particular purchase.

NOW, THEREFORE, BE IT RESOLVED by the Chairman and LCFWASA Board of Directors, that the Board does hereby waive the competitive procurement process for the purchase of the new VFD for Pump No. 1 at the Kings Bluff Pump Station pursuant to N.C.G.S. § 143-129(e)(6) and authorizes Charles R. Underwood Inc., 2000 Boone Trail Rd., Sanford, NC 27330 as a sole source for the equipment/item. The Board hereby awards the contract to Charles R. Underwood Inc. for the purchase and installation of one new VFD (1750hp MV TMEIC air cooled MV Drive-MVe2 4160-volt 1750 hp 400 Frame) in the amount of \$297,273.00, plus tax and freight, as stated on the proposal from Charles R. Underwood Inc. dated December 3, 2024.

THEREFORE, BE IT FURTHER RESOLVED, that a copy of this Resolution be recorded in the permanent minutes of this Board.

Adopted this _____ day of December 2024.

Harry Knight, Chairman

ATTEST:

Scott Phillips, Secretary

Justification for Use of Sole Source Contracting Procedures

Equipment/Item: **New VFD for Pump No. 1 at Kings Bluff Pump Station**

Recommended Sole Source Vendor:

Company Name: **Charles R. Underwood Inc.**

Address: **2000 Boone Trail Rd.**

City, State, Zip: **Sanford, NC 27330**

Lower Cape Fear Water and Sewer Authority (“LCFWASA”) is currently in need of a new variable-frequency drive (“VFD”) for Pump No. 1 at the Kings Bluff Pump Station.

The Executive Director has investigated the procurement of the VFD, including discussions with Brunswick County Public Utilities and LCFWASA’s consulting engineers, and has determined that standardization and compatibility of the VFD with the existing pumps is the overriding consideration.

N.C.G.S. § 143-129(e) lists the authorized exceptions to the formal bidding procedures for the letting of public contracts.

N.C.G.S. § 143-129(e)(6) allows for purchases of apparatus, supplies, materials, or equipment using a sole-source exception when: (i) performance or price competition for a product are not available; (ii) a needed product is available from only one source of supply; or (iii) standardization or compatibility is the overriding consideration.

N.C.G.S. § 143-129(e)(6) requires governing Board approval under the above-referenced exception prior to the award of the contract.

The Executive Director submits that for the proposed purchase of the equipment/items indicated above, the exception in N.C.G.S. § 143-129(e)(6) applies due to standardization or compatibility being the overriding consideration, based upon the following reasons:

1. The station currently has three pumps, which are identical. This includes the motor, pump bowl assembly, VFD, and miscellaneous appurtenances.
2. Major components of the three pumps are interchangeable. For example, the pump bowl assembly can be moved from one pump to another and will not hinder operation or performance.

3. Purchasing an identical VFD will maintain this standardization with the existing pumps as all parts would be interchangeable among all three pumps.
4. Any spare parts that are in stock (or will be purchased) will be usable on any of the three pumps. If a different pump is purchased, separate spare parts would be required for that specific pump.
5. Maintenance on the three pumps would be identical, whether performed by Brunswick County Staff or an outside vendor.
6. The interchangeability of parts (and spare parts) is critical. These are not “off the shelf” pumps; therefore, spare pumps and parts are difficult to acquire on short notice should an emergency arise.
7. The parts/equipment are not interchangeable with similar parts of another manufacturer.
8. The parts/equipment are required from this source to permit standardization.
9. The VFD will match the existing VFDs for the reasons noted above.

On the basis of the foregoing, the undersigned requests that competitive procurement be waived by the Board for the purchase of the item described in this form, and that the vendor identified as the supplier of the equipment/item described above be authorized as a sole source for the equipment/item.

This sole source exception complies with Section V of LCFWASA’s Contract and Purchasing Policy.

I certify that the above information is true and accurate to the best of my knowledge and that I have no financial or other beneficial interest in the vendor or equipment/item.

Respectfully submitted,



Tim Holloman, LCFWASA Executive Director



Date

Charles R. Underwood Inc.

Municipal Pump Sales & Service

2000 Boone Trail Road
Sanford, North Carolina 27330

Phone: (919) 775-2463
Fax: (919) 708-7232

December 3, 2024

Lower Cape Fear Water and Sewer Authority

Raw Water Pump VFD

Kings Bluff

Mr. Tim Holloman

CC. Brunswick Co.

Dear Mr. Holloman,

We are pleased to provide you with cost and install one new 1750hp VFD as follows:

- 1) \$237,141.00-1750hp MV TMEIC air cooled MV Drive-MVe2 4160-volt 1750 hp 400 Frame
(Duplicate to others, see detailed quote attached)
- 2) \$2,900.00 - Unload Unit
- 3) \$47,632.00- Removal of existing drive and installation of new drive. Lengthening of cable
and additional control work as required for complete operation.
- 4) \$9,600.00- Commission of drive.

\$297,273.00 Plus tax and freight

Delivery 30-40 weeks

As always we appreciate the opportunity to work with you on this project. If you have any questions
or concerns please do not hesitate to contact us.

Russell Underwood PE

President

Charles R. Underwood Inc.

AGENDA ITEM

To: CHAIRMAN KNIGHT AND BOARD MEMBERS

From: TIM H. HOLLOMAN, EXECUTIVE DIRECTOR

Date: December 9, 2024

Re: Executive Director's Report

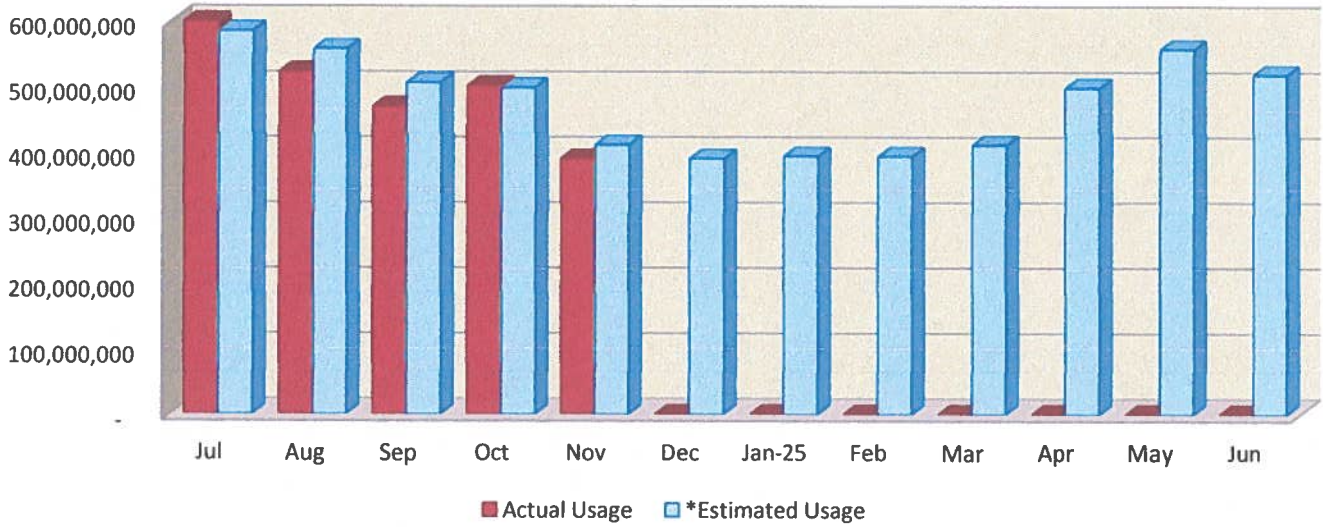
EDR1 - Comments on Customers' Water Usage and Raw Water Revenue for Fiscal Year to Date Ending November 30, 2024

EDR2 - Operating Budget Status, Ending October 31, 2024

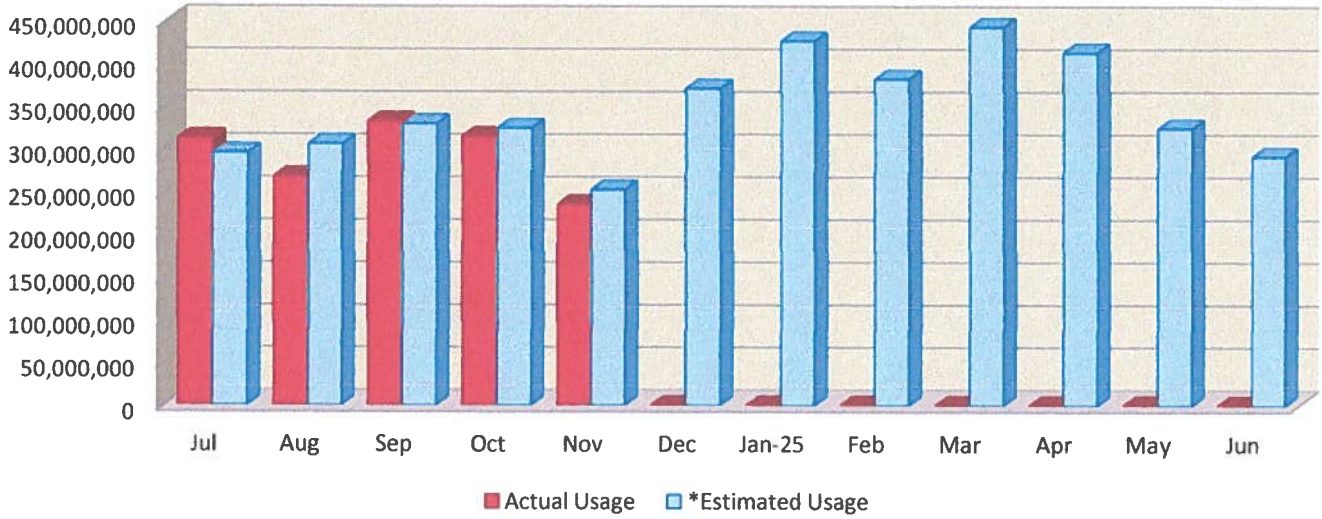
EDR3 - Summary of Activities.

Action Requested: For information purposes.

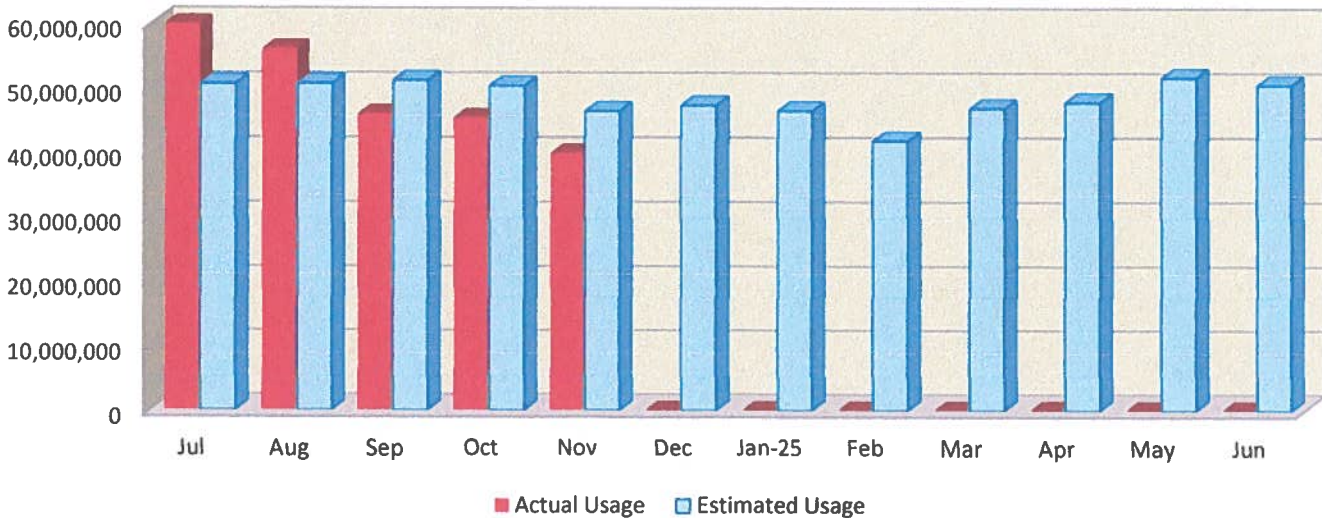
Brunswick County Water Usage FY 24-25



CFPUA Water Usage FY 24-25



Pender County Water Usage FY 24-25



LOWER CAPE FEAR WATER AND SEWER AUTHORITY
FISCAL YEAR 2024-2025 BUDGET

ACCOUNT NO.	REVENUES	FY 2024-2025 APPROVED BUDGET	FY 2024-2025 AMENDED BUDGET	July 1 - October 31, 2024 ACTUAL		FY 24-25 TOTAL COMBINED BUDGET	% of Amended Budget As of 10/31/2024
				KINGS BLUFF	BLADEN BLUFFS		
	OPERATING						
3001-01	Brunswick County	\$ 2,522,662	\$ 2,522,662	\$ 922,484	\$ -	\$ 922,484	37%
3002-01	Cape Fear Public Utility Authority	\$ 1,835,996	\$ 1,835,996	\$ 541,150	\$ -	\$ 541,150	29%
3003-03	Pender County	\$ 256,344	\$ 256,344	\$ 91,403	\$ -	\$ 91,403	36%
3004-01	Stepan/Invista	\$ 176,000	\$ 176,000	\$ 58,341	\$ -	\$ 58,341	33%
3005-01	Praxair, Inc	\$ 35,200	\$ 35,200	\$ 9,040	\$ -	\$ 9,040	26%
3006-01	Bladen Bluffs Reimbursement for Plant Operation Costs	\$ 5,570,183	\$ 5,570,183	\$ -	\$ 1,148,455	\$ 1,148,455	21%
3006-02	Bladen Bluffs Administrative Reimbursement	\$ 119,988	\$ 119,988	\$ -	\$ 55,729	\$ 55,729	46%
3007-01	Sales Tax Refund	\$ 115,234	\$ 115,234	\$ -	\$ -	\$ -	0%
	Subtotal	\$ 10,631,607	\$ 10,631,607	\$ 1,622,418	\$ 1,204,185	\$ 2,826,603	27%
	Non-Operating						
3105-01	Interest	\$ 78,878	\$ 154,188	\$ 58,192	\$ -	\$ 58,192	38%
3120-01	Other Revenue (Insurance Proceeds/Refunds/FEMA)	\$ -	\$ -	\$ -	\$ -	\$ -	0%
3125-01	Federal Tax Subsidy	\$ -	\$ -	\$ -	\$ -	\$ -	0%
3156-00	Rental House Income	\$ -	\$ -	\$ -	\$ -	\$ -	0%
3170-01	Transfer In	\$ -	\$ -	\$ -	\$ -	\$ -	0%
3900-01	Renewal and Replacement Fund Appropriated	\$ 104,534	\$ 104,534	\$ -	\$ -	\$ -	0%
3900-02	SRF/ARPA	\$ 20,000,000	\$ 20,000,000	\$ 4,539,759	\$ -	\$ 4,539,759	23%
2900-00	Fund Balance Appropriated	\$ -	\$ -	\$ -	\$ -	\$ -	0%
	Subtotal	\$ 20,183,412	\$ 20,258,722	\$ 4,597,951	\$ -	\$ 4,597,951	23%
	TOTAL REVENUES	\$ 30,815,019	\$ 30,890,329	\$ 6,220,369	\$ 1,204,185	\$ 7,424,554	24%

LOWER CAPE FEAR WATER AND SEWER AUTHORITY
FISCAL YEAR 2024-2025 BUDGET

ACCOUNT NO.	EXPENDITURES	FY 2024-2025 APPROVED BUDGET		FY 2024-2025 AMENDED BUDGET	July 1 - October 31, 2024 ACTUAL		FY 24-25 TOTAL COMBINED BUDGET
					KINGS BLUFF	BLADEN BLUFFS	
	Administration						
4001-01	Salaries	\$ 222,026	\$ 222,026	\$ 222,026	\$ 57,078	\$ 22,203	\$ 79,280
4010-01	Per Diem and Mileage Board Members	\$ 64,476	\$ 64,476	\$ 64,476	\$ 11,868	\$ 6,448	\$ 18,315
4012-01	Vehicle Allowance	\$ 5,200	\$ 5,200	\$ 5,200	\$ 1,280	\$ 520	\$ 1,800
4019-01 & 4024-01	FICA Taxes	\$ 22,534	\$ 22,534	\$ 22,534	\$ 5,257	\$ 2,253	\$ 7,511
4029-01	Retirement	\$ 30,196	\$ 30,196	\$ 30,196	\$ 6,723	\$ 3,020	\$ 9,743
4035-01	401K Plan	\$ 12,422	\$ 12,422	\$ 12,422	\$ 2,898	\$ 1,242	\$ 4,141
4036-01	Miscellaneous Payroll Processing Expenses	\$ 2,900	\$ 2,900	\$ 2,900	\$ 887	\$ -	\$ 887
4038-01	Group Insurance	\$ 42,586	\$ 42,586	\$ 42,586	\$ 9,201	\$ 4,259	\$ 13,459
4039-01	Property and Liability Insurance	\$ 156,000	\$ 156,000	\$ 156,000	\$ 48,838	\$ 15,600	\$ 64,438
4046-00	Professional Services General	\$ 15,000	\$ 15,000	\$ 15,000	\$ -	\$ -	\$ -
4046-01	Attorney	\$ 50,000	\$ 50,000	\$ 50,000	\$ 14,375	\$ -	\$ 14,375
4047-01	Auditor	\$ 8,000	\$ 8,000	\$ 10,500	\$ 3,200	\$ 2,800	\$ 6,000
4048-01	Engineer	\$ 175,000	\$ 175,000	\$ 162,000	\$ 9,092	\$ -	\$ 9,092
4049-01	Information Technology	\$ 25,000	\$ 25,000	\$ 25,000	\$ 3,293	\$ -	\$ 3,293
4050-01	Financial Advisor	\$ 10,000	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ -
4055-01	Office Maintenance/Repair/Common Charge	\$ 40,000	\$ 40,000	\$ 40,000	\$ 6,197	\$ -	\$ 6,197
4058-01	Office Utilities	\$ 3,500	\$ 3,500	\$ 3,500	\$ 951	\$ -	\$ 951
4059-01	Office Expenses (telephone, Printing, Adv)	\$ 15,000	\$ 15,000	\$ 15,000	\$ 2,888	\$ -	\$ 2,888
4062-01	Office Equipment	\$ 35,000	\$ 35,000	\$ 35,000	\$ 15,468	\$ -	\$ 15,468
4064-01	Printing and Advertising	\$ 8,000	\$ 8,000	\$ 12,000	\$ 3,778	\$ -	\$ 3,778
4065-01	Telephone and Internet	\$ 3,500	\$ 3,500	\$ 5,000	\$ 1,425	\$ -	\$ 1,425
4070-01	Travel and Training	\$ 29,000	\$ 29,000	\$ 29,000	\$ 11,500	\$ -	\$ 11,500
4070-20	Phone Allowance	\$ 520	\$ 520	\$ 520	\$ 128	\$ 52	\$ 180
4075-01	Vehicle Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4080-01	Miscellaneous Expense	\$ 20,000	\$ 20,000	\$ 15,000	\$ 5,364	\$ -	\$ 5,364
4081-01	Dues & Subscription	\$ -	\$ -	\$ 10,000	\$ 4,687	\$ -	\$ 4,687

LOWER CAPE FEAR WATER AND SEWER AUTHORITY
FISCAL YEAR 2024-2025 BUDGET

ACCOUNT NO.	EXPENDITURES	FY 2024-2025 APPROVED BUDGET		FY 2024-2025 AMENDED BUDGET	July 1 - October 31, 2024 ACTUAL		FY 24-25 TOTAL COMBINED BUDGET				
					KINGS BLUFF	BLADEN BLUFFS					
	Subtotal	\$	995,860	\$	995,860	\$	226,377	\$	58,396	\$	284,773
	Operating										
4501-01	Sales Tax Expense	\$	105,000	\$	105,000	\$	-	\$	39,127	\$	39,127
4510-01	Bladen Bluffs O & M	\$	3,821,385	\$	3,821,385	\$	-	\$	835,854	\$	835,854
4515-01	Bladen Bluffs Hurricane Florence	\$	-	\$	-	\$	-	\$	-	\$	-
4520-01	Utilities/Energy Kings Bluff	\$	775,363	\$	775,363	\$	254,770	\$	-	\$	254,770
4530-01	Contract O & M Kings Bluff	\$	736,811	\$	736,811	\$	237,246	\$	-	\$	237,246
4537-01	O&M Kings Booster Pump Bluff Pump Station	\$	-	\$	-	\$	-	\$	-	\$	-
4541-01	Combined Enterprise Funded Series 2010 Principal	\$	-	\$	-	\$	-	\$	-	\$	-
4542-01	Combined Enterprise Funded Series 2010 Interest	\$	-	\$	-	\$	-	\$	-	\$	-
4543-01	Combined Enterprise System Ref Series 2012 Principal	\$	-	\$	-	\$	-	\$	-	\$	-
4544-01	Combined Enterprise System Ref Series 2012 Interest	\$	-	\$	-	\$	-	\$	-	\$	-
4545-01	Bladen Bluffs Debt Service Principal	\$	1,035,000	\$	1,035,000	\$	-	\$	-	\$	-
4546-01	Bladen Bluffs Debt Service Interest	\$	500,000	\$	500,000	\$	-	\$	187,520	\$	187,520
	Operating Capital Expense	\$	2,685,000	\$	2,760,310	\$	-	\$	472,681	\$	472,681
4998-05	Transfer to R&R - Kings Bluff R&R Expense	\$	160,600	\$	160,600	\$	-	\$	-	\$	-
	Transfer to R&R - Industrial	\$	-	\$	-	\$	-	\$	-	\$	-
4998-06	Transfer to Enterprise Fund	\$	-	\$	-	\$	-	\$	-	\$	-
2041-01	421 Relocation New Hanover County Loan Principal	\$	-	\$	-	\$	-	\$	-	\$	-
5180-00	SRF/7 mile parallel line expenditures	\$	20,000,000	\$	20,000,000	\$	3,888,248	\$	-	\$	3,888,248
	Subtotal	\$	29,819,159	\$	29,894,469	\$	4,380,265	\$	1,535,181	\$	5,915,446

Executive Director Highlighted Activities:

- Regular Monthly meetings with the Design Build Team and Owner's Advisor for the parallel line project.
- Participated in weekly update meetings on the 10-mile parallel line.
- Followed up with EMSL on additional sampling tests at former rental house.
- Followed up on LCFWASA Meter at Pender Vault for increased accuracy in readings.
- Preliminary meeting on Reservoir issues with Attorney and McKim and Creed.
- Attended Pender County Utilities Monthly Meeting.
- Danielle set up new .Gov emails initiating Cyber Security protocols for Kings Bluff.
- Danielle attended Clerk Master Class.
- Director volunteered at Wal-Mart as a bell ringer for Salvation Army representing LCFWASA
- Attended Source Water Protection Group quarterly meeting and brought two guests from UNCW Environmental Department.