

*Celebrating 50 years  
1970-2020*

*Dependable Reliable Cost-Effective Regional*

## **AGENDA**

**Lower Cape Fear Water & Sewer Authority  
1107 New Pointe Boulevard, Suite # 17, Leland, North Carolina  
10:15 a.m. – Long Range Planning Committee Meeting  
March 8, 2021**

**MEETING CALL TO ORDER:** Chairman Leonard

**PRESENTATION:** Long Range Planning Committee

**DISCUSSION**

**NEEDS:**

**OPERATING PROCEDURES:**

**ISSUES AND CONCERNS:**

**EVALUATE AND ESTABLISH POLICIES:**

**EVALUATE CAPITAL IMPROVEMENT PLAN:**

**ACTION/DIRECTION:** Schedule Future Meetings for April 12, 2021, June 7<sup>th</sup> or 21<sup>st</sup>  
Depending on Board Meeting Reschedule and Possibly July 21<sup>st</sup> at 10:15 or Immediately  
Following the Regular Board Meeting on these Dates.

**ADJOURNMENT**

*Lower Cape Fear Water & Sewer Authority*

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1107 New Pointe Blvd, Suite 17  
Leland, North Carolina 28451



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*Water is Our Business*

# Lower Cape Fear Water & Sewer Authority



## Long Range

# Planning Committee Meeting

## March 8, 2021

Wifi: Network Name = **BladenBluffs** Password = **kingsbluff1**

## LONG RANGE PLANNING COMMITTEE-NEED

- ESTABLISH OPERATING PROCEDURES
- DETERMINE WHAT CONSTITUTES NORMAL GROWTH VS. SYSTEM EXPANSION
- EVALUATE AND RECOMMEND POLICIES REGARDING CATEGORIES OF EXPENSES AND HOW THEY ARE ASSIGNED TO PARTNERS
- EVALUATE CAPITAL IMPROVEMENT PLAN TO RECOMMEND ANY CHANGES TO FULL BOARD BY AUGUST 2021 PRIOR TO ENGINEER INSPECTION AND ANNUAL UPDATE
- ALIGN CAPITAL IMPROVEMENT PLAN WITH RATES TO RECOMMEND TO THE FINANCE COMMITTEE BY FEBRUARY 2022 RATES FOR THE UPCOMING FISCAL YEAR

## ESTABLISH OPERATING PROCEDURES

- 10 MEMBERS APPOINTED BY CHAIRMAN (VOTING PRIVILEGES LIMITED TO LCFWASA DIRECTORS)
- AGENDA PREPARED BY LCFWASA STAFF
- OTHER MEMEMBER ENTITES CAN BRING ADDITIONAL STAFF SUCH AS FINANCE, DIRECTOR, ELECTED OFFICAL THEY DEEM NECESSARY FOR DISCUSSION OR OBSERVATION (COVID PROTOCOL)
- CHAIRMAN WILL CALL TIME OR QUESTION AFTER DISCUSSION HAS REACHED AN IMPASS OR BECOMES NON PRODUCTIVE
- ACTIONS WILL BE VOTED ON BY THE 7 DIRECTORS AFTER DISCUSSION
- MEETINGS WILL BE CALLED AS NECESSARY BY THE CHAIRMAN TO MEET TASK TIMELINES. USALLY ON LCFWASA BOARD MEETING DATES, BUT NO LIMITED TO THESE DATES

NORMAL GROWTH VS. SYSTEM EXPANSION

DEFINE WHAT NORMAL GROWTH IS:

3% ANNUALLY

5% ANNUALLY

OTHER

DEFINE SYSTEM EXPANSION:

ADDITION OF MORE THAN 10 Percent  
Growth

OTHER

EVALUATE AND RECOMMEND POLICIES REGARDING  
CATEGORIES OF EXPENSES AND HOW THEY ARE  
ASSIGNED/AFFECT PARTNERS

Policies must be compared to by-laws for  
evaluation

Particular projects that are affected by Policies  
treating planning and financing differently than  
normal growth or maintenance:

Example: Transmission Lines

Example: Storage (Regular Operation or  
Expanded)

Example: Additional Pumps (Regular Operation  
or Expanded)

EVALUATE CAPITAL IMPROVEMENT PLAN TO RECOMMEND ANY  
CHANGES TO FULL BOARD BY AUGUST 2021 PRIOR TO  
ENGINEER INSPECTION AND ANNUAL UPDATE

## FY 2020 to 2045 Capital Improvement Plan

- 1<sup>st</sup> Action to review plan
- 2<sup>nd</sup> Action to Reschedule, Remove or Add items
- 3<sup>rd</sup> Action to Suggest changes to the Board
- 4<sup>th</sup> Action Upon Board Approval, Executive Director informs engineer of direction in completing the annual report.

ALIGN CAPITAL IMPROVEMENT PLAN WITH RATES TO  
RECOMMEND TO THE FINANCE COMMITTEE BY FEBRUARY 2022  
RATES FOR THE UPCOMING FISCAL YEAR

NOVEMBER OF 2021 REVIEW PLANNED EXPENDITURES  
RECOMMENDED BY STAFF AND CAPITAL  
IMPROVEMENT PLAN

RECOMMEND AMEND, CHANGE OR ENDORSE ITEMS,  
MANAGEMENT OR PERSONNEL CHANGES FOR THE  
NEXT FISCAL YEAR

EXECUTIVE DIRECTOR WILL TAKE THESE TO THE  
JANUARY ANNUAL BOARD RETREAT PLANNING  
SESSION AS A NEW BUDGET CYCLE BEGINS



QUESTIONS ???

