

Lower Cape Fear Water & Sewer Authority
Regular Board Meeting Minutes
February 10th, 2025

Chairman DeVane called to order the Authority meeting scheduled on February 10th, 2025, 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 DeVane:

Present: Norwood Blanchard, Patrick DeVane, Jerry Groves, Harry Knight, Scott Phillips, Charlie Rivenbark, Bill Sue, Phil Tripp, Frank Williams, and Rob Zapple

Present by Virtual Attendance: Wayne Edge, Al Leonard, and Bill Saffo

Absent: Chris Smith

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

Guests Present: Devon Moore, Computer Warriors; Anthony Colon, Pender County Utilities Director; Sean Kenyon, McKim & Creed Senior Project Engineer; Craig Wilson, Cape Fear Public Utility Authority Engineering Manager; Christopher "CJ" Cahoy, Garney Construction; Anthony Colon, Pender County Utilities Director; Glenn Walker, Brunswick County Water Resources Manager; David Carson, Brunswick County Kings Bluff Water Resource Supervisor; Jason Cook P.E. HDR Inc.; and Brian Terry, Pender County Utilities Water & Sewer Superintendent

Guests Virtual Attendance: Heidi Cox, NC DEQ Regional Engineering Supervisor, Division of Water Infrastructure; Benjamin Kearns, Cape Fear Public Utility Authority Water Resources Manager Water Treatment; John Nichols, Brunswick County Public Utilities Director; and Kevin Morris, Cape Fear Public Utility Authority Deputy Director

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

APPROVAL OF CONSENT AGENDA

C1 – Minutes of January 13, 2025, Regular Board Meeting

C2 – Minutes of January 13, 2025, Personnel Committee Report

C3 – Kings Bluff Monthly Operations and Maintenance Report

C4 – Bladen Bluffs Monthly Operations and Maintenance Reports

C5 – HDR Scope Revisions from Approved Resolutions in November 2024

C6 – Holiday and Leave Policies Update

C7 – Line-Item Adjustment for December 31, 2024

Motion: Director Zapple **MOVED**; seconded by Director Blanchard, approval of the Consent Agenda Items C1, C2, C6, & C7. Upon voting, the **MOTION CARRIED UNANIMOUSLY**.

Director Zapple requested to pull C3-C5 for clarification. Director Zapple questioned the maintenance item on C3, which stated that KB personnel assisted I&E with troubleshooting and diagnosing communication failure at the SCADA building at the raw tank and replacing the control panel on Gen #1. David Carson advised once a year, new calibrated pressure monitors are installed. During this process, KB staff discovered that Pender County had a discrepancy between what was showing at King Bluffs and at Penders Plant. After reviewing, the PLC lost a parameter, but Mr. Carson corrected that parameter. Director Zapple questioned C4-2 for Bladen Bluffs SWTP Maintenance Report, stating that the auto mechanism on louvers not working in the blower room has been fixed. However, they said that the blower room needs to be cleaned and will thoroughly be cleaned after the louver is repaired. Executive Holloman advised they must clean the area twice. Director Zapple questioned C5-5 regarding the \$10,000 to review the GMP. Executive Director Holloman advised HDR is our internal review department, and this is an itemized service.

Motion: Director Zapple **MOVED**; seconded by Director Rivenbark, approval of the Consent Agenda Items C3-C5. Upon voting, the **MOTION CARRIED UNANIMOUSLY**.

NEW BUSINESS

NB1- Resolution Awarding Annual Audit Contract for Fiscal Year Ending June 30, 2024, to Thompson, Price, Scott, Adams & Co. P.A. in the Amount of \$9,000.00

Executive Director Holloman presented the item. The audit contract will have to go out for RFQ next year.

Motion: Director Williams **MOVED**; seconded by Director Rivenbark, approval of the Resolution Awarding Annual Audit Contract for Fiscal Year Ending June 30, 2025, to Thompson, Price, Scott, Adams & Co. P.A. for \$9,000.00. Upon voting, the **MOTION CARRIED UNANIMOUSLY**.

NB2- Recommendation to purchase a Valve Exerciser for Kings Bluff Raw Water Plant

Executive Director Holloman stated that Kings Bluff is requesting the purchase of a new Valve Turning Vac Trailer (VTVT). The existing Spin Doctor unit has reached the end of its service life. This critical piece of equipment is important to the maintenance of the valves at the interconnections (crossovers) and raw water tank and is critical to emergency operations in the case of a failure of the raw water line to isolate a compromised section.

Motion: Director Knight **MOVED**; seconded by Director Zapple, approval of Recommendation to purchase a Valve Exerciser for Kings Bluff Raw Water Plant. Upon voting, the **MOTION CARRIED UNANIMOUSLY**.

NB3 – Design Builders Contract Amendment for Phase 2 B, Parallel Line Project

Executive Director Holloman advised that the Design-Build evaluation team recommends amending the Design-Build contract with Garney, Inc. This is the next step in progress with construction on Phase 2B of Project 1.

Motion: Director Blanchard **MOVED**; seconded by Director Rivenbark, approval of the Resolution to Approve Design-Build Contract Amendment No.1 - Project #1 for Phased 10-Mile Parallel Raw Water Line Project – Project #1, Phase 2. Upon voting, the **MOTION CARRIED**.

NB4 – Resolution of the Lower Cape Fear Water & Sewer Authority Board to Directors to award the Phase II Engineering Services of Design and Bid Proposal Associated with the Kings Bluff Raw Water Pump Station Air Backwash Building and Access Walkway Replacement

Executive Director Holloman advised that after the Board approved returning to the original scope of work at the January Board meeting, McKim and Creed submitted a proposal for \$285,900 to complete the Phase II tasks.

Motion: Director Williams **MOVED**; seconded by Director Blanchard, approval of the Resolution of the Lower Cape Fear Water & Sewer Authority Board to Directors to award the Phase II Engineering Services of Design and Bid Proposal Associated with the Kings Bluff Raw Water Pump Station Air Backwash Building and Access Walkway Replacement. Upon voting, the **MOTION CARRIED**.

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 December 31, 2024

Executive Director Holloman reported that during January, all customers were under projections.

DIRECTOR'S COMMENTS AND/OR FUTURE AGENDA ITEMS

No comments.

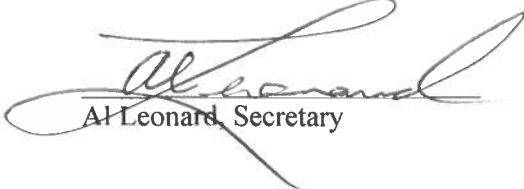
PUBLIC COMMENT

Christopher "CJ" Cahoy, Garney Construction will give an update to the board in April on the Raw Water Line Project.

ADJOURNMENT

There being no further business, Chairman DeVane adjourned the meeting at 9:35 a.m.

Respectfully Submitted:



Al Leonard, Secretary