
Lower Cape Fear Water & Sewer Authority

Personnel Committee Meeting Minutes

January 13th, 2025

Chairman DeVane called to order the Personnel Committee Meeting on January 13th, 2025, at 8:35 a.m. The meeting was held at the Authority's office located at 1107 New Pointe Boulevard, Suite 17, Leland, North Carolina.

Present: Norwood Blanchard, Patrick DeVane, Harry Knight, Al Leonard, Scott Phillips, and Charlie Rivenbark

Present by Virtual Attendance: none

Absent: None

Staff: Tim Holloman, Executive Director; Matthew Nichols, General Counsel; Sam Boswell, COG; and Danielle Hertzog, Financial Administrative Assistant

Guest: Director Wayne Edge; Director Bill Sue; Devon Moore, Computer Warriors; Benjamin Kearns, Cape Fear Public Utility Authority Water Recourses Manager Water Treatment

Presentation: Salary Survey 2024-2025

Executive Director Holloman advised that this is a standard salary study, and it was completed in-house. He has been with the Authority for five years and cannot see where salary study has been completed before. Going forward, he would like to complete salary study every five years. A copy of the PowerPoint will be included within the minutes. Director Phillips asked if Executive Director Holloman could get an updated job description and return the information to the Personnel Committee.

Presentation: Consider Amending Holiday Schedule Section 5.7

Executive Director Holloman proposed adding a third day for Christmas. Currently, LCFWASA has two days at Christmas, the 24th and 25th. It would be the 24th, 25th, and 26th in the future.

Motion: Director Rivenbark **MOVED**; seconded by Director Blanchard, to take the Amending Holiday Schedule to the full board. Upon voting, the **MOTION CARRIED UNANIMOUSLY**.

ADJOURNMENT

There being no further business, Chairman DeVane adjourned the meeting at 8:48 a.m.

Respectfully Submitted,



Tim Holloman, Executive Director

Lower Cape Fear Water & Sewer Authority



Personnel Committee Meeting

January 13th , 2024

Wifi: Network Name = **Bladen Bluffs Guest** Password = **bladenbluffs**

Salary Survey 2024-25

Local Government Units complete area salary studies typically every five years

- Gather Area Salaries of Similar Positions for comparison
- Considerations for how to evaluate data:

Responsibilities of positions to be compared

Size of the organization

Regional competition for work force

Experience and years of service

RESPONSIBILITIES:

Extensive Job Description (Wears Many hats)

Self-Directed or Strongly Supervised

SIZE OF ORGANIZATION:

Availability of Resources (Large)

Need to pay more for wide range of responsibilities and tasks (Small)

Industry Specifics (Salaries driven by qualifications)(Regardless of size)

GEOGRAPHIC DRIVERS AND EXPERIENCE

Regional Competition
Experience and years of service

Clerks

Brunswick County Clerk	\$83,576.00
Pender County Clerk	\$52,087.00
ONWASA Clerk	\$75,000.00
H2GO Clerk	\$86,825.00
CFPUA Clerk	\$90,205.00

Combined Total	387,693.00
Average	77,538.60
LCFWASA Clerk	67,000.00

0.86

14 percent difference

Removing lowest/Highest Total	\$245,401.00
Average	81,800.33
LCFWASA Clerk	67,000.00

0.82

18 percent
different

Directors

Brunswick County Utility Director	188,000.00
Pender County Utility Director	108,000.00
ONWASA Executive Director	180,250.00
H2GO Executive Director	153,801.00
CFPUA Executive Director	201,000.00

Combined Total	831,051.00
Average	166,210.20
LCFWASA Executive Director	138,000.00

0.83

17 percent different

Removing lowest/Highest Total	522,051.00
Average	174,017.00
LCFWASA Executive Director	138,000.00

0.79
21 percent
different

ACTIONS:

No action use for informational purposes only

Various methods to address:

One Fiscal Year Adjustment
Adjustments over two Fiscal Years to address

Failure to address:

Salary gap becomes wider over time hindering retention and attraction of employees

Outside Considerations

Housing costs have increased 21 % since 2020

Groceries have increased 25.8% since 2020

Clothing costs have increased 73% since 2020

Vehicle Maintenance increased 20% in since 2023

Electricity Cost in the Cape Fear Region is 16% higher than the National Average

Consider Amending Holiday Schedule Section 5.7

Currently Employees receive 11 paid holidays:

New Year's Day

Martin Luther King, Jr.'s Birthday

Easter (Good Friday)

Memorial Day (last Monday in May)

Juneteenth

Independence Day

Labor Day

Veterans Day

Thanksgiving Day and the following day

Christmas Day –Two days fluctuate depending on which day of the week Christmas falls.

- Propose adding one day for the Christmas Holiday bringing the days to 3 and they would still fluctuate on when Christmas Falls.

QUESTIONS ???