

Lower Cape Fear Water & Sewer Authority
Regular Board Meeting Minutes
January 13th, 2025

Chairman Devane called to order the Authority meeting scheduled on January 13th, 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 Leonard gave the invocation.

Roll Call by Chairman DeVane:

Present: Norwood Blanchard, Patrick DeVane, Wayne Edge, Harry Knight, Al Leonard, Scott Phillips, Charlie Rivenbark, Chris Smith, Bill Sue, Frank Williams, and Rob Zapple

Present by Virtual Attendance: Jerry Groves and Saffo

Absent: Phil Tripp

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; James Proctor, Pender County Deputy Director of Utilities; Glenn Walker, Brunswick County Water Resources Manager; David Carson, Brunswick County Kings Bluff Water Resource Supervisor; Benjamin Kearns, Cape Fear Public Utility Authority Water Recourses Manager Water Treatment; and Austin Eubanks, Thompson Price, Scott, Adams & Co., P.A.

Guests Virtual Attendance: Heidi Cox, NC DEQ Regional Engineering Supervisor, Division of Water Infrastructure; 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 December 9, 2024, Regular Board Meeting

C2 – Kings Bluff Monthly Operations and Maintenance Report

C3 – Bladen Bluffs Monthly Operations and Maintenance Reports

Motion: Director Leonard **MOVED**; seconded by Director Blanchard, approval of the Consent Agenda Items C1-C3. Upon voting, the **MOTION CARRIED UNANIMOUSLY**.

PRESENTATION TO: Harry Knight, New Hanover County, by Chairman Patrick DeVane

Chairman DeVane presented Director Knight with a certificate and gift card in recognition and appreciation for his distinguished service to the Authority for serving as Chairman in 2024.

NEW BUSINESS

NB1- Presentation of Annual Audit Report for Fiscal Year Ending June 30, 2024

Mr. Austin Eubanks reviewed a PowerPoint summarization of the audit report, a copy of which is hereby incorporated as part of these minutes. He explained the primary task of the audit firm is to reach an opinion on the financial statements as a whole. The audit findings resulted in an unmodified opinion of a clean report with no material misstatements and a net position of increase in assets by over one million dollars. He reported the records were in good order, and all required audit procedures were performed with complete access to management and information without any limitations. There were no instances of material errors, misrepresentation, or non-compliance. He reviewed a summary of essential audit items, including cash/cash equivalents, total revenue, and total expenses.

Executive Director Holloman wanted it noted as a hard copy or PDF file of the *Annual Financial Report for the Year Ended June 30, 2024*, available upon request.

Motion: Director Williams **MOVED**; seconded by Director Knight, approval of the Annual Financial Report for the Year Ended June 30, 2024. Upon voting, the **MOTION CARRIED UNANIMOUSLY**.

NB2- Appointment of Calendar Year 2025 Finance Committee by Chairman DeVane

Chairman DeVane noted the members he appointed to the Finance Committee for the calendar year 2025, including:

Patrick DeVane, Chairman
Scott Phillips
Al Leonard
Charlie Rivenbark
Norwood Blanchard
Harry Knight

Motion: Director Williams **MOVED**; seconded by Director Zapple, approval to Appointment of Calendar Year 2025 Finance Committee by Chairman DeVane. Upon voting, the **MOTION CARRIED UNANIMOUSLY**.

NB3 – Appointment of Calendar Year 2025 Personnel Committee by Chairman DeVane

Chairman DeVane noted the members he appointed to the Personnel Committee for the calendar year 2025, including:

Patrick DeVane, Chairman
Scott Phillips
Al Leonard
Charlie Rivenbark
Norwood Blanchard
Harry Knight
Matt Nichols

Motion: Director Williams **MOVED**; seconded by Director Zapple, motion to approve Appointment of Calendar Year 2025 Personnel Committee by Chairman DeVane. Upon voting, the **MOTION CARRIED**.

NB4 – Appointment of Calendar Year 2025 Long Range Planning Committee by Chairman DeVane

Chairman DeVane noted the members he appointed to the Long-Range Planning Committee for the calendar year 2025, including:

Patrick DeVane, Chairman
Scott Phillips
Al Leonard
Charlie Rivenbark
Norwood Blanchard
Harry Knight
Phil Tripp
Frank Williams
Rob Zapple
John Nichols
Glenn Walker - alternate for John Nichols if he is unable to attend.
Ken Waldroup
Anthony Colon

Motion: Director Williams **MOVED**; seconded by Director Zapple, approval to Appointment of Calendar Year 2025 Long Range Planning Committee by Chairman DeVane with adding Glenn Walker. Upon voting, the **MOTION CARRIED**.

NB5- Consider adoption of a resolution regarding the delivery method of the Kings Bluff walkway

Executive Director Holloman advised this resolution is for a traditional design, bid, build for the Kings Bluff walkway.

Motion: Director Blanchard **MOVED**; seconded by Director Phillips, approval of the Resolution of the Lower Cape Fear Water & Sewer Authority Board to Directors to pursue Traditional Design, Bid, and Build Project Delivery Method for the Kings Bluff Raw Water Pump Station Air Backwash Building and Access Walkway , Project. Upon voting, the **MOTION CARRIED UNANIMOUSLY**.

NB6- Consider approval of proceed with Phase II Engineering work for walkway replacement

Motion: Director Zapple **MOVED**; seconded by Director Edge, approval of the Resolution of the Lower Cape Fear Water & Sewer Authority Board to Directors to processed with Phase II Engineering work for the Kings Bluff Raw Water Pump Station Air Backwash Building and Access Walkway Replacement. Upon voting, the **MOTION CARRIED UNANIMOUSLY**.

NB7- Budget Amendment #2

Executive Director Holloman advised moving operating funds to the R&R account due to the FY 2023-2024 audit.

Motion: Director Phillips **MOVED**; seconded by Director Leonard, approval of Budget Amendment #2. Upon voting, the **MOTION CARRIED UNANIMOUSLY**.

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 December, all customers were under projections.

DIRECTOR'S COMMENTS AND/OR FUTURE AGENDA ITEMS

Director Phillips wants to ensure that LCFWASA is ready for the new developments, moving into Brunswick County so that we can sustain the growth.

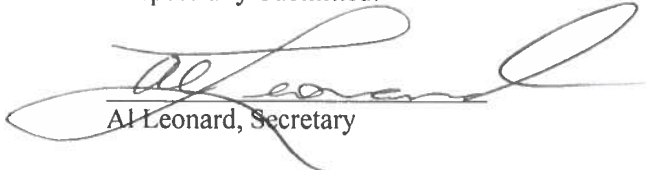
PUBLIC COMMENT

No comments.

ADJOURNMENT

There being no further business, Chairman DeVane adjourned the meeting at 9:40 a.m.

Respectfully Submitted:



Al Leonard, Secretary